

Service & Leadership Council Constitution

I. Organization

1. The name of this organization shall be the "Service and Leadership Council", hereinafter referred to as "SLC."
2. The organization is administered through the University of Northern Iowa Student Involvement Center, and funded in part by a Student Services Fee and Maucker Union Administration Local Fund.

II. Purpose

1. SLC strives to provide personal development experiences and community building opportunities through experiential service and leadership programs in order to cultivate and inspire confident, open-minded leaders.

III. Eligibility

1. Membership shall consist of students of the University of Northern Iowa that have interest in providing leadership and service programs/activities on campus.
2. Members of the organization may choose to continue to serve as SLC members while attending graduate school at the University of Northern Iowa.
3. To be a member, a student must submit an application and be selected after their application is reviewed. Executive members will additionally be required to attend an interview with the Membership Selection Committee (see Article V, Section 3). Applications are open to all students, but preference may be given to those with SLC experience who are applying to the Executive Team.

IV. Executive Team

1. The Executive Team shall consist of the President and chairs/co-chairs for the Volunteer Tuesdays, Leadership, Days of Service, Stop & Serve, and Public Relations committees.
2. The advisor of SLC (hereinafter referred to as "the advisor") shall be an ex-officio member of the Executive Team and membership selection committee. The advisor role shall be to provide guidance

and constructive assistance while serving as a SLC contact person. The advisor will be determined by professional appointment within the Student Involvement Center.

3. All activities of SLC shall be the responsibility of the Executive Team.
4. Executive Team members will have a term of one year, with a maximum term of no more than 2 consecutive years with one committee.
5. Executive Team members will be elected as outlined in Article V and must reapply to their position if serving for a second term, or if serving as the chair/co-chair of another committee.
6. In the event that no candidate is deemed acceptable for an executive position, a current executive member may serve a third term, as determined by the membership selection committee.
7. Vacancies of the Executive Team will be filled in accordance to Article V, Section 2.

V. Membership Selection

1. General Members will be selected as follows:
 - i. General Members will be selected on a rolling basis. Chairs and co-chairs will be responsible for the selection of general committee members on their specific committees.
 - ii. General membership appointments shall be for one year.
 - iii. A member may be reappointed providing previous performance has been satisfactory and eligibility requirements continue to be met. Reappointments will be the responsibility of the chairs/co-chairs.
2. Executive Team will be selected as follows:
 - i. Executive Team elections shall be held within one month before the close of fall semester classes.
 - ii. Any member of SLC is eligible to apply for an Executive Team position.
 - iii. Candidates for Executive Team positions will apply and have an interview conducted by the current Executive Team, President, Advisor.
 - iv. Current Executive Team members can re-apply for their own position or for another position and will therefore forfeit their position on the interview committee.
 - v. Executive Team positions will be filled by majority vote of SLC Executive Team members.

- vi. Executive Team terms begin the first day of the spring semester and conclude the last day of the following fall semester.
- vii. Vacancies in Executive Team positions will be handled in the manner outlined above.

3. Membership Selection Committee

- i. The membership selection committee will consist of SLC Executive Team and the advisor.
- ii. The membership selection committee will strive for diversity in the recruitment of new members from a broad variety of backgrounds.
- iii. The membership selection committee shall select new members at the end of every fall semester.

VI. Membership Duties

1. The President shall:

- i. Serve as a member of the Executive Team and be selected as outlined in Article V, Section 2.
- ii. Any SLC member may apply for the President position, but preference will be given to someone with Executive Team experience
- iii. Lead weekly Executive Team meetings and monthly All-Committee meetings.
- iv. Meet with advisor one-on-one bi-weekly.
- v. Review constitution annually and hold all members accountable to the constitution.
- vi. Plan and attend one Executive Team retreat and one All-Committee retreat once a year.
- vii. Provide conflict management among members.
- viii. Be responsible for membership development (ice breakers, retreats, social events, etc.).
- ix. Lead the application and interview process for new Executive Team members, with assistance from the current Executive Team and the advisor.
- x. Adhere to requirements of the Executive Team as outlined in Article IV.
- xi. Hold office hours in SLC office two hours per week.
- xii. Provide vision and direction for the SLC as a whole.
- xiii. Oversee National Volunteer Week coordination in partnership with chairs/co-chairs of the Executive Team.

- xiv. Attend at least 2 events of other committees.
 - xv. If an executive member cannot attend at least 2 events, they must discuss with the advisor an alternative plan of 5 service hours or serving SLC in some other way.
2. The chairs/co-chairs shall:
- i. Serve as members of the Executive Team and be selected as outlined in Article V, Section 2.
 - ii. Lead own committee meetings at least once a month.
 - iii. Meet with advisor one-on-one bi-weekly, or as needed.
 - iv. Attend all of their own committee events.
 - v. Attend weekly Executive Team meetings and monthly All-Committee meetings.
 - vi. Attend the Executive Team Retreat and All-Committee retreat.
 - vii. Attend at least 2 events of other committees.
 - viii. If an executive member cannot attend at least 2 events, they must discuss with the President an alternative plan of 5 service hours or serving SLC in some other way.
 - ix. Hold office hours in SLC office 2 hours per week.
3. General members shall:
- i. Serve as members of individual SLC committees and be selected as outlined in Article V, Section 1.
 - ii. Attend committee meetings as determined by their committee chair/co-chairs.
 - iii. Attend monthly All-Committee meeting.
 - iv. Attend all of their own committee events.
 - v. Attend the All-Committee retreat.

VII. Meetings

1. All members (Executive and General) are required to attend meetings as outlined in Article VI), in addition to any mandatory SLC meetings.
2. Executive Team meetings, conducted by the President, shall meet weekly during the academic year on Tuesdays at 8:00pm.
3. All-Committee meetings, conducted by the President and/or Executive Team, shall meet once a month during the academic year, on the second Tuesday of each month at 8:00pm.

4. Individual committee meetings, conducted by the chairs/co-chairs, shall meet at least once every month during the academic year and as needed.
5. Chairs/co-chairs will meet with the advisor in one-on-one meetings bi-weekly, or as needed. The President will meet with the advisor in one-on-one meetings bi-weekly, or as needed.
6. Absences:
 - i. Members are allowed one unexcused absence from an All-Committee meeting or Executive Team meeting per semester.
 - ii. Absences will be allowed for participation in classes and other official University events, or extenuating circumstances.
 - iii. For an absence to be allowed, notification must be given in advance. Executive Team members can notify the President; general committee members should notify their committee chair/co-chairs.
7. Minutes of All-Committee and Executive Team meetings will be recorded on a voluntary rotating basis by Executive Team members, and posted to the membership within one week of the meeting.
8. Meetings will be conducted informally, however if a conflict arises, meetings will be conducted in accordance to Roberts Rules of Order.

VIII. Committees

1. The Executive Team members shall oversee the committees of SLC as chairs/co-chairs.
2. Volunteer Tuesdays Committee exists to plan, organize, and facilitate Volunteer Tuesdays events. Events will be held on every Tuesday of the semester, with consideration of the academic and holiday calendar.
3. Stop & Serve Committee exists to plan, organize, and facilitate Stop & Serve programs. Stop & Serves will be held at least once a month during the academic year.
4. Days of Service Committee exists to plan, organize, and facilitate at least 3 large days of service for the UNI community each year. Events include, but are not limited to: Make A Difference Day, Martin Luther King Day of Service, and a day of service during National Volunteer Week.
5. Leadership Committee exists to plan, organize, and facilitate at least one leadership conference each semester and also assist the advisor in facilitating the Team Challenge program.

6. Public Relations Committee exists to coordinate the marketing and public relations needs for each individual committee and for the SLC as a whole.

IX. Amendments

1. A copy of proposed amendments to the constitution shall be submitted in writing to the President. The recommendation shall then be discussed at the next All-Committee meeting.
2. Voting shall take place at the meeting following the discussion. The Constitution shall be amended by a 3/4 vote of the membership.
3. Amendments to the Constitution shall be distributed to all members in the minutes following the voting meeting.
4. General maintenance (updating section numbers, grammar, punctuation, etc.) to the Constitution can be approved with consent of the advisor without a vote of the membership.