

# CONSTITUTION FOR THE NORTHEASTERN STATE UNIVERSITY STUDENT FOUNDATION

## ARTICLE I

**Name of Organization:** The name of this organization shall be the Northeastern State University Student Foundation.

## ARTICLE II

**Purpose:** The purpose of NSU Student Foundation is to serve Northeastern State University by building, cultivating and sustaining relationships within the NSU community and to educate the student body about the impact and importance of charitable giving.

## ARTICLE III

**Affiliation:** NSU Student Foundation is chartered under the Northeastern State University Foundation, which will offer support and advising to the organization. NSU Student Foundation members serve the organization and in turn Northeastern State University at the pleasure of the Northeastern State University Foundation.

## ARTICLE IV

### Membership and Officers:

**Section 1.** To be eligible for membership in NSU Student Foundation, one must be a full-time Northeastern State University undergraduate student, maintain a cumulative grade point average of 2.5, be willing and able to commit a minimum of three hours of service to NSU Student Foundation per week, be in good standing with the university. All members of NSU Student Foundation will be responsible to meet the Student Foundation membership requirements for the entire academic year. A total eight (8) members will be appointed by the Executive Committee for the 2009-2010 academic year, as set forth by the Student Foundation Bylaws. The eight (8) new members must include two (2) members from each Freshman, Sophomore, Junior and Senior class.

**Section 2.** Each new and returning member will be placed on one committee. Committees include Marketing/Communications, Development/Donor Cultivation, and Education/Membership. Members will be placed on a committee based on application preference, interviewer recommendation and applicant background.

**Section 3.** Attendance at NSU Student Foundation events, meetings and activities is mandatory for all members unless otherwise stated. An excused absence must be documented and includes conflicts due to class, family emergency or medical issues. The attendance policy will be as follows for one year of membership:

- A. Three unexcused absences – meeting with Marketing/Communications Committee Chair
  - B. Four unexcused absences – member is issued a written warning followed by a meeting with Executive Committee representative and staff advisor.
  - C. Five unexcused absences – dismissal from NSU Student Foundation
- Student Foundation members who have continual, conflicting commitments, such as an obligation to another student organization, will be allowed to make up any unexcused absence in excess of three by attending a Student Foundation event. Attendance at one event will erase two unexcused absences. Any event that erases an absence will not count toward the five required events per semester.

**Section 4.** Applications for general membership will be distributed and available the first thirty (30) days of the fall semester. All new and returning members will be required to complete his/her corresponding application. At least one senior member will interview each qualified applicant and complete an interview evaluation form. The Executive Committee members and staff Advisor will approve or disapprove applicants for membership in NSU Student Foundation by majority vote. Prior to each such vote, each interviewer will speak no more than one minute about the applicant under consideration.

**Section 5.** The officers of NSU Student Foundation shall be a Director of Marketing/Communications, Director of Development/Donor Cultivation, and Director of Education/Membership. Such officers shall constitute the Executive Committee.

**Section 6.** To be an officer in NSU Student Foundation, the member must be in good standing in the organization, must be a full-time student at Northeastern State University, must have a minimum cumulative grade point average of 2.5, must submit at least one recommendation and must submit a one-page summary explaining why he/she would like to serve in this capacity. Executive Committee member assignments are designated by the NSU Foundation Staff Advisor.

**Section 7.** Advisor for NSU Student Foundation shall be an employee of the Northeastern State University Foundation in the Office of Development department. NSU Student Foundation advisor will meet with and advise the members and Executive Committee of NSU Student Foundation. He/She will also be responsible for overseeing all NSU Student Foundation transactions, supervising all student donor relations, managing membership training, and approving all campus activities, events or fundraisers.

**Section 8.** The NSU Student Foundation shall not discriminate on the basis of, but not limited to, race, sex, creed, color, religion, sexual preference, orientation or national origin.

**Section 9.** The NSU Student Foundation will not tolerate any form of hazing activities to members or potential members. Hazing activities are defines as, "any action taken or situation created, intentionally, whether on or off university premises to produce mental or physical discomfort, embarrassment, harassment or ridicule."

## **ARTICLE V**

**Quorum:** A quorum for NSU Student Foundation shall be fifty (50) percent of the total membership. If for some reason less than half of the organization members are present at a meeting, all business will be postponed to the following meeting agenda.

## **ARTICLE VI**

**Dues:** Dues will not be required for membership in NSU Student Foundation. As NSU Student Foundation will be an entity within the Northeastern State University Foundation, the budget will be determined and provided by Northeastern State University Foundation. However, there is an expectation that each Executive Committee members will be a donor to the University.

## **ARTICLE VII**

**By-Laws:** By-laws, or amendments to bylaws, may be passed at any regular business meeting of the organization by majority vote provided a quorum is present. Such by-law or amendment to this constitution shall not become effective until approved by the advisor and the Executive Director of NSU Foundation.

## **ARTICLE VIII**

**Resignations:** In the event an officer resigns prior to the end of the academic year, it is left to the discretion of the remaining Executive Committee members whether to fill the vacancy. In any event, all officer criteria shall remain the same.

## **ARTICLE IX**

**University Recognition:** NSU Student Foundation, a not-for-profit student philanthropic organization under direct supervision of NSU Foundation, will be a recognized student organization and will be afforded campus access to resources in accordance with other recognized student organizations to include:

- Poster permit
- Tables
- Distribution of printed materials
- Chalking
- Food
- Music
- Amplified Sound
- Sales
- Solicitations
- Lawn
- Stage
- Physical Plant needs
- Tent/stakes
- Student Union room/ facility use

NSU Student Foundation does not have access to University vehicles.

## **ARTICLE X**

**Income and Expenses:** The members of NSU Student Foundation should not obligate NSU or NSU Foundation for any purchases or services, and all checks made payable to the NSU Foundation and/or NSU Student Foundation must be deposited with NSU Foundation. In all cases, established procedures of NSU Foundation should be followed.

## **ARTICLE XI**

### **Executive Committee Duties:**

**Section 1.** The duties of the Executive Committee will be:

- A. During the year, each Executive Committee member will make at least one written evaluation of each member within his/her committee. These evaluations should emphasize both the members' strengths and weaknesses.
- B. No later than one week after Executive Committee applications have been submitted, the outgoing Executive Committee will review all recommendations and evaluations and will choose, with the advisor, the incoming Executive Committee.
- C. In order to efficiently execute the activities of NSU Student Foundation, the Executive Committee will determine the need of any additional or temporary offices.
- D. If the Executive Committee member is assigned a committee to direct, he/she will be responsible for ensuring that his/her committee and committee members complete their tasks and projects in a timely,

efficient and first-rate manner.

- E. The Executive Committee will set goals for NSU Student Foundation and attempt to creatively channel the energy and potential of each member, as well as keeping all members continually accountable and active.
- F. The Executive Committee will involve each member of NSU Student Foundation and initiate new ideas and means of involvement.
- G. The Executive Committee is given the responsibility of creating and retaining loyalty from each member to NSU Student Foundation, NSU Foundation and NSU.
- H. The Executive Committee will meet regularly during both fall and spring terms and upon special announcement.
- I. The Executive Committee and advisor will be responsible for planning all of NSU Student Foundation retreats and orientation processes.

**Section 2.** The duties of the Director(s) and Executive Committee will be:

- A. The Director of Development/Donor Cultivation will be responsible for aiding in development and improvement of NSU Student Foundation structure.
- B. The Director of Development /Donor Cultivation will coordinate NSU Student Foundation's relationship to administrators within NSU Foundation and NSU.
- C. The Executive Committee will be responsible, with the assistance of staff advisor, for the selection processes of new members and Executive Committee assignments.
- D. The Directors, in a rotating order, will preside over all meetings of the Executive Committee and general membership. In the event the assigned director is unable to preside over his/her assigned meeting, the Director of Development/Donor Cultivation will assume this role temporarily.
- E. The Executive Committee will be responsible for NSU Student Foundation calendar and the securing of rooms or space for all events.

## **ARTICLE XII**

### **Committees and Committee Structure:**

**Section 1.** Standing Committees will be those that function continuously throughout the school year.

**Section 2.** The **Development/Fundraising Committee** will cultivate relationships between NSU Student Foundation and donors and friends of NSU.

- A. The Development Committee will be responsible for building and maintaining a good rapport with the members of NSU Foundation.
- B. The committee will work directly with NSU Foundation development staff to build, cultivate and sustain relationships with donors. Personal visits, phone calls and all other correspondence may be required.
- C. The committee will be responsible for stewarding donors and hosting various stewardship events throughout the nine (9) month academic year.
- D. Each committee member is required to write at least ten (10) thank you letters to donors every month during the nine (9) month academic year.

**Section 3.** The **Marketing/Communications Committee** will coordinate events for the Student Foundation, work with Northeastern Student Government Association (NSGA) and the NSU community in order to increase communication to the student body about the NSU Student Foundation.

- A. The Marketing/Communications Committee will host and coordinate all of NSU Student Foundation

fundraisers both on and off-campus.

- B. The committee will be responsible for communicating all of NSU Student Foundation activities to various publics.
- C. The committee will be in charge of updating and maintaining NSU Student Foundation's website.
- D. Each committee member is required to write at least five (5) thank you letters to donors every month during the nine (9) month academic year.
- E. The Marketing/Communications Committee chairperson is responsible for submitting all forms necessary to the Department of Campus Life in a timely manner.

**Section 4.** The **Education/Membership Committee** will be responsible for member cultivation, community service and training, and working with advisor to develop philanthropy curriculum for NSU Student Foundation.

- A. The Membership Committee will create and execute member recruitment activities and work to retain highly motivated, skilled and diverse students for membership.
- B. The committee will be responsible for internal relations of NSU Student Foundation by upholding strong morale and enthusiasm.
- C. The committee will coordinate the annual membership application and interview process.
- D. The committee will develop and facilitate new member orientation.
- E. The committee will prepare NSU Student Foundation updates for monthly NSU Foundation meetings.
- F. The committee will track attendance at bi-weekly meetings and campus events.
- G. Each committee member will be required to write at least five (5) thank you notes to donors per month during the nine (9) month academic year.

## **ARTICLE XIII**

### **Amendments:**

NSU Student Foundation constitution may be amended by addition, deletion or revision through the following process:

- A. The proposed amendment must be submitted in writing by a member of NSU Student Foundation to the staff advisor and each member of the Executive Committee at least ten (10) days prior to voting.
- B. During the general meeting, the proposed amendment will be read and discussed by those proposing the amendment and followed by open discussion and comments from all members.
- C. Assuming the quorum is present, all NSU Student Foundation members will vote on the amendment being proposed. Members in attendance will be the only members allowed to vote (i.e. no proxy voting will be allowed).
- D. For the amendment to pass, it must receive three-fourths ( $\frac{3}{4}$ ) of the general membership voting in favor.
- E. Such amendment to this constitution shall not become effective until approved by the staff advisor and the Executive Director of NSU Foundation.
- F. If an amendment fails, thus not receiving three-fourths ( $\frac{3}{4}$ ) of the general membership vote or approval of the staff advisor and Executive Director of the NSU Foundation, the amendment may not be considered again for a period of six (6) months.