

Constitution of Honorvol Community Service Organization

Preamble

Honorvol contributes to the Hutton Honors College mission of broadening and enriching the college experience of Indiana University Bloomington students. Honorvol does this by enabling students to become active participants in the Bloomington and Monroe County communities through community service. Honorvol provides community involvement opportunities for members of the Hutton Honors College and other IUB students in a variety of volunteer and social activities through local service organizations.

Article I: Membership

Honorvol allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Members must be motivated students who have a sincere interest in serving their community. Prior experience with community service is not required; all students, regardless of whether they are members of the Hutton Honors College, are encouraged to participate in our monthly events and meetings.

Article II: University Compliance

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Article III: Executive Officers

Honorvol, through in-kind support funding by the Hutton Honors College, provides the opportunity for up to five Honorvol members to serve as Student Leaders. The Student Leaders will be selected by the current Executive Officers and approved by the Program Advisor. The following general responsibilities are expected of the Student Leaders:

- **Networking** – with the surrounding community non-profit and volunteer organizations to fulfill volunteer needs, as well as collaborating with other campus organizations to serve the community.
- **Recruiting** – HHC and IU students to be active participants in local community service activities for the benefit of the community.
- **Promoting volunteer opportunities** – through a variety of means, including attending monthly meetings, passing along announcements via e-mail, and keeping the Honorvol social media sites up-to-date.

The following responsibilities are more specific relating to the Student Leader Positions.

Director of Communications and Operations (Co-President)

- Manages the email account
- Creates PowerPoints for the general meetings
- Creates agendas for exec meetings
- Runs general meetings and leads exec meetings

Director of Programming and Community Outreach (Co-President)

- Generates mini-service projects
- Purchases supplies for mini-service projects with P-card
- Reaches out to organizations to coordinate donations of mini-service projects
- Sends a reminder email to the participants of an event a couple days before with meeting time and place

Event Coordinator

- Reaches out to organizations to set up volunteer events
- Prepares sign-up sheets for upcoming event
- Drafts reminder email for participants of an event with meeting time and place
- Coordinates events with mini-service projects (when applicable)

Social Coordinator

- Takes photos at events and meetings
- Manages social media accounts (currently Twitter, Facebook, Instagram, BeInvolved)
- Takes attendance at general meetings
- Plans the social general meeting (generally 1 per semester)

Treasurer

- Manages Honorvol ledger (must attend training before accessing the account)
- Creates yearly/semester budget
- Creates and sends Vendor Request Forms
- Prepares and presents funding board requests

Article IV: Advisor

The Program Advisor serves as the supervisor of Honorvol Student Leaders and volunteer committee members. The Advisor supervises the Student Leaders and assists them in carrying out the responsibilities listed in Article III successfully.

Article V: Meetings

Bimonthly meetings are held for the Honorvol membership. Weekly meetings (separate from

the monthly mass membership meetings) are also held for the Executive Board. Both meetings are planned and led by the Student Leaders, with supervision from the Advisor. Correspondence for meetings and the program is done through e-mail to students at their IU e-mail accounts and through Honorvol social media accounts. Depending on the academic calendar, meetings may not occur strictly twice every month, but will occur at least once a month. Meetings do not take place over the summer break.

Article VI: Elections

At this time, elections for Honorvol do not occur. Decisions about the program are ultimately made by the Program Director with assistance from the student Leaders. Other members of the group will be asked for their input at times, and this will be considered seriously.

- **Executive Board Selection Process:** when a vacancy exists or there is a need for an additional student leader, interested Honorvol members may apply for the position. Members must complete both a written application and a face-to-face interview with the Honorvol Student Leaders (interviews may also be completed by phone if schedule conflicts occur). Honorvol leaders and the Advisor will interview and discuss the qualifications of each applicant. The final decision for an Honorvol student leader will be made by the Advisor.

Article VII: Non-Hazing

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Article VIII: Dues & Budgets

Dues do not exist for this organization, at this time. An executive board member serves as the treasurer for this group. The executive board and advisor should review program funds at the end of each semester to consider budgetary issues and the possibility for bringing in future funding for the group.

Article IX: Finances

One member on the executive board will serve as the treasurer for this group. This group will maintain a Honors Student Account (HSA) and all requests must be approved by the treasurer, the co-presidents and Advisor. All co-presidents and the treasurer must attend an HSA training session in order to gain access to the funds.

Article X: Personal Gain Clause

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-

profit companies if acting as a representative of a student organization.

Article XI: Statement of Non-Discrimination:

Honorvol allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Article XII: Amendments

Amendments should be brought to the attention of all members through e-mail correspondence. However, since members of this group do not vote, no vote will need to be taken for an amendment to apply. The Honorvol Advisor must approve final amendment decisions.

Article XIII: Ratification

A majority vote is not necessary to ratify the constitution because members of this group do not vote. Ratification is discussed collaboratively by executive board and the Advisor; ratification may only occur with the support of the Honorvol Advisor.