

The Volunteer Service Organization Constitution

Article 1: Organization Name

The name of this organization shall be the Middlebury College Volunteer Service Organization (VSO).

Article II: Purpose

The Volunteer Service Organization is committed to providing the Middlebury College student body with a multitude of community service opportunities, including but not limited to:

- Providing regular community service worksites;
- Acting as a liaison between the College community and local, national, and international volunteer organizations;
- Expanding service education and awareness through conferences, workshops, lectures, and guest speakers;
- Encourage community service among other campus organizations through joint activities or monetary support.

Article III: Membership

Membership, as well as participation in all VSO events, is open to all Middlebury College students. Active membership will be defined as those students who attend weekly meetings or regularly participate in VSO worksites.

Article IV: Officers

All VSO officers are required to attend weekly meetings and to actively work with other officers in their responsibilities as needed.

Individual Roles and Responsibilities of the VSO Executive Board Members:

Campus Co-Chair:

- Organize weekly VSO meetings
- Organize weekly Executive Board Meetings
- Organize on-campus service projects
- Act as a contact person for on-campus organizations
- Encourage other members of VSO to become leaders by allowing them to organize projects
- Arrange for various speakers throughout the year
- Meet with the Director of Service Learning and Student Employment, and keep in constant contact with the Community Service Office
- Work in unison with the Treasurer

Community Co-Chair:

- Act as contact person for off-campus organizations
- Organize long-term community worksites
- Organize weekend worksites
 - Educate members about site/organization prior to event
 - Set up site with community contact
- Keep track of volunteer hours

-Run meetings if Campus Co-Chair cannot attend

Special Events Coordinator:

- Organize VSO's own special events (one-time events other than weekly worksites)
 - Establish committee to run event, as well as oversee the preparation of the event
 - Ensure completion of Project Evaluation and retain a copy to help plan future events
- Organize social events for VSO membership

Secretary/Historian:

- Take minutes of weekly VSO meetings and executive meetings
- Distribute all-member meeting minutes to entire club via email
- Take attendance at weekly meetings
- Maintain updated roster of membership
- Obtain a copy of Project Evaluation after each special event for records
- Take pictures of events to document in scrapbook

Treasurer:

- Act as liaison between SGA Finance Committee and VSO
- Keep track of VSO spending
- Periodically update executive board of monetary status
- Create annual budget (due at end of spring semester)
- Be aware of spending restrictions
- Liaison between other members/projects and anything money-related

Publicity Chair:

- Keep in touch with community co-chair for volunteer opportunities
- Maintain bulletin boards in McCullough with up-to-date information on special events, worksites, and long-term volunteering opportunities
- Advertise major events
- Maintain web-page
- Assist Special Events Coordinator & committees with their responsibilities

In addition to attending VSO weekly meetings, all executive officers are expected to assist active VSO members with their ideas for new volunteer opportunities.

Article V: Elections

Officers will be elected by December of each year by a simple majority vote. A quorum of 50% of the active membership is required to be present at the election meeting.

Article VI: Meetings

VSO will have one meeting weekly open to the entire campus. These meetings are for the executive officers to present opportunities for upcoming special events, weekly community worksites, and possible long-term volunteer projects to the membership body. The members will also be able to present other community service ideas, or share their volunteering experiences. VSO will support their ideas and work with them in order to implement new initiatives. The

VSO Executive Board will also meet one time weekly, in order to further plan and coordinate the specific details of such events.

Article VII: Committees

Committees will be established by the Community Co-Chair, Campus Co-Chair, or Special Events Coordinator as deemed necessary. These committees will be responsible for organizing, publicizing, and recruiting volunteers for various projects and events put on throughout the year.

Article VIII: Faculty Advisor

The membership recommends a member of faculty/staff to advise the organization.

Article IX: Affiliations

VSO is not officially affiliated with any other organization. However, it occasionally works in cooperation with other national and international public service organizations.

Article X: Discrimination Policy

The Middlebury College Volunteer Service Organization operates in full accordance with Chapter Four, Section II. A. of the Middlebury College Handbook concerning Student Organization Policies of Discrimination, Freedom of Association, Anti-Hazing, Freedom of Inquiry and Expression, Student Publication, Funding, Advertising, and Scheduling. Any and all changes made to the Student Organizations Policies section of the Middlebury College Handbook will immediately become policies adopted by the Middlebury College Volunteer Service Organization.

Article XI: Ratification

The constitution must be ratified by a two-thirds majority of the membership.

The constitution must be approved by the Student Government Constitution Committee.

Article XII: Amendment

The constitution must be ratified by a two-thirds majority of the membership.

The constitution must be approved by the Student Government Constitution Committee.

Approved as Edited April 10, 2003