

**SCHENECTADY COUNTY COMMUNITY COLLEGE
STUDENT VOLUNTEER ORGANIZATION CONSTITUTION**

ARTICLE 1. Name of Organization

The name of the organization shall be the Student Volunteer Organization (SVO) of Schenectady County Community College.

ARTICLE 2. Purpose and Goals

Section I. Purpose

The purpose of the Student Volunteer Organization is to connect our college community members with service learning opportunities with our surrounding community while creating a positive attitude about community service on the Schenectady County Community College campus.

Section II. Goals

The Goals of this organization will be as follows:

1. To provide the SCCC Community with updated information about available local community service opportunism,
2. To maintain lists of volunteer opportunities, potential volunteers, and records of those who have or are volunteering,
3. To assist students in becoming volunteers while gaining “hands on” experiences,
4. To annually consider, select, and execute fund raisers for selected causes and/or organizations,
5. To identify and support local agencies and to highlight its needs and services on the college campus,
6. To involve the Student Government Association, other clubs and organizations, and the entire college community in voluntary action and community service,
7. To provide guidance and support to individuals initiating community service projects,
8. To utilize the College’s Public Relations Specialist to develop positive images of community service, increase awareness of student voluntary activities, and to promote service projects,
9. To recognize and reward volunteers and community agencies.
10. To promote leadership development of all members while teaching members how to work collaboratively with other members and with the community at large.

ARTICLE 3. Membership

All students at Schenectady County Community College who are currently enrolled, have paid the semester's student activity fee, and express an interest in the organization will be considered members of the organization.

ARTICLE 4. Meetings

1. Regular meetings of the Human Services Volunteer Organization shall be held weekly.

2. All business meetings will follow the general agenda:

Order of Business

- a. Call to Order
- b. Roll Call
- c. Approval of Minutes
- d. Treasurer's Report
- e. Committee Reports
- f. Old Business
- g. New Business
- h. Announcements
- I. Adjournment

4. Those present at an official meeting shall constitute a quorum for the purpose of calling the meeting to order.

ARTICLE 5. Faculty Advisors

In addition to carrying out the duties and responsibilities of the Faculty Advisor as per the "SCCC Club and Organization Procedural Manual", the Faculty Advisor(s) will be responsible for advising the organization in a manner which complies with all College rules, regulations and procedures. Advisors bring to the organization experience and institutional structure and are appointed by the college administration. Faculty Advisors shall be a non-voting member of the organization; however, Advisors will have final approval on any and all club activities.

ARTICLE 6. Club Officers

The officers of the Student Volunteer Organization shall be: President, Vice President, Treasurer and Secretary. These officers work cooperatively and collaboratively with the Faculty Advisor(s) to comprise the Executive Board of the Human Services Volunteer Organization.

ARTICLE 7. Duties of Officers

All officers report directly to the Faculty Advisors and shall operate within the guidelines approved by the Student Government Association of Schenectady County Community College as per the "Procedural Manual for Clubs and Organizations". Among the activities included will be:

Section 1. The President of Student Volunteer Organization shall:

- a. act as presiding officer at meetings,
- b. be responsible for fulfilling the purpose and goals of the club,
- c. represents the club at Student Government meetings,
- d. establish the proper relationship between the club and others within our college community,
- e. vote only in the case of a tie,
- f. appoint committees, and
- g. represents the club at all times.

Section 2. The Vice President of Student Volunteer Organization shall:

- a. assist the President as required,
- b. fulfill the duties of the President in the President's absence, and
- c. serves as an ex-officio member of all club committees,
- d. report committee progress to the President and Faculty Advisors, and
- e. represents the club at all times.

Section 3. The Treasurer of Student Volunteer Organization shall:

- a. operate within the guidelines established by the College and the Student Government Association,
- b. disburse club funds upon authorization,
- c. keeps an accurate record of receipts and disbursements,
- d. work collaboratively with the SGA Bookkeeper,
- e. review all monthly statements,
- f. make a report of finances at each business meeting, and
- g. represents the club at all times.

Section 4. The Secretary of Student Volunteer Organization shall:

- a. keep an accurate record of all meetings, preparing meeting minutes and distributing minutes within 48 hours after the meeting is adjourned,
- b. maintain a roll of members to include attendance at all meetings,
- c. maintain official files of club materials, including press releases, photographs, production assignments and committee reports,
- d. assists the Executive Board with club correspondence,

- e. notify the Director of Student Activities of all club events that are scheduled, and
- f. represents the club at all times.

ARTICLE 8. Elections

Section 1. Elections shall take place in October

Section 2. All officers will be elected for one term with the term of office being for one academic year beginning in October and running through May. Officers will not be eligible to run for the same office for a second consecutive term.

Section 3. The Executive Board and/or Faculty Advisors have the right to call a special meeting for the purpose of removing an officer from their position duties for failure to fulfill the responsibilities. A majority vote of the members present at the special meeting is required for removal of office.

Section 4. In the event of any vacancy, a special election shall be held for that office.

Section 5. The necessary vote for election into office is a majority of the number of voting members at the election meeting.

ARTICLE 9. Amendments and Revisions

The club bylaws may be amended by a vote of two-thirds of the members present at any meeting, provided that the proposed amendment/revision has been presented at a previous meeting. Any changes to the bylaws must be sent to the Student Government Association Senate for final approval.

Approved by SGA Senate 2/21/06
Revision Approved by SGA Senate 5/08