

Constitution

GEORGE MASON UNIVERSITY

ARLINGTON FOOD ASSISTANCE CENTER VOLUNTEERING

Drafted on: 11/28/19

- Article One **NAME OF ORGANIZATION**
- The name of this organization shall be Arlington Food Assistance Center Volunteering (AFAC Volunteering).
- Article Two **PURPOSE OF ORGANIZATION**
- Arlington Food Assistance Center Volunteering is a student run organization that helps people around the community whether it be with food, clothing, survival resources, etc. Our focus is to provide communities with access to clean food, water, clothes and etc, while introducing students to real-life conflicts and the deprived conditions of some communities. This unique experience permits students to gain invaluable first-hand knowledge of volunteering and the need to want to help.
 - The purpose of this club is to provide students with access to volunteering opportunities in which students help plan, organize and execute different ways to provide human necessities for the community.
- Article Three **MEMBERSHIP**
- Membership in this organization will not be restricted on the basis of race, color, religion, national origin, sex, disability, veteran status, sexual orientation, gender identity, gender expression, age, marital status, pregnancy status or genetic information.
 - All active members must be currently enrolled GMU students with a minimum academic achievement record defined as a cumulative grade point average of at least a 2.0.
 - There are two types of membership, Active and Associate. Active membership includes currently enrolled GMU students who attend meetings/functions. Associate Membership includes members of faculty/staff, community members, alumni or students from other schools. Honorary members includes alumni of the club and members of the community.
 - Active Members must attend all meetings and notify a member of the executive board if they will not be able to. All members must help in fundraising for supplies to assist the needy communities.
 - Associate Members must attend the mandatory meetings (which will be announced). Members must help fundraise for supplies such as raising money for families in order to supply them with a thanksgiving dinner.
 - Honorary members are not required to attend meetings, but are encouraged to do so. They are welcome to donate to the organization and are welcome to attend events.
 - Membership will be revoked if a member fails to attend most meetings or if they display inappropriate behavior during meetings or on volunteering excursions. Reinstatement of membership will be considered for the following academic semester.
- Article Four **OFFICERS**
- The President is the student liaison between the organization Arlington Food Assistance Center and the club (this includes biweekly updates with supervisor and monthly. They are directly in contact with George Mason faculty advisor, administrative members, and other student organizations. The President is in charge of planning out the different volunteering opportunities (managing communication with AFAC, giving announcements during meetings, speaking at info sessions, and organizing teams events). They must be in attendance at every meeting and oversee all positions as well as assign broad-based tasks.
 - The Vice President directly assists the president in all matters (counsels and provides

perspective). They work as the student liaison between the president (who works directly with AFAC) and students in the club (board members and team members). They must also be familiar with George Mason faculty advisor and administration. The Vice President assists in helping organize volunteer events and must also attend every meeting.

- The Secretary is responsible for keeping team meetings on-schedule and takes minutes and notes of every board and team meeting (must be in attendance at most if not every meeting). They organize all meetings, speaker events on Google calendar and update contact list and list of members. The Secretary is responsible for disseminating all information and sending weekly reminders to team members and must have good organizational skills.
- The Treasurer is in charge of the accounts and works closely with the Media Promoting Officer. They maintain budget (as approved by the executive board) and keep track of club's financial assets. They plan all fundraising events and helps to maintain online donor presence to raise money for supplies for the needy. The Treasurer also allocates all funds raised to areas needed (costs to maintain club) and is responsible for working hand in hand with RSO and SI Budgets for our AFAC bank account at GMU. Requires previous experience with treasury and good communication skills.
- The Media Promoting Officer is in charge of advertising, recruitment and increasing program exposure on campus. They may assist the Treasurer in spreading information to potential donors (i.e. alumni) and help plan events. They must research and organize way of disseminating information across campus, and follow through (Witch Watch, bench/cube painting, articles in the newspaper, Connection Carnival etc.) The MR Officer must maintain online presence and uploads all information (i.e. pictures, events) on our club website, Facebook page, Instagram, Twitter feed, etc. Methods of flyer approval and distribution will be handled and carried out by them and a few other cabinet members. The MR Officer must be able to communicate effectively and convincingly.
- The Public Relation Officer is responsible for organizing and keeping track of volunteering hours for every member and is responsible for signing students in during general body meetings and works closely with the secretary to insure organization of a list for current members.
- The length of an officer's term is one academic year with the exception of the President, who remains the President until he or she graduates, decides to take on a different role, or leaves the organization.

ADVISOR

- The primary advisor shall be a member of the faculty or staff at George Mason University.
- The advisor is selected based on their interest in the club and how those interests line up with AFAC Volunteering's goals. Ideally, the advisor would teach a subject that would help the members of AFAC Volunteering (Global Health, Science, etc.). The advisor does not always have to be present for meetings, only the mandatory meetings. An advisor may be removed if they do not carry out their duties and help out when necessary.

Article Five

ELECTIONS

- At the end of each academic year in May, active members of the organization and current cabinet members may apply to be part of the executive board. If a member is applying to be part of the cabinet, their attendance and participation will be evaluated along with their application.
- Elections must take place before the next RSO re-registration period.
- The application consists of 2-3 pages of paperwork that asks about interests, expectations, and a couple written responses based on the position they want to hold. Along with the application, the member must submit a current resume. These expectations will be announced during April of each year, and members will have about 4 weeks to apply. If there are multiple applications for one officer position, interviews may be held, and individual emails will be sent out to those members.

- The President and Vice President will make the final decision of who will be on the cabinet for the following year, concurrently. If there is a strong disagreement, the entire executive board will meet and vote.
- The President will remain the president of the club until he or she graduates or decides they want to leave the organization. The President will also decide (when they graduate) on who will be the Team Lead/President for the following year based on attendance, application, passion, and behavior/professionalism. The new president will most likely have had experience and has been thoroughly involved in the club.
- Transitioning of current and new officers will involve a short shadow period in which new officers are familiarized with operating procedures and necessary paperwork.

Article Six

IMPEACHMENT OR RESIGNATION

- Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.
- An officer may be removed from their position if they do not carry out their duties or attend meetings. They will be given one official warning and will be removed if they do not change their behavior.
- If an officer wishes to resign, they must provide a two week notice to the president and vice president, so that they have the time to find a replacement.
- To find a replacement officer, the president may reach out to current club members and ask them to apply for the position if they are interested. The president will then choose the best candidate for the position and reach out to them.

Article Seven

MEETINGS

- AFAC Volunteering will have Monthly chapter meetings that will be announced at the beginning of each semester. The President or Vice President must always be present at meetings; the rest of the cabinet must also be present, but may be excused with reason.
- The President presides over meetings, and in their absence, the Vice President runs the meeting.
- Attendance will be taken at every meeting, regardless of whether mandatory or not to determine whether or not a member is active. The quorum consists of a simple majority of the active membership, the President or Vice President, and the majority of the cabinet.
- Special meetings may be called or proposed by any cabinet member to reassess fundraising strategies or prepare for the trip. In this case, emails and social media reminders will be sent out. It is the responsibility of the member to check for these. Special meetings may be called 3 days in advance.
- The executive board will meet biweekly on the same day at the same time. This meeting time and place will be decided annually based on the schedules of the board, but may be reassessed semester-wise if needed. Attendance is mandatory for the entire cabinet unless a valid excuse is given ahead of time.
- State parliamentary rules of order that will be used (usually the latest edition of Robert's Rules of Order)***

Article Eight

FINANCE

- There will be no dues collected for the AFAC Volunteering chapter of George Mason University. If the organization decides to purchase t-shirts, those will be paid for by each individual member. These purchases will be kept track of by the treasurer(s).

Article Nine

AMENDMENTS

- If an amendment or change of rules is proposed during a club meeting or an executive board meeting, the person who proposed it will submit an official written proposal, and the

executive board as a whole will discuss and decide on whether or not to include the amendment. At least $\frac{2}{3}$ of the executive board must approve the amendment.

- Student Involvement must review all amendments in the same manner as a completely new constitution.

Article Ten

RATIFICATION

- This constitution shall become effective upon approval by a $\frac{3}{4}$ vote of the membership, and a Student Involvement staff member.
- All executive board members must ratify this constitution.

Constitution ratified on: 4/25/2021