

# CONSTITUTION FOR THE OKLAHOMA STATE UNIVERSITY STUDENT FOUNDATION

## ARTICLE I

Name of Organization: The name of this organization shall be the Oklahoma State University Student Foundation.

## ARTICLE II

Purpose: The purpose of OSU Student Foundation is to serve Oklahoma State University by building, cultivating and sustaining relationships within the OSU community and to educate the student body about the impact and importance of charitable giving.

## ARTICLE III

Affiliation: OSU Student Foundation is chartered under the Oklahoma State University Foundation, which will offer support and advising to the organization. OSU Student Foundation members serve the organization and in turn Oklahoma State University at the pleasure of the Oklahoma State University Foundation.

## ARTICLE IV

### Membership and Officers:

Section 1. To be eligible for membership in OSU Student Foundation, one must be a full-time Oklahoma State University undergraduate student, maintain a cumulative grade point average of 2.5, be willing and able to commit a minimum of one hour of service to OSU Student Foundation per week and be in good standing with the university. All members of OSU Student Foundation will be members and under the membership requirements for the entire academic year.

Section 2. Each new and returning member will be placed on one committee. Committees include Stewardship, Campus Promotions, Development, Freshmen and Membership. Members will be placed on a committee based on application preference, interviewer recommendation and applicant background.

Section 3. Attendance at OSU Student Foundation events, meetings and activities is mandatory for all members unless otherwise stated. An excused absence must be documented and includes conflicts due to class, family emergency or medical issues. The attendance policy will be as follows for one year of membership:

- a. Three unexcused absences – meeting with Membership Committee Chair
- b. Four unexcused absences – member is issued a written warning followed by a meeting with President, Vice-President and one of the staff advisors.
- c. Five unexcused absences – dismissal from OSU Student Foundation

After their first semester of membership, Student Foundation members have the option to become inactive for one semester upon Executive Committee approval. Inactive members are excused from all meetings and events for a full semester. After the semester is completed, the member will be restored to active service and the attendance policy will once again be in effect. Members are allowed only one inactive semester during Student Foundation membership.

Section 4. Applications for freshmen members will be distributed and available the first two (2) weeks of the fall semester. At least one senior member will interview each qualified applicant and complete an interview evaluation form. The Executive Committee and staff advisor(s) will approve or disapprove applicants for freshman membership in

OSU Student Foundation by majority vote. Prior to each such vote, each interviewer will speak no more than one minute about the applicant under consideration.

Section 5. The officers of OSU Student Foundation shall be a President, Vice-President, Stewardship Committee Chairperson, Campus Promotions Committee Chairperson, Development Committee Chairperson and Membership Committee Chairperson. Such officers shall constitute the Executive Committee.

Section 6. To be an officer in OSU Student Foundation, the member must be in good standing in the organization, must be a full-time student at Oklahoma State University, must have a minimum cumulative grade point average of 3.0, must submit at least one recommendation and must submit a one-page summary explaining why he/she would like to serve in this capacity. Each officer and Executive Committee member must have been a member of OSU Student Foundation for at least one year.

Section 7. Advisors for OSU Student Foundation shall be selected employees of the Oklahoma State University Foundation in the donor relations department. OSU Student Foundation advisor(s) will meet with and advise the members and Executive Committee of OSU Student Foundation. He/She will also be responsible for overseeing all OSU Student Foundation transactions, supervising all student donor relations, managing membership training, and approving all campus activities, events or fundraisers.

#### **ARTICLE V**

Quorum: A quorum for OSU Student Foundation shall be fifty (50) percent of the total membership. If for some reason less than half of the organization members are present at a meeting, all business will be postponed to the following meeting agenda.

#### **ARTICLE VI**

Dues: Dues will not be required for membership in OSU Student Foundation. As OSU Student Foundation will be an entity within the Oklahoma State University Foundation, the budget will be determined and provided by Oklahoma State University Foundation.

#### **ARTICLE VII**

By-Laws: By-laws, or amendments to bylaws, may be passed at any regular business meeting of the organization by majority vote provided a quorum is present. Such by-law or amendment to this constitution shall not become effective until approved by the advisor(s) and the President/CEO of OSU Foundation.

#### **ARTICLE VIII**

Resignations: In the event an officer resigns prior to the end of the academic year, it is left to the discretion of the remaining Executive Committee members whether to fill the vacancy. In any event, all officer criteria shall remain the same.

#### **ARTICLE IX**

Campus Life Office: OSU Student Foundation, a not-for-profit student philanthropic organization under direct supervision of OSU Foundation, has the following rights of use and authorization from the Campus Life Office:

- a. Poster permit
- b. Tables
- c. Distribution of printed materials
- d. Chalking

- e. Food
- f. Music
- g. Amplified Sound
- h. Sales
- i. Solicitations
- j. Lawn
- k. Stage
- l. Physical Plant needs
- m. Tent/stakes
- n. Student Union room/ facility use

OSU Student Foundation does not have access to University vehicles.

## **ARTICLE X**

Income and Expenses: The members of OSU Student Foundation should not obligate OSU or OSU Foundation for any purchases or services, and all checks made payable to the OSU Foundation and/or OSU Student Foundation must be deposited with OSU Foundation. In all cases, established procedures of OSU Foundation should be followed.

## **ARTICLE XI**

### Executive Committee Duties:

#### Section 1.

The duties of the Executive Committee will be:

- a. During the year, each Executive Committee member will make at least one written evaluation of each member within his/her committee. These evaluations should emphasize both the members' strengths and weaknesses.
- b. No later than one week after Executive Committee applications have been submitted, the advisor(s) and a committee of OSU Foundation employees will review all recommendations and evaluations and choose, with the outgoing members of the Executive Committee, the incoming Executive Committee.
- c. In order to efficiently execute the activities of OSU Student Foundation, the Executive Committee will determine the need of any additional or temporary offices.
- d. If the Executive Committee member is assigned a committee to direct, he/she will be responsible for ensuring that his/her committee and committee members complete their tasks and projects in a timely, efficient and first-rate manner.
- e. The Executive Committee will set goals for OSU Student Foundation and attempt to creatively channel the energy and potential of each member, as well as keeping all members continually accountable and active.
- f. The Executive Committee will involve each member of OSU Student Foundation and initiate new ideas and means of involvement.
- g. The Executive Committee is given the responsibility of creating and retaining loyalty from each member to OSU Student Foundation, OSU Foundation and OSU.
- h. The Executive Committee will meet regularly during both fall and spring terms and upon special announcement.
- i. The Executive Committee and advisor(s) will be responsible for planning all of OSU Student Foundation retreats and orientation processes.

#### Section 2.

The duties of the President and Vice-President will be:

- a. The President and Vice-President will be responsible for aiding in development and improvement of OSU Student Foundation structure.
- b. The President and Vice-President will coordinate OSU Student Foundation's relationship to administrators within OSU Foundation and OSU.
- c. The President and Vice-President will be responsible, with the assistance of staff advisor(s), for the selection processes of new members and Executive Committee.
- d. The President will preside over all meetings of the Executive Committee and general membership. If he/she is unable to preside, the Vice-President will assume this role temporarily.
- e. The President and Vice-President will be responsible for OSU Student Foundation calendar and the securing of rooms or space for all events.
- f. The Vice-President will be responsible for directing the Freshman Committee.

## **ARTICLE XII**

### Committees and Committee Structure:

- Section 1. Standing Committees will be those that function continuously throughout the school year.
- Section 2. The Stewardship Committee will cultivate relationships between OSU Student Foundation and donors and friends of OSU.
- a. The Stewardship Committee will be responsible for building and maintaining a good rapport with the members of OSU Foundation.
  - b. The committee will work directly with OSU Foundation development staff to build, cultivate and sustain relationships with donors. Personal visits, phone calls and all other correspondence may be required.
  - c. The committee will be responsible for stewarding donors and hosting various stewardship events throughout the nine (9) month academic year.
  - d. Each committee member is required to write at least five (5) thank you letters to donors every month during the nine (9) month academic year.
- Section 3. The Campus Promotions Committee will coordinate events for students and the OSU community in order to increase communication and educate the student body about charitable giving.
- a. The Campus Promotions Committee will coordinate all OSU Student Foundation involvement on campus, raising awareness about the organization and participating in campus events.
  - b. The committee will be responsible for communicating all OSU Student Foundation activities to various publics.
  - c. The committee will be in charge of updating and maintaining OSU Student Foundation's website.
  - d. Each committee member is required to write at least five (5) thank you letters to donors every month during the nine (9) month academic year.
  - e. The Campus Promotions Committee chairperson is responsible for submitting all forms necessary to the Department of Campus Life in a timely manner.
- Section 4. The Development Committee will coordinate and oversee all fundraising efforts for OSU Student Foundation, including the annual Cowboy Spirit Scholarship Campaign.

- a. The Development Committee will create and implement a comprehensive timeline for fundraisers.
- b. The committee will assign duties and responsibilities to each OSU Student Foundation committee and ensure all tasks have been accomplished and all deadlines have been met.
- c. The committee will secure date, time, venue, entertainment and all other essential details of the fundraisers.
- d. The committee will develop a plan for seeking sponsorships with the help of the advisor(s) and oversee any and all sponsorship training.
- e. The committee will create a comprehensive plan for communicating and advertising fundraisers to the public – both on and off campus.
- f. The committee will organize and record all fundraiser costs and proceeds.
- g. The committee will recognize and promote all scholarship awards.
- h. The committee will evaluate fundraising each year, providing suggestions for improvement to the incoming Development Committee chairperson.
- i. Each committee member is required to write at least five (5) thank you letters to donors every month during the nine (9) month academic year.

Section 5. The Freshman Committee will be responsible for bringing creativity and a fresh perspective to OSU Student Foundation.

- a. The Vice President will orient and educate all committee members about OSU Student Foundation and its purpose.
- b. The committee will work with all other OSU Student Foundation committees to learn and evaluate current procedures.
- c. The committee will create its own projects and initiatives that will add value to the organization.
- d. The committee will work with other OSU Student Foundation committees to help complete tasks.
- e. The committee will present new ideas to the general membership.
- f. Each committee member is required to write at least five (5) thank you letters to donors every month during the last eight (8) months of the academic year.

Section 6. The Membership Committee will be responsible for providing vision and coordination for OSU Student Foundation.

- a. The Membership Committee will create and execute member recruitment activities and work to retain highly motivated, skilled and diverse students for membership.
- b. The committee will be responsible for internal relations of OSU Student Foundation by upholding strong morale and enthusiasm.
- c. The committee will coordinate the annual membership application and interview process.
- d. The committee will develop and facilitate new member orientation.
- e. The committee will prepare OSU Student Foundation updates for monthly OSU Foundation TEAM meetings.
- f. The committee will track attendance at bi-weekly meetings and campus events.
- g. Each committee member will be required to write at least five (5) thank you notes to donors per month during the nine (9) month academic year.

### **ARTICLE XIII**

Amendments:

OSU Student Foundation constitution may be amended by addition, deletion or revision through the following process:

- a. The proposed amendment must be submitted in writing by a member of OSU Student Foundation to the staff advisor(s) and each member of the Executive Committee at least ten (10) days prior to voting.
- b. During the general meeting, the proposed amendment will be read and discussed by those proposing the amendment and followed by open discussion and comments from all members.
- c. Assuming the quorum is present, all OSU Student Foundation members will vote on the amendment being proposed. Members in attendance will be the only members allowed to vote (i.e. no proxy voting will be allowed).
- d. For the amendment to pass, it must receive three-fourths ( $\frac{3}{4}$ ) of the general membership voting in favor.
- e. Such amendment to this constitution shall not become effective until approved by the staff advisor(s) and the President/CEO of OSU Foundation.
- f. If an amendment fails, thus not receiving three-fourths ( $\frac{3}{4}$ ) of the general membership vote or approval of the staff advisor and President/CEO of the OSU Foundation, the amendment may not be considered again for a period of six (6) months.