

# CWU STUDENTS WITH A PURPOSE

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CONSTITUTION & BYLAWS  
2020-2021



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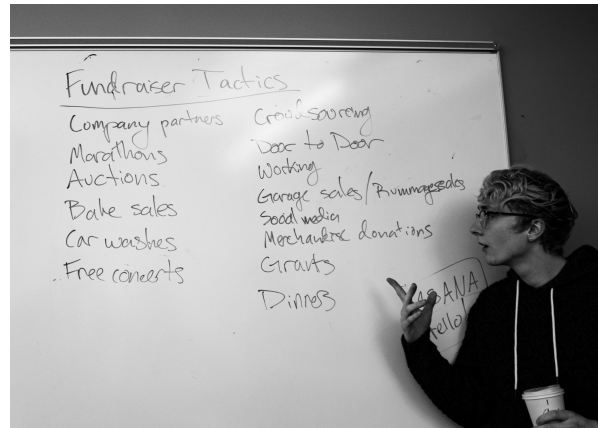
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# ARTICLE I: NAME

Students With A Purpose (SWAP)

# ARTICLE II: PURPOSE/MISSION

The Students With a Purpose (SWAP) was created with the intention of providing an outlet for meeting students with a strong passion for non-profit and social entrepreneurship work, making a difference, and collaborating with like-minded individuals by engaging in non-profit related activities. Furthermore, the goals of this club are to inform the student body of the value and existence of non-profit and social entrepreneurship work; learn about varying community projects and their target demographics; advocate on behalf of causes that the club supports; and provide a welcoming environment for students to discuss and enrich their knowledge of non-profit and social entrepreneurship work. The mission of SWAP is to create awareness for and promote nonprofit and social entrepreneurship organizations as well as empowering the students of Central Washington University to take action on specific issues using a nonprofit and social entrepreneurship approach.

# ARTICLE III: MEMBERSHIP

## Section A: Qualification

Students that qualify for this club are students that have an interest and want to learn more about aspects of nonprofit and social entrepreneurship service and who want to make a difference in the community.

## Section B: Recognition

There are a wide variety of departments at CWU that could qualify for this club. Advocacy is for everyone, including undergraduate and graduate students alike, regardless of their area of study. All majors, minors and programs of study are welcome to participate in the club as long as they are interested in learning about or furthering their knowledge of nonprofits and community service. In order to be fully recognized, the members must pay their club dues.

## Section C: Rights and Privileges

To be a member of leadership, a club member can only miss two general meetings in a quarter and one officer/leadership meeting. Along with this, any members outside of leadership in the club that want to have access to club funding for potential group travel to conferences or events, must have an 80% meeting attendance rate and must participate in at least one event per quarter (if held by the club).



## ARTICLE III: MEMBERSHIP (CONT.)

### Section C: Rights and Privileges (cont.)

Leaders are required to give at least 48-hours notice in the event of missing a meeting. Leadership members must be on-time to meetings. If a member joins the meeting 10-minutes after it has started, they will be marked as late, unless they have notified the secretary during the 48-hour period mentioned above. If a member of leadership is late to meetings several times, their commitment or involvement to the leadership team will be discussed/reevaluated. SWAP's ultimate goal is to get students involved and paying it forward in the world, so we want to be able to support all of our members to be as successful as possible.

### Sub-section I: Providing Notice of Absence/Tardiness

In order to have an absence not count against club participation, leadership members must notify the club secretary through email (cwuswap@gmail.com) 48 hours prior. The only time there will be an exception to this attendance policy, is if there is an emergency. General club member absences can be handled in the same manner.

## ARTICLE IV: MEETING

### Section A: Scheduling

SWAP will hold both general club meetings and officer/leadership meetings weekly throughout each quarter of the academic year, excluding summer quarter. Each meeting will last approximately an hour and will be scheduled each quarter depending on the schedules of the leadership team. It is the responsibility of the secretary (in partnership with the president) to obtain the schedules of leadership members and schedule both club and officer meetings.

### Section B: Calling Regular or Special Meetings

For special meetings and organizational board-only gatherings, a notice via email will be sent to all executive SWAP members and may include an alternative meeting location and time, so long as it is a reasonable hour. Only the appointed president and/or vice president may hold the ability to call executive meetings to order.



# ARTICLE V: EXECUTIVE BOARD

## Section A: Officers Roles and Responsibilities

The Executive Board will be made up of the President, Vice President, Secretary, Treasurer, Social Media Manager, and Project Manager.

### Sub-section I: President

*Summary:* The President is the chief executive officer for the club. The primary responsibilities of this role involve the general supervision and operation of the club. The President presides at club meetings and directs the club in meeting the members' needs for educational growth and leadership. In cooperation with the other officers, the President establishes long-term and short-term goals for the club. The President is the face of the club and is responsible for maintaining a professional relationship with the public and with members at all times. The President is also responsible for maintaining the executive board, training new members, delegating tasks, and maintaining clear communication with all.

#### *Responsibilities:*

- Develop all meeting agendas. Each should be reviewed with the advisor well before the meetings (at least 48 hours beforehand).
- Presides over meetings of the club.
- Calls special meetings for the club.
- Facilitates executive board (club officers) meetings.
- Prepares and files any report required.
- Appoints committee chairs.
- Maintains contact and collaborates with advisor(s).
- Maintains contact with club alumni.
- Represents the club to the internal and external community. Serves as a spokesperson for the club.
- Serves as secondary signatory on financial accounts.
- Assists all executive officers.
- Provides/delegates club tasks and follows-up with said tasks.
- Organize executive board (club officers) retreats and team building exercises.
- Coordinates executive board (club officers) transitions.
- Remains fair and impartial during club decision making processes.
- Provides encouragement and motivation to fellow officers and club members. This accomplished through informal social gatherings but also through formal and professional reviews.
- Works with the club treasurer to develop funding/grant requests.



# ARTICLE V: EXECUTIVE BOARD

## **Sub-section II: Vice President**

*Summary:* The role of the club vice president can be summarized in one word: service. The vice president serves the president, other club officers, committees and the general membership. The Vice President is also expected to learn the duties of the President in order to fill in or take over as necessary.

### *Responsibilities:*

- Supervising meetings in the absences of the President.
- Assisting the President with oversight of the club including fundraising, event planning, etc.
- Scheduling locations for meetings and event with approval of advisor.
- Obtains ideas from members and passes them onto the club President and executive board.
- Is involved in member development and recruitment.
- Provides timely and interesting information for newsletters, social media, and blogs to both the social media manager and the secretary.
- Ensures strong leadership succession by identifying and recruiting new club members and volunteers.
- Provides mentorship to new officers.

## **Sub-section III: Treasurer**

*Summary:* In general the treasurer has two duties to fulfill. First, the treasurer is responsible for maintaining a constant and accurate record of all club financial transactions. This applies even if the club funds are disbursed by the institution. Second, the club treasurer is responsible for leading projects which will help improve the financial position of the club. The treasurer should be an effective leader and should take an active role within the club. As a member of the executive board, they should participate in the decision-making process and the treasurer should always be in close contact with the secretary, advisor, and president.

### *Responsibilities:*

- Obtain the financial records of the past treasurer and make certain all records are in order.
- Organize all accounting and budgeting procedures for the coming year.
- Never retain cash. Be certain the club bank account is in proper order.





# ARTICLE V: EXECUTIVE BOARD (CONT.)

## *Responsibilities (cont):*

- Deposit all funds as soon as possible. If you have possession of funds in between deposits, keep them safe.
- Always obtain a receipt for any expenditure of funds.
- Keep a general journal to show the chronological flow of funds.
- Keep the club president and all others concerned informed of the club's financial position.
- Collect club dues and other money from club projects, gifts, etc.
- Keep all records up-to-date and accurate.
- Develop and present any funding/grant requests on behalf of the club.

## **Sub-section IV: Secretary**

*Summary:* The Secretary is the position that ensures all rules and bylaw of the organization are adhered to by the board and members during meetings and the implementation of board decisions. The secretary is also in charge of all the records, documentation, and communications for the club.

## *Responsibilities:*

- Record the minutes at all club meetings and officer/executive board meetings.
  - This includes everything that happens during meetings: what was discussed, what actions are voted on, what decisions are made, and what actions are being taken as a result)
- Create agendas for all future meetings.
- Keep additional club records pertaining to member attendance and contact information, elections, events, etc.
- Keep complete, detailed records of all club relations and communications.
- Throughout the year, the secretary is required to distribute documentation to the board and members.
- Ensures that all records are uploaded and accessible through the shared club drive.
- Completes correspondence on behalf of the club.
- Maintain and remind board and members of accountability to the club constitution, bylaws, and CWU club policies.
- Responsible for acting as the club historian.

# ARTICLE V: EXECUTIVE BOARD (CONT.)

## **Sub-section V: Social Media/Public Relations Manager**

*Summary:* The social media manager involves posting on social media updates about club meetings, the different upcoming speakers, different events that the club puts on, and any blog or promotional materials that the club has created. The social media manager is in charge of how SWAP presents itself to the public. It is important to advertise our club and present it in a way that makes students want to get involved.

### *Responsibilities:*

- Post updates about club meetings on social media.
- Post about upcoming speakers.
- Post about different events we are putting on.
- Post about when we are tabling.
- Post on the story when we are actively doing club activities.
- Edit blog posts on the website when there are some.
- Work with the person in charge of making graphics to advertise our club.
- Work with other people in the club who create social media content to post.
- Develop a social media/content calendar for SWAP that has content planned for at least a week in advance.

## **Sub-section VI: Project Manager**

*Summary:* The Project Manager (PM) position is a position that keeps track of all events and programs that SWAP has taken on as a club. The PM must be able to stay organized and keep the club on track with the event(s) until finished. The PM must be able to track the progress of all individuals that are either volunteering to run the event or participating in the event. The PM will need to be able to adapt to new situations or problems that may come up before or during the event. Trello will be used to organize the program(s) by setting deadlines, assigning tasks to an individual(s), describing what is needed to do for each task, and uploading appropriate files and/or attachments to a specific card. This position is essential when planning and running an event hosted by SWAP.

### *Responsibilities:*

- Approve/decline events that are brought to you after reviewing our resources, money, time, achievability, and relevance to SWAP.

# ARTICLE V: EXECUTIVE BOARD (CONT.)

## *Responsibilities (cont.):*

- Ability to learn Trello and keep an organized system within Trello so others can follow along without confusion.
- Able to engage and open discussion with others regarding a lack in performance regarding accepted programs/events.
- Able to stay organized and reference files/documents from Trello.
- Motivated to further your ability as a project manager and leader.
- Able to help others create a Trello account and demonstrate how to use the platform effectively.
- Collaborate with other leadership members to have a clear understanding of the mission, time, and resources of the club.

## **Section B: General Responsibilities of all Officers**

All officers must follow the attendance policies set forth in Article III, Section C. All officers must create a Trello account and actively engage with the platform. All officers must engage with the social media platforms for the club and share amongst their own platforms. All officers must meet with the President before the end of each quarter to assess productivity and contribution to the club.

## **Sub-section I: Time Commitment**

Each position is required to commit 10 - 15 hours of their time to their club positions each week. This includes attending meetings. Participation in additional committees, such as governance, may require additional hours.

## **Section C: Mentorship**

Each member of the Executive Board is allowed to take on a Mentee. If there is a member of the club who is interested in assisting with tasks that follow under your role description, you are allowed to take them on as a mentee. As their mentor, you are responsible for teaching them the role in exchange for their help. A mentee, must be a due paying member of the club.

## **Section D: Handling Vacancies**

In the case that a member has to step down from the Executive Board, and there is vacancy on the board, other Exec. Board members will fulfill the duties until an election can be held to fill the vacancy. In the case where there is only one nomination for the vacancy, the President has the power to appoint the nominated individual to the position.



# ARTICLE V: EXECUTIVE BOARD (CONT.)

## Section D: Handling Vacancies (cont.)

In the case that a the member who is stepping down, has taken on a Mentee and that mentee wishes to step into the role. The president has the power to appoint that individual immediately, bypassing the election process.

# ARTICLE VI: OFFICERS/DUTIES

*Refer to Article V, Section A*

# ARTICLE VII: COMMITTEES

## Section A: Governance Committee

This committee is responsible for the health and functioning of the board. It recruits new members, conducts orientation, produces board materials, and evaluates the performance of the board itself. It is responsible for ensuring the effectiveness of the current board and for recruiting tomorrow's leaders. This committee is made up of the President, the Treasurer, and the Advisor(s).

## Section B: Special Committees

The President shall have the authority to appoint any special committees, with the approval of the Executive Board, from time to time as need demands.

# ARTICLE VIII: ELECTIONS

## Section A: Selected by Membership, Term Length, and Holding Office Limit

Officers that will be selected by membership: President, Vice President, Secretary, Treasurer, Social Media Manager, and Project Manager. Each officer can hold the same position for only two terms (a term is categorized as one-year), but they must run for re-election for their second term. After their term is over, they cannot run for a third term in the same position, but they can run for a different leadership position.

## Section B: Application for Election

In order to be considered for Election, club members must apply to the position through the online election form. This form will be sent out two weeks ahead of the election meeting, and must be turned in the night before the Election meeting.

## ARTICLE VIII: ELECTIONS (CONT.)

### Section C: Presenting Qualifications & Holding of Election

Each candidate is deserving of a statement to the board and members of SWAP regarding their qualifications prior to the start of the voting process. This statement will be presented orally at the Election meeting and there will be a set time (determined by the executive board) for the statement. After the statement has been presented, the members of the club will be provided time to ask questions of the candidate, and then voting will proceed once all statements have been delivered.

### Section D: Voting

Votes will be cast by members (who are current on their dues) through an online survey. There will be a week between the Election Meeting and the announcements of the results.

## ARTICLE IX: AFFILIATIONS

The club is associated with Central Washington University (CWU) and the Associated Students of Central Washington University (ASCWU). Each year, the SWAP club members will determine a new issue within the community and plan events and activities to develop an awareness for this cause. Therefore, each year will bring new affiliations with non-profit and social entrepreneurship at both a local and state level.

## ARTICLE X: ADVISOR

The qualifications for the club advisor include: someone that is a professor in nonprofit/social entrepreneurship or someone that has extensive knowledge of the non-profit/social entrepreneurship field. If there are multiple advisors, the following responsibilities can be spread amongst them.

### *Responsibilities:*

- Develop rapport with the officers of the club and the current members
- Meet with the president of the club on a regular basis
- Take an active role in advising the club
- Search for potential conferences for students to attend
- Mentor students in preparation for conference and then attend the conference along with the club members.
- Assist with event arrangements/planning, travel arrangements/planning, and funding applications.



# ARTICLE XI: MEMBERSHIP DUES

## Section A: Determination of Amount

The dues will be determined by a vote of the Executive Board. Scholarships or discounts will be available based on the presence of extenuating circumstances.

## Section B: Payment Deadline

Dues may be paid between the first Monday of Fall Quarter and the Fourth Monday of the Quarter, allocating each SWAP member approximately a month to pay club dues. Members who join later in the year will be provide the same period of time to pay their dues.

# ARTICLE XII: RATIFICATION

At the first meeting of every quarter the Constitution and Bylaws will be read in order for all club members, including any new members, to be made aware of what club regulations have been set in place. All members will need to signify that they approve these documents by stating completing the online "Constitution Agreement" form. If there are any amendments to the Constitution or Bylaws there will be a separate proceeding for presenting and ratifying. The Constitution and Bylaws need to be approved by all of the leadership board prior to being presented to the membership, who will need a two-thirds majority to pass.

# ARTICLE XIII: AMENDMENTS

Any and all amendments to this Constitution must be brought before SWAP Leadership in the form of a written proposal, including an explanation of how this new amendment alters the current Constitution and Bylaws. Proposed amendments must be supported by every member of leadership in order to be brought to the club members for discussion. If the proposed amendment is passed by leadership, it may then be brought before the club as a whole and discussed. An amendment may be ratified only if the amendment proposal reaches a two-thirds majority vote by all club members in attendance.