

The Sister Act Mentoring Program Constitution

Date Created: February 11, 2020

Date Revised: February 27, 2020

MISSION STATEMENT

The Sister Act Mentoring Program empowers, motivates, and guides minority females who are seeking to attend college. We strive to enhance their lives through workshops, enrichment programs, and utilizing prominent guest speakers. Our program offers a curriculum that focuses on helping girls build leadership skills, critical thinking, self-reflection, and goal setting.

ARTICLE I. NAME, GOALS

Section 1: Name - The name of this organization shall be The Sister Act Mentoring Program.

Section 2: Goals

- Strive to make sure that students are prepared for college and everything that comes with the college experience
- Transition students from High School to Post-Secondary Education
- Increase college/career readiness for girls of color in Bowling Green, KY
- Increase post-secondary education acceptance rates among girls of color in the Bowling Green, KY area.

ARTICLE III. MEMBERSHIP

A limitation on membership to matriculated students, but without any restrictions on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status except as expressly permitted by law.

A pledge that the organization will abide by the rules and regulations of the university as a condition to initial and continued registered status.

Section 1: Eligibility –

- Students must be enrolled as a WKU student
- Students must be in good academic standing
- Students must maintain a 2.0 overall GPA
- Members must be willing to represent Western Kentucky University and The Sister Act Mentoring Program in a positive manner and adhere to the organization's constitution
- Must be willing to assist at the University and in the Bowling Green community

ARTICLE IV: EXECUTIVE-BOARD (E-BOARD) MEMBERS

Section 1: E-Board – Constitutional Officers of this organization shall be President, Vice-President, Secretary, Treasurer, Program/Community Service Co-Chair, Social Media Chair, and Operations Chair. Officers must maintain at least a **2.0 overall GPA**.

Section 2: Eligibility – Should have an overall GPA of a 2.0 and be in good academic standing to join the board and remain on the board through their term.

Section 3: Election – Nominations for officers will be accepted the third week of November. Voting will take place prior to Finals Week.

Section 4: Term – The officers shall serve for one year and their term of office shall begin at the beginning of the spring semester (January-December).

Section 5: Responsibility – Management of this organization shall be place on the E-Board Members to be responsible to the entire membership to uphold these bylaws.

Section 6: Attendance – E-Board members are expected to attend all events and meetings unless they have an excused absence.

- Any team member with more than 2 unexcused absences will be removed from their position.
- Missing a meeting, event, school session, and community service without notice to the President and/or the Vice President will result in a \$5 fine.

Section 7: Point System (Attendance) – 6 Points Possible Total. When an E-board member is going to be late/miss a meeting or an event, the Advisor and President need to be notified ASAP.

- ½ Point: More than 10 minutes late to a meeting with no notice
- 2 Points: Missed E-board meeting with no notice
- 2 Points: Missed event with no notice.

ARTICLE V: OFFICERS

Section 1: President – It shall be the duty of the President to:

- Call and preside at all meetings
- Plan, organize, and facilitate the business of the Sister Act meetings
- Sign official paperwork relating to the organization
- Meet monthly with E-Board Members
- Appoint a minute meeting taker in the absence of the Operations chair
- Meet with the Sister Act Advisor to share progress of organization
- Be a resource for E-Board Members & General Body Members (Mentors)

- Help recruit new members to the Sister Act Mentoring Program
- Promote & Publicize all events
- Attend all meetings
- All duties as assigned

Section 2: Vice President – It shall be the duty of the Vice President to:

- Preside in the absence of the President
- Work with the Advisor to organize retreats/trainings at least once per semester if needed
- Recruit new members and track contact information for all members
- Succeed President in case of a vacancy during term(s) of office
- Assist in planning and organizing retreats/trainings
- Help recruit new members to the Sister Act Mentoring Program
- Promote & Publicize all events
- Attend all meetings
- All duties as assigned

Section 3: Treasurer – It shall be the duty of the Treasurer to:

- Keep an exact record of the money that is collected and spent
- Give a monthly financial report at the last E-Board meeting of every month
- Give a report of balance at every E-Board meeting
- Request and secure Org Aid funds from the Student Government Association (SGA) and all other financial resources
- Develop fundraising initiatives
- Help recruit new members to the Sister Act Mentoring Program
- Promote & Publicize all events
- Attend all meetings
- All duties as assigned

Section 4: Operations – It shall be the duty of the Operations/Secretary to:

- Take minutes during all the Sister Act Mentoring Program monthly E-Board meetings
- Send meeting minutes to the E-Board members immediately after the meeting.
- Responsible for booking rooms for all events and meetings (E-Board & General Body)
- Create and maintain the Sister Act Programming Calendar
- Keep track of attendance at events and meetings (use excel spreadsheet)
- Help recruit new members to the Sister Act Mentoring Program
- Promote & Publicize all events
- Attend all meetings
- All duties as assigned

Section 5: Program/Community Service Co-Chair – It shall be the duty of the Program Chair/Community Service Coordinator to:

- Responsible for all community service programs
- Develop community service partnerships
- Secure at least 2-3 (10 hours or more) community service projects for the organization per semester
- Help recruit new members to the Sister Act Mentoring Program
- Promote & Publicize all events
- Attend all meetings
- All duties as assigned

Section 6: Social Media Chair – It shall be the duty of the Social Media Chair to:

- Take photos at events and post on the Sister Act social media sources
- Create and distribute surveys to improve our programs and events
- Develop the Sister Act Mentoring Program Brand
- Help recruit new members to the Sister Act Mentoring Program
- Attend all meetings
- All duties as assigned

ARTICLE VI: MEETINGS

- Section 1: Meetings – Meetings of the organization shall be held every Sunday during the academic year
- Section 2: Special Meetings – the President with the approval of the Advisor may call Special meetings.
- Section 3: Quorum – A quorum shall consist of a majority of members present.

ARTICLE VI: ADVISOR

Section 1: Duties – The responsibilities of the Advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the Sister Act Mentoring Program
- Meet on a regular basis with the leaders of the student organization to discuss upcoming meeting agendas, long range plans, goals, and problems of the organization
- Attend General Body meetings and E-Board meetings as often as the advisor's schedule allows
- Assist in the orientation of new officers.
- Explain and clarify campus policy and procedures that apply to the Sister Act Mentoring Program.

- Serve as the liaison between the Student Activities Office and the Sister Act Mentoring Program.
- Provide advice in the area of meeting facilitation, group building, goal setting, and program planning.
- Monitor expenditures to maintain an accurate and up-to-date account sheet.
- Counsel organization members of those factors that constitute unacceptable behavior of the part of the organization members, and the possible consequences of said behavior.
- Will conduct grades checks for all E-Board Members.

Article VII: NOMINATIONS AND ELECTIONS

Section 1: Responsibilities

- Officers are nominated by members of the Sister Act Mentoring Program and elected by a majority vote
- Officers shall be elected for a term of one year or until new officers are elected
- Elections shall be held during the end of the fall semester of each academic year
- Election shall take place the second to last meeting in November and installed two weeks thereafter
- Only active members shall be allowed to vote
- Voting shall be by secret ballot unless there is only one candidate for an office in which case election may be by hand or voice vote
- Officers shall be elected by a majority of those members voting in the election
- If no candidate receives a majority vote on the first ballot, a revote will occur with the President casting a vote

ARTICLE VIII: VACANCIES

Section 1:

- In the event of the vacancy of the office of President, the duties will be carried out by the Vice-President
- The office of Vice-President will be offered to the Secretary and/or Treasurer. If neither officer wishes to fill the Vice Presidency and election for the position will be held
- If an existing officer does accept the Vice Presidency an election will be held for the vacant position.

Section 2:

- In the event of the vacancy of any other offices, the President will appoint a temporary officer and an election will be held.

ARTICLE IX: PROGRAMMING

Section 1: Programming Procedures – The fall calendar should be planned in the previous spring term so that it allows for a full range of events for the fall semester. The spring calendar should be planned at the end of the fall semester.

