

Alternative Service Break at LSU Constitution

Preamble

We, the members of Alternative Service Break do hereby establish this Constitution as an affiliate of the Louisiana State University Honors College in order that our purpose be realized to its fullest extent.

Article I – Name

The name of the organization will be Alternative Service Break at Louisiana State University and A&M College at Baton Rouge, henceforth referred to as ASB at LSU.

Article II - Purpose

The purpose of ASB at LSU is to spread awareness and understanding among LSU students of the many issues that people across the nation face by giving these students the opportunity to dedicate their time and service to these troubled regions.

Article III – Basic Policies

The following are basic policies of this organization:

- Section 1. The organization shall be non-commercial.
- Section 2. The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern.
- Section 3. The organization shall cooperate with Louisiana State University to support the improvement of education in ways that will not interfere with administration of the University.
- Section 4. The organization may cooperate with other organizations and agencies, but persons representing the organization in such matters shall make no commitments that bind the organization.
- Section 5. The organization agrees to abide by all University policies and local, state and federal laws.

Article IV – Membership

- Section 1. Any LSU student, faculty member or staff member who subscribes to the purpose and basic policies of the organization

may become a member of this organization, subject only to compliance with the provisions of the constitution.

- Section 2. Active membership is restricted to LSU students who are planning to attend an official ASB service trip within the academic year or who have gone on a trip previously. Associate membership is restricted to LSU faculty and staff. Associate members are non-voting members.
- Section 3. The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.
- Section 4. Only members in good standing with the organization shall be eligible to participate in its business meetings or to serve in any of its elective or appointive positions.
- Section 5. If dues are required by the organization, each member of the organization shall pay annual dues. The amount of said dues for the coming academic year shall be determined by a vote of the Executive Board present at the first regular meeting of the current academic year.
- Section 6. If an active member continually does not participate in and attend organization meetings and events, the Executive Board reserves the right to inform that individual that he or she is no longer an active member.
- Section 7. In the event this organization becomes inactive, all monies left in the treasury after all outstanding debts and claims have been paid shall be donated to the LSU Honors College Student Council.

Article V – Officers and Their Selection

- Section 1. To be eligible to be elected to, appointed to, or to hold an office or be a standing committee chairperson, a student:
 - A. Must be enrolled as a full-time student at LSU, with the exception of seniors graduating the semester of a service trip;
 - B. Must be in good standing with the University, have at least a 2.0 cumulative GPA, and must not be restricted from obtaining or occupying a position of leadership by Student Advocacy and Accountability;
 - C. Must meet all other reasonable academic standards established by the student organization and included in the organization's constitution and/or bylaws.
- Section 2. The officers of this organization shall be assembled as an

Executive Board. The Executive Board will include an Overall Chair, a Finance Chair, a Recruitment & Membership Chair, a Service Chair, and as many Site Leaders as necessary.

- A. The Overall Chair shall preside at all meetings of ASB at LSU and of the Executive Board; shall perform such other duties as may be prescribed in the constitution or are assigned by the membership or the Executive Board; and shall coordinate the work of any committee.
- B. The Finance Chair shall receive all monies of the organization; shall keep an accurate record of receipts and expenditures; shall make payments in accordance with an approved budget as authorized by the organization. The Finance Chair shall present a financial statement when requested by the Executive Board.
- C. The Recruitment & Membership Chair shall be responsible for the selection of new members and the development of membership criteria and membership policy. This person should also maintain a database of all the members' contact information. They must also serve as a liaison between ASB at LSU and the rest of the LSU campus by effectively publicizing any events that will occur, by taking pictures at all events that require recognition, and by actively displaying them.
- D. The Service Chair shall be responsible for helping Site Leaders choose worthy trip projects and locations. Also, he or she will be in charge of planning or partnering with local service projects for members to participate in throughout the year. The Service Chair will also take minutes for both regular and Executive Board meetings.
- E. The Site Leaders shall play an integral role in the selection of sites most suitable for volunteer work and must ensure a close working relationship between ASB at LSU and these sites. Additionally, they must organize the group attending the specific trip they are responsible for coordinating.
- F. The faculty advisor should serve as a resource and support mechanism for the officers and members of the organization. The faculty advisor should attend regular and Executive Board meetings and other events as necessary.

Section 4. The process for selecting officers is as follows:

- A. Officers shall be selected annually by an application and interview process. The former Executive Board members will conduct the process and choose their successors. However, if an Executive Board member is running for office again, he or she may not be involved in the selection process.
- B. Officers shall assume their official duties at the close of the last regular meeting of the academic year and shall serve for a term. A term lasts one academic year.

Section 5. A vacancy occurring in any office shall be filled for the non-expired term by a person elected by majority vote of the remaining members of the Executive Board.

Section 6. Any officer of ASB at LSU in violation of the organization's purpose or constitution may be removed from office by the following process:

A. A written request by at least three members of the organization,

B. Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak,

C. A two-thirds majority vote is necessary to remove the officer.

Article VI – Executive Board

Section 1. The Executive Board shall consist of the officers of the organization. At least one member of the Executive Board shall be a member of the Honors College.

Section 2. The duties of the Executive Board shall be to transact necessary business between organization meetings and such business as may be referred to it by the organization; to approve the plans of work of each standing committee chairperson; and to present a report at the regular meetings of the organization.

Section 3. Regular meetings of the Executive Board shall be held bi-weekly during the academic year, the time to be fixed by the Board at its first meeting of the year.

Article VII – Standing and Special Committees

Section 1. Standing committees shall be created by the Executive Board as may be required to promote the objects and interests of the organization. The Executive Board will appoint the chairperson of the standing committee, whose term in office shall be as long as the Board deems necessary, but will end at the conclusion of the academic year.

Section 2. The chairperson of each standing committee shall present plans of work to the Executive Board, and no work shall be undertaken without the approval of the Executive Board. The Executive Board will fill any vacancies occurring in the chairpersonship of a standing committee.

Article VIII - Meetings

Section 1. The days on which regular meetings of this organization will be held shall be determined at the first annual meeting of the Executive Board.

Section 2. Twenty-five percent of active members present shall constitute a quorum for the transaction of business in any meeting of the organization.

Section 3. The privilege of introducing motions, debating, and voting shall be limited to active members.

Article IX – Parliamentary Authority

Section 1. The most current edition of Robert's Rules of Order Newly Revised shall govern the meetings and other activities of the organization in all matters to which applicable and attainable, and which they are not inconsistent with this constitution, except as otherwise established by the active membership.

Article X – Amendments

Section 1. This constitution may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting and that the proposed amendment shall be subject to approval of the Dean of Students or his/her designee.

Section 2. A committee may be appointed to submit a revised constitution for the existing constitution only by a majority vote at a meeting of the organization, or by a two-thirds vote of the Executive Board. The requirements for adoption of a revised constitution shall be the same as in the case of an amendment.

Article XI – Registration Renewal

ASB at LSU will apply to Campus Life for registration on an annual basis two weeks after the organization's new officer selections.