

**Constitution**  
**MAlt**  
**Middlebury College**

Article I

The name of this organization shall be Middlebury Alternative Breaks, represented by the acronym MAlt.

Article II

The purposes of this organization are as follows:

- A. To provide students with a variety of opportunities to volunteer during school breaks.
- B. To bring a greater awareness of social and environmental issues to students by facilitating education, active engagement, and reflection through volunteer experiences with our host sites and communities.
- C. To make alternative break trips more accessible to students by reducing travel costs by fundraising throughout the year.
- D. To facilitate student leadership throughout the planning process by providing leader training, resources, networking to potential sites, and support from other leaders and committee members.
- E. To ensure continuity between trip standards and expectations.

Article III

Membership is open to all Middlebury College students who are interested, and trips are open to those who submit an application in the proper manner.

Article IV

Officers:

- A. *Co-Chairs*: The Co-Chairs oversee the Finance and Fundraising Chairs, Trip Leaders, and participants. They maintain communication with the College administration. They are also responsible for overseeing all MAlt activities. Co-Chairs organize recruitment and selection of leaders and participants. Recruitment may include, but is not limited to, involvement in the Activities Fair, Volunteer Fair, and informational meetings. Co-Chairs conduct weekly officer meetings and MAlt-

wide participant meetings. They organize both a comprehensive leader training and ongoing leadership workshops. Co-Chairs are responsible for creating and following a pre-trip planning and post-trip activity and reflection timeline. Co-Chairs oversee the logistical dimensions of trip planning, and ensure that Trip Leaders have all necessary information and complete the logistical planning in a timely manner. Logistics include, but are not limited to, worksites, transportation, housing, food, first aid training, and materials. Co-Chairs provide support to officers and chairs by supplying resources and contacts, as well as by constructively responding to the needs and weaknesses of themselves, the organization, officers, and leaders. Co-Chairs document their work and work with incoming Co-Chairs to provide smooth transitions year to year.

*B. Finance Chair:* The Finance Chair is in charge of organization finances and serves as liaison to SGA Finance Committee. The Chair oversees the proper production and implementation of the budget on both MAlt wide and individual trip levels. He or she works closely with the Co-Chairs, Fundraising Chairs, and Trip Leaders through Officer meetings and one-on-one meetings. The Finance Chair is in charge of all MAlt financial aid. Post-trips, this Chair prepares the budget for the SGA Finance Committee for the upcoming academic year. He or she keeps close records of the budget for the other officers, SGA Finance Committee, and administration to understand, as well as to pass on to and help train future Finance Chairs.

*C Fundraising Co-Chairs:* Fundraising Co-Chairs organize fundraising events at the MAlt-wide, specific trip, and individual levels. They are responsible for securing the up-front capital for fundraising, publicizing fundraising events, and documenting information such as, but not limited to, expenses, earnings, profits, and contacts. Fundraising Co-Chairs ensure fundraising opportunities are available for all students who seek financial assistance. Fundraising Co-Chairs work closely with the Finance Chair, Trip Leaders, and Co-Chairs.

*D. Trip Leaders:* Trip Leaders are responsible for the logistics, group dynamics, education, and reflection dimensions of their trips pre-departure, on the trip, and post-break. Logistical responsibilities include helping recruit and select participants,

choosing the worksite, ensuring worksite appropriateness for a volunteer group, initiating and maintaining contact with the worksite coordinators, arranging travel plans, accommodation, and food, maintaining a budget, and recording all group activities. Pre-departure, Trip Leaders organize group meetings, keep participants informed and engaged in the planning process, plan pre-education activities, facilitate group development, and help organize fundraising activities. During the trip, they are responsible for ensuring the safety of participants, following the itinerary, maintaining positive dynamics with and constructive projects at the worksite, enforcing all MAlt policies, and recording all spending and use of finances. Trip Leaders facilitate group dynamics, which may include managing conflicts, providing group or personal guidance, and designating time for volunteering, reflection, and recreation. Trip Leaders are responsible for group reflection on the while on the trip and post-break. After returning from trips, Trip Leaders complete evaluations to pass on information to future leaders, complete budgetary paperwork, and follow up with their worksites. Trip Leaders organize post-break trip and MAlt-wide reflection activities. Throughout the process, Trip Leaders are representatives of Middlebury College, and thus conduct themselves in accordance with the policies and values of the College.

#### Article V

Officers are elected each spring by March 15<sup>th</sup>. A quorum of two-thirds of the current membership must be present for the vote and it will be decided by a 2/3 majority vote. Participants are chosen by the officers and trip leaders in a mid fall application process after the selection of trip leaders.

#### Article VI

Officers meet once per week prior to and upon return from scheduled trips. Joint officer-Trip Leader meetings are held regularly. Trip Leaders hold regular pre-departure and post-break meetings with participants for, but not limited to, group development, education, logistical planning, fundraising, and reflection. Each meeting has a stated purpose and is conducted by the

Co-Chairs or Trip Leaders. A tentative meeting schedule is developed at the beginning of the school year to be adhered to as closely as possible, while leaving room for flexibility.

#### Article VII

MAIt has no committees. The Co-Chairs have the power to appoint temporary committees as necessary.

#### Article VIII

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

#### Article IX

MAIt has no affiliations.

#### Article X

MAIt 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 MAIt.

#### Article XL : Ratification

- A. The constitution must be ratified by a two-thirds majority of the membership.
- B. The constitution must be approved by the Student Government Constitution Committee.

#### Article XII.: Amendment

- A. The constitution must be ratified by a two-thirds majority of the membership.
- B. The constitution must be approved by the Student Government Constitution Committee.

Approved as to form: April 13, 2004