CONSTITUTION OF ARTIE’S COMMUNITY FOR SERVICE

Scottsdale Community College

Article I – Name
The name of the organization shall be Artie’s Community for Service, herein after referred to as ACeS. This organization is recognized as an official student club by Scottsdale Community College (SCC), an institution of the Maricopa County Community College District (MCCCD).

Article II – Purpose
The purpose of this organization shall be to support and advocate hands-on experience for students looking to serve, learn and lead. The organization will help provide and promote service to and consciousness of the social challenges that exist within our local, state, national and global communities through the facilitation of service projects, donation drives and awareness events. We believe in collaborative efforts among our fellow student clubs, college departments and community partners to create opportunities for education and change.

Article III – Membership
A) Qualifications of Members
   Membership is welcome to all SCC students who have a strong interest in serving his/her college and community, and also meet the following requirements:
   1) A minimum of 2.5 GPA (General Membership).
   2) A minimum of 3.0 GPA (Executive Officers).
   3) Enrolled in at least six college credits at SCC.

B) Responsibilities of General Membership
   1) Mandatory attendance at all official meetings.
   2) Serve on one team (Fundraising, Community Outreach, Membership & Business).
   3) Participation in at least three service projects, donation drives, awareness events and other special projects per semester. (Additional requirements exist for Executive Officers.)
   4) Attendance at and assistance with those special projects coordinated through the SCC Office of Service-learning & Leadership to include Artie Has Heart, Serve & Learn Days, special luncheons and other events/activities.
   5) Consider service as a co-chair to annual fall semester World Hunger Banquet.
   6) Vote on all key initiatives.
   7) Follow all SCC and MCCCD policies and procedures, including but not limited to fiscal, conduct, travel, posting, facility and bake sale.
Failure to meet any of these qualifications and responsibilities may result in termination of membership by club advisor(s) in cooperation with the Executive Team.

Article IV – Officers and Teams

A) Officers

1) President
2) Vice President of Community Outreach
3) Vice President of Membership & Business
4) Secretary

B) Duties and Responsibilities

1) President
   a. Preside over all official meetings.
   b. Prepare and provide Advisor approved agendas for all official meetings.
   c. Plan and host a minimum of two (2) Ed sessions per semester.
   d. Participate in all service projects, donation drives, awareness events and other special projects each semester.
   e. Represent the College on-campus and within the community in an official capacity when called upon by college and/or district leadership.
   f. Convene the Executive Team at least once per month during the academic year.
   g. Attend all SCC Service-learning Committee Meetings.
   h. Attend two official college events of individual choice per semester.
   i. Vote on all key initiatives.
   j. Report to the Program Advisor of Service-learning & Leadership.

2) Vice President of Community Outreach
   a. Chair the Community Outreach Team.
   b. Ensure dissemination and collection of donation drive boxes and supplies.
   c. Participate in all service projects, donation drives, awareness events and other special projects each semester.
   d. Attend all official meetings.
   e. Attend scheduled Executive Team meetings.
   f. Attend two official college events of individual choice per semester.
   g. Vote on all key initiatives.
   h. Report to Program Advisor of Service-learning & Leadership.

3) Vice President of Membership & Business
   a. Assume duties of President in his/her absence.
   b. Chair the Membership & Business Team.
   c. Participate in all service projects, donation drives, awareness events and other special projects each semester.
   d. Attend all official meetings.
e. Attend scheduled Executive Team meetings.
f. Attend two official college events of individual choice per semester.
g. Vote on all key initiatives.
h. Manage all recruitment activities to include:
   i. A strategic recruitment plan.
   ii. Tables at special college events.
   iii. Semester start efforts hosted by SCC Center for Civic & Global Engagement.
i. Chair the Fundraising Team.
j. Attend all Council of Student Leaders (CSL) Meetings as scheduled (approximately every other week) during the academic year.
k. Report to Program Specialist of Service-learning & Leadership.

4) Secretary
a. Record, edit, disseminate and store official club meeting minutes.
b. Maintain all records of official club business. This is to include above stated minutes, as well as copies of club flyers, correspondence received and sent, etc. These items shall be organized in a binder annually and kept on-file in the Office of Service-learning & Leadership.
c. Serve on one team (Fundraising, Community Outreach, Membership & Business).
d. Participate in all service projects, donation drives, awareness events and other special projects each semester.
e. Attend all official meetings.
f. Attend scheduled Executive Team meetings.
g. Attend two official college events of individual choice per semester.
h. Vote on all key initiatives.
i. Report to the Program Specialist of Service-learning & Leadership.

C) Election, Participation and Removal
1) Participation is for an academic year. Continuing involvement will, therefore, be (re-)affirmed annually.
2) The Executive Team will be by application and interview with the advisor(s).
3) Removal of officers and/or members is a 2/3 majority vote of the total voting membership present at time of vote. Removal can also occur as decided by the advisor(s) based upon duty abandonment or missed grade requirements.
4) Officers have no term limit.
5) Vacant officer positions will be filled by advisor(s) appointment or membership special election.
6) If an officer is appointed/elected mid-term, s/he will finish current term and be up for consideration beginning the following academic year.

D) Teams
1) Executive Team shall be compromised of the president, vice presidents and secretary, and reports to the Director and the Program Advisor/Specialist of Service-learning & Leadership.

2) Membership & Business Team shall be responsible for hosting at least one fundraiser per term for a total of at least two fundraisers a year. This team reports to the Vice President of Membership & Business.

3) Community Outreach Team shall brainstorm, develop, facilitate, market and evaluate all Community Outreach activities to include, at a minimum, the following: community service project (1/term), donation drive (1/term), awareness events (1/term) and other special projects. This team reports to the Vice President of Community Outreach.

Article V – Meetings
A) Meetings will be held bi-weekly.
B) Members will be required to attend all club meetings. Inadequate attendance can result in dismissal from membership.

Article VI – Absences
A) Unexcused absences are not accepted.
B) More than two excused absences could result in dismissal from membership. To be excused, contact must be made to and permission granted from the Program Specialist of Service-learning & Leadership well in advance of a meeting or special project.
C) Absence policy applies to all meetings and special projects.

Article VII – Advisors
A) The Director and Program Advisor/Specialist for the Office of Service-learning & Leadership will act as co-advisors.
B) Attend (or said designee) at all official club business, meetings and events away from the College.
C) Transport (or said designee) students in official college vehicle wherever possible to any activity away from the College.
D) Serve as key agent to club’s college fiscal account.
E) Ensure through student membership communication with the College’s Center for Civic & Global Engagement.
F) Submit paperwork necessary for club business at the College.

Article VIII – Fiscal Responsibility
A) All fiscal transactions must be conducted through official club account established with permission of/by SCC’s Center for Civic & Global Engagement, in accordance with related SCC/MCCCD policies and procedures.
B) No outside/non-district accounts will be permitted.
C) Uphold all MCCCD Administrative Regulations on Cash Handling.
Article IX – Amendment Process
This constitution may be amended by a 2/3 vote of the membership present at time of vote, after review and approval from Advisors.

Article X – Equal Opportunity & Rights Statement
SCC is a part of MCCC and, therefore, is an EEO/AA institution. ACeS will not discriminate, nor tolerate discrimination, against anyone because of race, color, religion, gender, sexual orientation, national origin, citizenship status, age, disability, veteran status, or genetic information.

Amended: 09/2013
08/2016