

Students 4 Students
CONSTITUTION
8/15/2023

Article I - NAME

Title: Students 4 Students (S4S) at UNC Chapel Hill

Article II - PURPOSE

Section 1: Mission statement

To provide support to underrepresented students in the Research Triangle school system as they navigate the college application process.

Section 2: Objectives

The objectives of this club include but are not limited to:

- Bridging the achievement gap in the Chapel Hill School System
- Offering workshops and informational sessions on the college application process
- Serving as mentors to high school students
- Creating a safe and inclusive space for students to be supported as they apply to college
- Work towards equity in education

Article III - MEMBERSHIP

Section 1: Active members

Only currently enrolled UNC-CH students can be active members with the right to vote and hold office.

Section 2: Associate members

Associate membership is open to faculty and interested community partners outside the university setting, i.e. the Chapel Hill community (they may not hold office or vote). Associate members may not hold office or vote.

Section 3: Alumni members

Alumni membership is open to former UNC-CH students who were members of the organization (they may not vote or hold office). Alumni members may not vote or hold office.

Section 4: Membership Rules of Order

- All members should have a general interest in providing support and guidance to underrepresented students as they apply to college

- Members are encouraged to engage in open and respectful discussions
- Members should be committed to learning about the college application process in order to be strong mentors and knowledgeable about the subject
- Regular attendance at meetings and club events is encouraged to foster a strong sense of community and continuity within the club

Section 5: Non-Discrimination Statement

The organization abides by the University of North Carolina at Chapel Hill's Non-Discrimination Policy for Student Organizations, which states the following:

- (A) Membership and participation in the organization must be open to all students without regard to age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, or gender expression. Membership and participation in the organization must also be open without regard to gender, unless exempt under Title IX.
- (B) Student organizations that select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of his or her age, race, color, national origin, disability, religious status or historic religious affiliation, veteran status, sexual orientation, gender identity, gender expression, or, unless exempt under Title IX, sex.

Section 6: Duties of Members

- Members should make an effort to attend club meetings and events regularly to stay informed, engaged, and contribute to the efforts of the club
- Members are encouraged to actively participate in discussions surrounding any events or initiatives the club is supporting
- Each member should contribute to maintaining an inclusive and welcoming environment not only within the club but with mentees as well
- Effective communication is key and members are encouraged to stay informed, respond promptly, and share relevant information with the club community

Section 7: Dues

- Dues are due at the start of the school year and are determined by the executive board

Section 8: Removal of Members

To remove a member or officer, adequate written notice to that person (7 days minimum) is required before officially removing them from the organization. Due process must be allowed, including the right to speak on one's behalf and the right to an appeal.

- Any member violating Protection of Minors will be immediately notified that they are being removed from the organization. This is non negotiable.
- If a member is neglecting their responsibilities, the member can be put on probation by the Executive Board. If the member is further neglecting their responsibilities, they may be removed with unanimous consent of the Executive Board.

The process for removing a member will proceed as follows:

- On day 1 the member will be notified via email
- On day 3 there will be a hearing
- On day 5 they will be given a final notice for their removal
- On day 7 they will be officially removed

Article IV - ELECTED OFFICERS

Section 1: Officers

The officer positions are President, VP of Outreach, VP of Finance, VP of Business Operations, VP of Marketing and Incentive Strategy, VP of Diversity Strategy and VP of Digital Strategy. This Executive Board will consist of only active UNC-CH student members; a minimum of 2 officers is required – and they must be at the very least a president and a financial officer.

Section 2: Duties of Officers

President

- Oversees the operation of the organization
- Presides over all meetings
- Has ultimate responsibility of the well-being of the organization
- Serves as the primary contact of the organization
- Guide the decision making process in consultation with other officers and members
- Work to find amicable solutions and maintain an open and inclusive club environment
- Maintain communication with club advisor and school administrators
- Facilitate a smooth transition of leadership at the end of the school year
- May perform other duties as necessary to advance the club's mission and goals

Vice President of Outreach

- Serves as main contact with our partners in the local school system
- Serves as a contact between on-campus organizations
- Organizes programs and events in collaboration with partners to connect UNC students with local high school students

Vice President of Finance

- Responsible for all monetary duties including opening a bank account, collecting dues, requesting University funding, etc.

- Be aware of all monetary policies relating to college financial aid, merit and need-based scholarship opportunities, college loans, etc.
- Collaborate with other Executive members and help where needed

Vice President of Business Operations

- In charge of the day to day operations of the club
 - This includes but is not limited to:
 - Ensuring club members are regularly attending club meetings and workshops
 - Track Meetings and Workshop Attendance
 - Verifying that club members and advisors have completed the proper protection of minors modules, certifications, background checks, and any other training
 - Tracking progress of mentees
 - Providing an outline of the topics to be covered at the various workshops throughout the mentor/mentee process

VP of Marketing and Incentive Strategy

- In charge of running all S4S social media accounts (in this case starting them)
- It is important to get our name around not only to gain more volunteers but also students that can work with S4S in the Chapel Hill area
- Lead marketing efforts for the college club's events and activities.
- Develop incentive programs to drive club membership and engagement.
- Collaborate with other leaders and maximize campus resources.
- Analyze data to adjust strategies and increase club visibility.
- Conduct work on all technology-related operations for the organization
 - Consists of but is not limited to: Website, LinkedIn, Instagram, discord, classroom

Vice President of Diversity Strategy

- In charge of helping if there are any cultural barriers and lack of knowledge about the college application process
 - This includes but is not limited to:
 - Guiding students on how to best use the skill of being bilingual and being raised in a multicultural household as an asset
 - Translating mass emails directed to Spanish-speaking families
- Presenting to parents and students on the College Application process (primarily spanish-speaking families)

Section 3: Election of Officers

- Elections will take place at the end of the Spring semester

- Every Executive Board member will hold office for one full school year
- Candidates will present a speech at the general body meeting and after all speeches are given the general body will hold a vote. All votes count equally for each member. Executives also have a vote.
- All major officers of the organization must be full-time, registered students of The University of North Carolina at Chapel Hill with a minimum of 2.5 GPA both during elections and while holding office. For graduate students, you must be a fulltime, student activity fee paying student who is in good academic standing during elections and while holding office.

Section 4: Removal of Officers

To remove a member or officer, adequate written notice to that person (7 days minimum) is required before officially removing them from the organization. Due process must be allowed, including the right to speak on one's behalf and the right to an appeal.

- Any officer unwilling or unable to complete their duties may be removed from office by unanimous vote of the Executive Board or a two-thirds vote of the general body.

The process for removing an officer will proceed as follows:

- On day 1 the officer will be notified via email
- On day 3 there will be a hearing
- On day 5 they will be given a final notice for their removal
- On day 7 they will be officially removed

Article V - MEETINGS

Section 1: Business Meetings

- Meetings will take place bi-weekly and can be increased to weekly if the event schedule is busy. Meetings will be decided by the Executive Board and in order to conduct business in a meeting there needs to be a quorum of two thirds of the Executive Board members present at the meeting.

Section 2: Executive Board Meetings

- Executive Board meetings will take place weekly. These meetings will be organized by the President.

Article VI - COMMITTEES

N/A

Article VII - ADVISOR

Section 1: Qualifications

The advisor must be a full-time faculty or staff member of UNC-Chapel Hill, UNC Hospitals, or an affiliated department; an emeritus UNC-Chapel Hill faculty or staff member; or a campus minister. The advisor does not have the right to vote.

Section 2: Duties

- Assist the Executive Board with decision making
- Help maintain relations with local partners

Article X - FINANCIAL STRUCTURE

The treasurer will be responsible for keeping record of all expenses and associated receipts, as well as making sure that any expenses incurred are in accordance with allowed student organization spending policies. They will also report on a monthly basis to the president with expense balances for the month. It will be up to the treasurer to come up with accounting procedures to manage funds.

Article XI - RATIFICATION

The inclusion of any new rules or regulations specific to the organization not included in this document will have to come through the form of an amendment.

Article XI - AMENDMENTS

The constitution may be amended at any regular business meeting of the organization by a two-thirds vote of active membership, provided the amendment has been submitted to members in writing at least one week prior to the business meeting.

- Amendments may be proposed by any member