St. Jude at CSB/SJU Constitution

**St. Jude at CSB/SJU Constitution**

**College of St. Ben's/ St. John's University**

**ARTICLE I.  NAME**

The name of this organization shall be *St. Jude at CSB/SJU*, which is a registered trademark of St. Jude Children's Research Hospital.

**ARTICLE II.  OBJECTIVES, PURPOSE, AND GOALS**

*St. Jude at CSB/SJU* has the following objectives, purposes, and goals:

* To unite College of St. Ben's / St. John's University campus in an effort spearheaded and led by College of St. Ben's / St. John's University student body.
* To raise much needed dollars for the children of St. Jude Children's Research Hospital.
* To promote the value of service learning to all students at College of St. Ben's / St. John's University.
* To provide students the opportunity to accumulate valuable, practical knowledge through their Executive Board planning and program execution work.

**ARTICLE III. MEMBERSHIP**

***Section A.***

Membership and participation in *St. Jude at CSB/SJU* is open to all students at the College of St. Ben's / St. John's University.

***Section B.***

Associate members may include faculty, alumni, staff, and community members, such as liaisons with St. Jude Children's Research Hospital.

**ARTICLE IV. EXECUTIVE BOARD**

***Section A.***

The Executive Board must be comprised of students at College of St. Ben's/St. John's University who are taking at least six (6) semester hours during the fall and spring semesters of their tenure. These students must maintain a minimum of a 2.0 cumulative grade point average.

***Section B.***

The Executive Board shall be comprised of the following fourteen (14) members:

* Executive Director
* Assistant Director
* Recruitment Director
* Recruitment Director
* Clubs/Orgs Chair
* National Recruitment Day Chair
* Fundraising Director
* Public Relations Director
* Social Media Chair
* Graphic Designer
* Finale Event Director
* Finale Event Director
* Sponsorship Director
* Finance Chair

***Section C.***

Ex-officio members of the Executive Board include the St. Jude liaisons and the College of St. Ben's/ St. John's University Faculty Advisor of *St. Jude at CSB/SJU*.

***Section D.***

The Executive Board will be selected by the following process:

* The Executive Director will be chosen through an application/interview process which will be conducted by the *St. Jude at CSB/SJU* Faculty Advisor, Assistant Dean of Students for Minority Affairs, Student Activities Council Coordinator, and by Executive Board members from the previous year who are not applying to serve on the Executive Board for the following year.
* The newly selected Executive Director will then accept applications for a two (2) week period for the remaining Executive Board positions.
* The remaining Executive Board vacancies will be filled in the same manner as the Executive Director as described above.  The newly selected Executive Director will participate in this selection process.
* The newly selected Executive Director, the Executive Director from the previous year, and the Faculty Advisor have the option of interviewing all applicants for the remaining vacancies on the Executive Board or may pre-select applicants to be interviewed for the vacancies.

**Section E.**

In the event of a vacancy in the Executive Board, the vacancy shall be filled in the following manner:

* The position of Executive Director will be filled within the immediate two (2) weeks following the vacancy by an application/interview process which will be conducted by the *St. Jude at CSB/SJU* Faculty Advisor, Assistant Dean of Students for Minority Affairs, Student Activities Council Coordinator, and the Assistant Director. This position is open to all students at College of St. Ben's/St. John's University, including current Executive Board members. Should the Assistant Director apply for the vacancy, the *St. Jude at CSB/SJU* Advisor will appoint another Executive Board member to participate in the selection process for the Executive Director.
* All other vacancies on the Executive Board will be filled within the immediate two (2) weeks following the vacancy by an application/interview process which will be conducted by the Executive Director and the *St. Jude at CSB/SJU* Faculty Advisor.  All other members of the Executive Board have the option of taking part in the application/interview process.
* No member of the Executive Board may apply for another vacancy on the Executive Board other than Executive Director.

***Section F.***

Should a member of the Executive Board not fulfill his/her assigned duties in a prompt, competent manner or fails to meet the required guidelines, the following procedures will be enacted:

* Any Executive Board member may be relieved of his/her duties by a two-thirds (2/3) majority vote of the remaining Executive Board.
* Any Executive Board member who has been relieved of his/her duties may submit a written appeal to the *St. Jude at CSB/SJU* Advisor within two (2) days following the notification of his/her dismissal. The *St. Jude at CSB/SJU* Faculty Advisor will call a meeting of the Executive Board within one (1) week of the appeal submission.  A two-thirds (2/3) majority vote of the Executive Board will either deny or sustain the appeal.

**ARTICLE V. DUTIES OF THE EXECUTIVE BOARD**

***Section A.***

Each Executive Board member shall:

* Submit monthly reports to the Assistant Director summarizing their accomplishments from the past month, listing their goals for the upcoming month, and containing any other information pertinent to his/her particular position.
* Be responsible for thoroughly training the newly selected student for his/her previous position within two (2) weeks immediately following the selection.
* Be responsible for recruiting six (6) teams to participate in the program and choose from raising a minimum of five hundred ($500).

***Section B.* The Executive Director shall:**

* Preside over all meetings of the Executive Board.
* Be responsible for coordinating the selection process for the other Executive Board positions.
* Be responsible for leading the Executive Board throughout the planning and the execution of the program.
* Maintain a complete and up-to-date file which should include the following:
* Current *St. Jude at CSB/SJU* Constitution.
* Current copy of overall budget and individual budget for each office.
* All monthly reports submitted to the Assistant Director.
* Current correspondence and materials received from St. Jude and other programs.
* Any other correspondence or records pertaining to the duties of this position.
* Current copy of soft credit report.
* Be responsible for maintaining contact between the Executive Board and the St. Jude liaisons.
* Perform all duties of the Assistant Director in his/her absence or inability to serve, or at his/her call.
* Delegate responsibilities of the St. Jude Representative to other members of the Executive Board in his/her absence, inability to serve, or at his/her call.
* Develop an overall budget for the entire program and keep close track of spending.
* Perform all other duties as they may arise pertaining to this position.

***Section C.* The Assistant Director shall:**

* Attend all Executive Board meetings.
* Be responsible for the management of the *St. Jude at CSB/SJU* official headquarters.
* Obtain and maintain all supplies used in coordination with all events and the Executive Board.
* Keep full minutes of all Executive Board meetings and record all actions taken by the Executive Board.
* Maintain a complete and up-to-date file which should include the following:
  + Records of all Executive Board members' monthly reports.
  + Records and minutes of all Executive Board meetings.
  + Current copy of individual budget.
  + Records of all registration materials.
  + Current telephone and address directory consisting of all Executive Board members, committee members, participants, advisors, and St. Jude liaisons.
  + Any other correspondence or records pertaining to the duties of this position.
* Perform all duties of the Executive Director in his/her absence, inability to serve, or at his/her call.
* Perform any such duties as may be assigned or that pertain to this position.

***Section D.* The National Recruitment Day Director shall:**

* Attend all Executive Board meetings.
* Be responsible for coordinating the National Recruitment Days activities including:
  + Creatively engage CSB/SJU students in the mission of St. Jude
  + Register CSB/SJU students for the St. Jude at CSB/SJU event
  + Activate CSB/SJU students through fundraising challenges
  + Work with the Executive Board to set goals for how many participants will register during these days
  + Organize all logistics for the side events happening
* Assist Recruitment Directors in recruiting and activate participants after National Recruitment Days
* All monthly reports given to the Assistant Director.
* Current copy of individual budget.
* Any other correspondence or records pertaining to the duties of this position.
* Perform any such duties as may be assigned or that pertain to this office.

***Section E.* The Clubs/Orgs Chair shall:**

* Attend all Executive Board meetings.
* Implement a communication strategy with the purpose of hosting meetings with targeted clubs/orgs to get them signed up for the event
* Work closely with each club/org president to provide fundraising and program information in order to activate each registered CSB/SJU club, organization, or team
* All monthly reports given to the Assistant Director.
* Current copy of individual budget.
* All contracts and correspondence with any entertainment groups.
* Any other correspondence or records pertaining to this position.
* Perform any such duties as may be assigned or that pertain to this position.

***Section F.* The Fundraising Director shall:**

* Attend all Executive Board meetings.
* Be responsible for developing and executing a fundraising strategy, including a letter-writing campaign
* Maintain record of each participant's fundraising progress.
* Work hand-in-hand with participants to ensure that the appropriate funds are being raised.
* Maintain a complete and up-to-date file
* All monthly reports given to the Assistant Director.
* Current copy of individual budget.
* Any other correspondence or records pertaining to this position.
* Perform any such duties as may be assigned or that pertain to this office.

***Section G.* The Finale Event Director shall:**

* Attend all Executive Board meetings.
* Be responsible for planning and securing the location for the Finale Event and all other events and activities.
* Be responsible for arranging all necessary logistics at event sites.
* Be responsible for all security for the Finale Event.
* Maintain a complete and up-to-date file.
* All monthly reports submitted to the Assistant Director.
* Current copy of individual budget.
* All contracts and correspondence pertinent to securing the location of the Finale Event.
* Any other correspondence or records pertaining to this position.
* Perform any such duties as may be assigned or that pertain to this office.

***Section H.* The Finance Chair shall:**

* Attend all Executive Board meetings.
* Handle all things budget for the St. Jude at CSB/SJU program.
* Oversee the use of all CSB/SJU funds and manage the use of any funds for St. Jude
* Maintain a complete and up-to-date file.
* All monthly reports submitted to the Assistant Director.
* Current copies of individual budget.
* Any other correspondence or records pertaining to this office.
* Perform any such duties as may be assigned or that pertain to this office.

***Section I.* The Recruitment Director shall:**

* Attend all Executive Board meetings.
* Be responsible for coordinating a relationship between the patients of St. Jude, the Executive Board, and the participants.
* Work with the Communications Department at ALSAC/St. Jude to coordinate patients attending events and sharing their story.
* To assist in motivating the participants and educating them about St. Jude Children's Research Hospital.
* Maintain a complete and up-to-date file.
* All monthly reports submitted to the Assistant Director.
* Current copy of individual budget.
* Any correspondence between patients, St. Jude, participants, and Executive Board.
* Any literature or information useful in the education of the participants.
* Any other correspondence or records pertaining to this position.
* Perform any such duties as may be assigned or that pertain to this office.

***Section J.* The Public Relations Director shall:**

* Attend all Executive Board meetings.
* Be responsible for coordinating the Public Relations Committee.
* Be responsible for all publicity for the program, which shall include, but not be limited to, maintaining a website, designing and distributing brochures and other handouts, designing T-shirts, and securing radio/television coverage.
* Be responsible for working with the Fundraising Chairperson and the Sponsorship Chairperson in order to properly publicize all sponsors and donors.
* Maintain a complete and up-to-date file.
* All monthly reports submitted to the Assistant Director.
* Current copy of individual budget.
* Any other correspondence or records pertaining to this position.
* Perform any such duties as may be assigned or that pertain to this position.

***Section K.* The Sponsorship Director shall:**

* Attend all Executive Board meetings.
* Be responsible for coordinating the Sponsorship Committee.
* Be responsible for soliciting corporate donations, in-kind donations, and the donation of all food and drinks for the Finale Event and any other events directly related to *St. Jude at CSB/SJU*.
* Maintain a complete and up-to-date file.
* All monthly reports submitted to the Assistant Director.
* Current copy of individual budget.
* Any correspondence and contracts with any of the sponsors.
* Any other correspondence and records pertaining to this position.
* Perform any such duties as may be assigned or that pertain to this office.

***Section L.* The Social Media Chair shall:**

* Attend all Executive Board meetings.
* Handle all public relations implemented through social media (Twitter, Facebook, Instagram, Snapchat, etc.) in accordance with the public relations strategy.
* Create content advertising the St. Jude mission, fundraising challenges, side events, etc. and schedule posts in a timely manner.
* Maintain a complete and up-to-date file.
* All monthly reports submitted to the Assistant Director.
* Current copy of individual budget.
* Any correspondence and contracts with any of the sponsors.
* Any other correspondence and records pertaining to this position.
* Perform any such duties as may be assigned or that pertain to this office.

***Section M.* The Graphic Designer shall:**

* Attend all Executive Board meetings.
* Create all artistic content for the St. Jude program at CSB/SJU
* Maintain a complete and up-to-date file.
* All monthly reports submitted to the Assistant Director.
* Current copy of individual budget.
* Any correspondence and contracts with any of the sponsors.
* Any other correspondence and records pertaining to this position.
* Perform any such duties as may be assigned or that pertain to this office.

**ARTICLE VI.  COMMITTEES**

***Section A* The Standing Committees shall consist of the following:**

·    Fundraising Committee

·    Recruitment Committee

***Section B.***

The Executive Board members not responsible for a standing committee have the option of forming his/her own committee.

***Section C.***

Committee members may include any students at College of St. Ben's/St. John's University.

***Section D.***

Selection of committee members will be decided at the discretion of the St. Jude Representative with approval of the Executive Director.

***Section E.***

The number of members on each committee will be left to the discretion of the St. Jude Representative.

***Section F.***

Committees will be formed during the year preceding the Finale Event. The time at which the individual committees are formed is decided at the discretion of the St. Jude Representative and the Executive Director, taking into account the duties bestowed upon the committee.

**ARTICLE VII. MEETINGS**

***Section A.* Executive Board meetings will be held in the following manner:**

·    Meetings will be held no less than once a month.

·    The time, date, and location of each meeting will be determined by the Executive Board at each preceding meeting.

·    Executive Board members must be excused by the Executive Director for any absences.

***Section B.* Committee meetings will be held in the following manner:**

·    Once the committee is formed, meetings will be held no less than once a month.

·    The time, date, and location of each meeting will be determined by the committee at the preceding meeting.

·    Committee members must be excused by the Executive and Assistant Director for any absences.

·    Failure to attend a committee meeting without being excused by the Executive and Assistant Director could result in the dismissal from the committee at the discretion of the Executive and Assistant Director

***Section C.***

In order for both Executive Board meetings and committee meetings to be deemed official, a majority of the members plus one (1) must be present. This number will denote a quorum.

***Section D.***

The Parliamentary authority for both Executive Board meetings and committee meetings will be Robert's Rules of Order, unless it is superseded by anything included here.

***Section E.***

There shall be no absentee ballots cast by members of any committee.

**ARTICLE VIII.  DISSOLUTION OF THE ORGANIZATION**

Should the dissolution of the organization occur, any remaining funds will go directly to St. Jude Children's Research Hospital.

**Article IX: Amendments**

***Section 1: Ratification*** This Constitution, with the exception of Article 1 and Article II Number 4, may be amended by a two-thirds (2/3) majority vote of the Executive Board.

***Section 2: Submittal to Department of Student Activities and Joint Club Board***Any changes made to this constitution must be submitted to the Department of Student Activities and the JCB.

**Article X**

*St. Jude at CSB/SJU*agrees that its activities, mission statement and goals are consistent with the Benedictine Values.

**Article XI**

*St. Jude at CSB/SJU* admits students without regard to their race, religion, color, sex, age, sexual orientation, or national or ethnic origin to all the rights, privileges, programs, and other activities, generally accorded or made available to members of the organization.

**Article XII**

*St. Jude at CSB/SJU* considers hazing to be a degrading and destructive activity which is inconsistent with the standards of this student organization. *St. Jude at CSB/SJU* recognizes the dignity of every person and opposes all forms of hazing.

Date of recognition/revision: 03/27/2019