

Constitution and By-Laws

Updated: December 2013

ARTICLE I: Name, Affiliations and Logo

- 1) The name of the organization shall be known as The Student Philanthropy Council at NAU; it shall be abbreviated as SPC.
- 2) The SPC is affiliated with Northern Arizona University and the University Advancement department; therefore, it will abide by the Student Code of Conduct, the University Hazing Policy, Student Life Policies and Procedures, and any and all other university rules and regulations.
- 3) The SPC will utilize the above logo for all SPC-related purposes.

ARTICLE II: Purpose, Structure, Priorities and Mission

- 1) The SPC is a service organization that focuses on raising awareness of student giving and philanthropy, as well as raising funds for the SPC's fundraising priorities.
- 2) The SPC will consist of general members, and Executive Board, and an NAU staff advisor.
- 3) The SPC fundraising priorities are the NAU Senior Legacy Scholarship and the NAU Student Philanthropy Scholarship.
- 4) The mission of the SPC is:
 - a) To get students involved with giving back to the university.
 - b) To provide students with an opportunity to continue their education by providing scholarships.
 - c) To serve the NAU and Flagstaff communities through various service projects.
 - d) To provide its members with an opportunity to grow and gain experience with philanthropic ventures.

ARTICLE III: Recruitment, Application, and Selection Process for General Members

- 1) The SPC seeks members from all classes (freshmen through graduate students).
- 2) There are a maximum and minimum number of members for the SPC:
 - a) 50 total members, including the 5 Executive Board members.
 - b) Must maintain a minimum of 20 members at all times.
 - c) The Executive Board and staff advisor may extend membership above the 50 cap if deemed necessary or beneficial to the group; case by case situations may be reviewed and voted upon by the Executive Board.
- 3) Each fall semester (in early September) The SPC conducts a student-wide recruitment/information session. Membership deadline for fall is September 30.
 - a) If needed, an additional recruitment/information session will take place in spring semester (in mid-January). Membership deadline for spring is January 31.
 - b) If deemed necessary by the SPC staff advisor and/or Executive Board, recruitment/information booths may take place during a semester.
- 4) To join The SPC, students must complete the online application located on the SPC website (nau.edu/spc). The SPC Recruitment Committee will then review all applications and vote on which applicants to grant membership; decisions will be based on merit of applicants' understanding of philanthropy, past philanthropic efforts, and overall vision of how they will help the group excel and reach its goals.
- 5) Each member must sign a contract upon acceptance to the SPC, stating that he/she has read the SPC Constitution and By-Laws and understands all aspects of the SPC, including their required duties and consequences of their actions.

- 6) Returning members must notify the staff advisor by email their intent to return to the SPC in the following semester, otherwise their spot may be relinquished to new members.
 - a) Deadline to notify the staff advisor that he/she intends to return for spring semester is December 15.
 - b) Deadline to notify the staff advisor that he/she intends to return for fall semester is August 1.
- 7) The SPC will hold the spots for members who study abroad for a semester, as long as they do the following:
 - a) If they are studying abroad the fall semester, they must notify the staff advisor by email by April 1; they must also pay their dues for the fall semester by this time.
 - b) If they are studying abroad the spring semester, they must notify the staff advisor by email by December 1; they must also pay \$10 in dues for the spring semester by this time.

ARTICLE IV: Structure and Selection Process of the SPC Executive Board

- 1) The SPC Executive Board will consist of the 5 following positions: President, Vice President, Secretary, Treasurer, and Historian.
- 2) The SPC Executive Board will be selected in April of the spring semester for the following academic year in the following process:
 - a) Members must be nominated by another member or by self-nomination.
 - b) Members must present their case to the group as to why they want the position and how they expect to fulfill the duties of said position.
 - c) In private, the members will hold a brief discussion about the nominee(s) and then vote on the SPC Executive Board appointments.
 - d) If a nominee runs unopposed, that does not guarantee his/her spot on the Executive Board; the other members must still vote in favor of that member's appointment.
 - e) Executive Board positions are a full academic year appointment (fall and spring).
 - f) If any of the Executive Board positions are left unfilled at the end of spring semester elections or are vacated during the course of the academic year, the SPC will hold open nominations for the position(s) at the start of the fall semester or at any given time during the academic year.
 - g) A student must be a member for an entire semester before they are eligible to run for an Executive Board position.
- 3) The SPC Executive Board members must maintain a minimum 3.00 GPA.
- 4) The SPC Executive Board must agree to the following:
 - a) To uphold the positions with honesty and integrity befitting of proper leadership.
 - b) To uphold all the duties of the positions as described later in this document.

ARTICLE V: Selection and Duties of the SPC Staff Advisor

- 1) The NAU staff advisor will be appointed by the Director of the NAU Fund (University Advancement).
- 2) He/she will oversee the student fundraising campaigns through the NAU Fund and in coordination with the SPC.
- 3) He/she will provide final approval of NAU Senior Legacy Scholarship and NAU Student Philanthropy Scholarship recipient(s).
- 4) He/she may step in at any time to overrule any decision made by the SPC, if the decision is illegal, unethical, or violates any NAU policies/procedures, or if he/she feels that the decision is detrimental to the reputation of the SPC, NAU, or University Advancement.
- 5) The SPC Advisor must agree to the following:
 - a) Ensure Council members and Executive Board fulfill their duties.
 - b) Maintain updated contact information of the council members.
 - c) Maintain proper records in University Advancement's database (BSR Advance) of the students who participate in the SPC.
 - d) Serve as a liaison to upper NAU administration as deemed appropriate and necessary.
 - e) Organize a campus-wide SPC recruitment information session at the beginning of the fall semester.
 - f) Register the SPC for the Student Groups/Organizations Fair in fall semester.
 - g) Send out, monitor, and coordinate all emails (both promotional and fundraising) to the NAU student body regarding the SPC, the scholarships, etc.
 - h) Oversee the Media & Marketing Committee.
 - i) Maintain the SPC website.
 - j) Collect all SPC money from Treasurer after totals have been verified by both the Treasurer and Secretary; turn in all money to the NAU Foundation for processing and deposit.

- Collect all receipts/invoices from Treasurer and turn in paperwork to NAU Foundation for payment or reimbursement.
- 1) Provide any extra assistance as deemed appropriate and necessary.

ARTICLE VI: Duties for All Members

All members must agree to the following duties:

- 1) To represent the SPC and NAU in a positive manner.
- 2) To serve on and participate in one of the 4 SPC primary committees (Media & Marketing, Fundraising & Events, Service Projects, and Social) *or* serve on the Executive Board. Details of the primary committees described later in this document.
 - a) Members will either choose to run for an Executive Board position or choose which committee they will join.
 - b) If a member is not elected on the Executive Board, they must then choose a committee to join.
- 3) To attend all regularly scheduled meetings.
 - a) SPC meets weekly over the course of the semester, and the meetings are mandatory.
 - b) SPC does not meet during reading week each semester, as mandated by Student Life.
 - c) If a member has a class/lab during the scheduled SPC meeting time and therefore cannot attend the meetings, they are still eligible to join. They must still pay their dues (explained below), and must complete all their club and service project hours (explained below), but they will be excused from attending the mandatory weekly meetings; however, to grant this membership status, they must present their school schedule to the staff advisor as proof of date/time of the class/lab that conflicts with the SPC weekly meeting time.
- 4) To work various booths/events dealing with club and SPC scholarship promotion, fundraising, recruitment, etc. Each student must complete a minimum of 6 club involvement hours.
- 5) To complete either 10 or 15 hours of service project hours per semester with the group or as a representative of the group; the number of hours to complete is decided by the student when they join the group. These service project hours can be both on-campus and off-campus in the greater Flagstaff community.
 - a) Members can complete their service project hours with the group or individually; however, if done individually, they must have an organization representative complete an official *SPC Service Project Form* and the member must turn that form into the Secretary for the hours to count towards their total service project hours.
 - b) Each member must attend at least 3 service projects with the group per semester.
- 6) To pay \$15.00 or \$20.00 per semester in dues. The amount to pay is decided on the amount of service project hours they wish to complete as stated in section 5) above. Member will pay \$15.00 dues if they wish to complete 15 hours; member will pay \$20.00 dues if they wish to complete 10 hours.
 - a) All dues money will go into the SPC operating account (NAU Foundation account #05290 NAU Student Philanthropy Council General Fund).
 - b) Each member will receive an official SPC club t-shirt after dues are paid.
 - c) Deadline to pay dues is September 30 for fall semester and January 31 for spring semester.
- 7) To contact and visit other student groups, organizations, and classes on campus to promote the SPC, to promote and educate the student body on the importance of giving back to NAU, and to promote the NAU Senior Legacy Scholarship and the NAU Student Philanthropy Scholarship. (Each student must complete 3 of these outreach visits per semester.)
- 8) To attend a mandatory group bonding retreat each semester.
- 9) To participate in the NAU Relay for Life (American Cancer Society) event in the spring, a signature NAU student club and organization event. Each member must do one of the following:
 - a) Attend the event as part of the SPC group.
 - b) Attend the event as part of another student group.
 - c) If a member cannot attend the event with SPC or another student group, he/she must earn at least \$100 towards the cause.

All members who attend the event with SPC will earn 1-3 hours based on the following scale:

- a) If a member attends at least 4 hours of the event, and he/she works the SPC booth for a minimum of 1 hour, he/she will earn 1 hour.
- b) If a member attends at least 8 hours of the event, and he/she works the SPC booth for a minimum of 1 hour, he/she will earn 2 hours.

- c) If a member attends the full 12 hours of the event, and he/she works the SPC booth for a minimum of 1 hour, he/she will earn 3 hours.
- d) Members who attend the event with SPC can count the above hours towards either their service project or club hour total, or a combination of both.
- e) Members who attend the event with another student group and not with SPC, can still earn the above hours based on the above scale; however, they can only count the hours towards their service project hour total, not club hour total.
- 10) To allow the use of their pictures and quotes for SPC related projects, initiatives, print materials, and the SPC website.
- 11) To allow their phone number and email address to be included in the SPC contact list.
- 12) To maintain a 2.5 GPA.

ARTICLE VII: Attendance and Membership Policies

All members must agree to the following attendance and membership policies:

- 1) As stated above in Article VI, all weekly meetings, the retreat, and the Relay for Life event are mandatory.
- 2) If a member signs up for a service project or other SPC-related event, that project/event becomes mandatory.
- 3) SPC social events (such as parties, potlucks, gatherings, etc.) are *not* mandatory, but are highly encouraged to facilitate group bonding.
- 4) For tracking attendance, the SPC runs on a point system. Each member gets 4 points per semester.
 - a) The member must notify the Secretary if they intend to miss a meeting. If they notify the Secretary at least 24 hours in advance of our meeting start time, they will receive 0.5 point on their record. If they do not notify the Secretary at least 24 hours in advance of meeting start time (or do not notify at all), they will receive 1 point on their record.
 - b) The member must notify the event leader/contact person if they intend to miss a service project or SPC-related event. If they notify that person at least 24 hours in advance of the project/event start time, they will receive 0.5 point on their record. If they do not notify that person at least 24 hours in advance of the project/event start time (or do not notify at all), they will receive 1 point on their record.
 - c) Each member is allowed a 10 minute buffer to be late to a meeting, service project, or SPC-related event without penalty. If a member is more than 10 minutes late, they will receive 0.5 point on their record.
 - d) If a member does not attend the mandatory retreat, they will receive 2 points on their record; however, if a member notifies the SPC President of their intent to miss the retreat at least 1 month prior to the retreat, they will only receive 1 point on their record.
 - e) If a member does not participate in the Relay for Life event (or does not raise the \$100 dollar towards the SPC team goal if not attending the event), they will receive 2 points on their record.
 - f) If a member goes above the 4 points in a semester, their membership in the SPC will be revoked.
- 5) If a member does not complete all their club hours, service project hours, or 3 outreach visits over the course of the semester, he/she has the option of returning to the SPC the following semester as a "probationary" member. Details of probation are as follows:
 - a) Member will pay their normal dues and be responsible for the general member duties for the new semester.
 - b) Any club hours he/she has not completed will carry over to the next semester and be *added to* the 6 club hours he/she must complete that semester.
 - c) Any service project hours he/she has not completed will carry over to the next semester and be *added to* the 10 or 15 club hours he/she must complete that semester.
 - d) Any outreach visits he/she has not completed will carry over to the next semester and be *added to* the 3 outreach visits he/she must complete that semester.
 - e) The probation option is only offered <u>once</u> during a member's tenure in the SPC.
- 6) If a member does not complete all their club hours, service project hours, or 3 outreach visits over the course of the semester <u>and</u> he/she has already used the probationary option explained above, he/she will not be invited back to the SPC the following semester. The member must take one semester off from the SPC, but they are eligible to reapply after that semester is complete.

Article VIII: Voting Procedures for SPC Actions, Items, Etc.

1) All SPC-related actions, items, changes, etc. must be presented to the group during a meeting.

- 2) For the item to go to the floor for discussion, one member must first call the item to the SPC's attention and formally submit the item for discussion.
- 3) Then another member must "second" the item, which officially brings the item on record for discussion.
- 4) After the item has been discussed, all present members will then put the item to a vote. Absent members will not have a vote.
 - a) Each action or item must have a majority of 1 in order to pass.
 - b) If at the end of the meeting the item is still being discussed, the item will carry over to the subsequent meeting for discussion and a vote.

Article IX: SPC Operating Account, Advisor's Budget and Scholarship Accounts

- 1) The SPC currently has two sources of funding: the SPC General Operating Account and the SPC advisor's budget.
- 2) Student Philanthropy Council General Operating Account (NAU Foundation Fund #05290):
 - a) All club member dues are deposited into this account.
 - b) Money can be used for any club activities, including but not limited to socials, fundraisers, and items/products for club use.
 - c) Account must have a minimum balance of \$500 at all times.
- 3) Staff Advisor Budget:
 - a) Each year, the University Advancement department will allot a certain amount of funds to be used for Student Philanthropy Council activities, initiatives, and other miscellaneous purchases or needs.
 - b) Staff advisor may purchase items for SPC-related use out of this account without a vote.
 - c) Amount allotted may vary from year to year.
- 4) Before money is released or spent, a club member must fill out a Money Request Form (available from the Treasurer), present the form to the group with an explanation of what the money will be used for, and then have the members vote on the allowance.
- 5) Any receipts/invoices for goods or services must be presented to the Treasurer, who will process the appropriate paperwork for reimbursement and present it to the staff advisor. The staff advisor will obtain reimbursement check and deliver it to appropriate party (whether club member or outside source).
- 6) The staff advisor has final approval of all SPC monetary transactions, and he/she may overrule a "yes" vote if he/she deems the transaction as illegal, unethical, or an unnecessary or detrimental use of club funds.
- 7) All money raised at SPC fundraising events is deposited into either the NAU Student Philanthropy Scholarship (NAU Foundation Fund # 05226) or NAU Senior Legacy Scholarship (NAU Foundation Fund #01553) accounts, depending on the focus of the event; however, the group may vote on a different allocation if deemed necessary or appropriate.

Article X: Scholarship Application Process and Selection of Recipient(s)

- 1) No current member of the council can apply and be considered for the NAU Student Philanthropy scholarship or the NAU Senior Legacy scholarship, as it poses a conflict of interest.
- 2) NAU students must apply for either scholarship through the NAU Financial Aid website.
- 3) Each application packet must be completed in full and contain all required information/documents as stated in the Letter of Understanding on file with the NAU Financial Aid department; any incomplete application packets will be discarded and not forwarded to the Scholarship Review Committee.
- 4) Each application that is completed will be reviewed by the Scholarship Review Committee and voted upon; each applicant must receive a majority of 1 in order to receive the scholarship.

Executive Board

The Executive Board is required to meet briefly once a month outside of normal club meeting time to discuss club activities and progress toward club goals. They are also required to attend all membership review sessions for delinquent members.

President – Duties include:

a) Work closely with the staff advisor and oversee the overall operations of the organization.

- b) Oversee, prepare, and run all meetings, including creating agendas; send agendas to the staff advisor for review no later than 4:00pm on the Monday before the weekly meeting.
- c) Organize and lead bonding/ice breaker exercises at each meeting.
- d) Serve as the main point of contact for all other members.
- e) Follow up with other Executive Board members and committee Chairs to ensure all areas are productive and working towards the SPC goals and mission.
- f) Organize and lead a review session for the two SPC scholarships, and help Scholarship Review Committee decide on recipient(s).
- g) Must attend every meeting; in the event of an emergency, the President must notify the Vice President of their absence.
- h) Must attend every SPC-related event; if they cannot attend, they must appoint another Executive Board member or committee Chair to go in their stead.
- i) Schedule and lead monthly Executive Board meetings.
- j) Register the SPC for summer Orientation sessions, and organize coverage making sure at least 1 SPC member is signed up for each session.
- k) Work closely with ASNAU and utilize their resources to promote our group and mission where applicable.
- 1) Organize at least 1 member retreat each semester.
- m) Shall perform any other duties/functions the SPC or the staff advisor deems necessary in fulfilling this position.

Vice President – Duties:

- a) Work closely with the staff advisor and President and oversee the overall operations of the organization.
- b) Oversee, prepare, and run all meetings in the event that the President cannot attend, including creating agendas.
- c) Participate in the Scholarship Review Committee session for the two scholarships, and decide on recipient(s).
- d) Organize members' outreach visits to other student groups on campus; keep track, follow up and report on Council members' progress toward their 3 visit goal; within first month of fall semester, lead a workshop during a regular meeting on what to say and how to give the brief presentation at these outreach visits; lead similar workshops (on a smaller scale) as new members are added over the course of the school year.
- e) Contact other student groups on campus and schedule times for their leadership to come in to our meetings to report on their group's activities. Goal at least 3 groups per semester.
- f) Must attend all service projects; if they cannot attend, they must appoint another Executive Board member or committee Chair to go in their stead.
- g) Shall perform any other duties/functions the SPC or the staff advisor deems necessary in fulfilling this position.

Secretary – Duties:

- a) Keep members up to date on scheduling of meetings, events, projects, etc. each week.
- b) Take notes at each meeting and distribute them by email to all members; meeting minutes should be emailed to the members no later than 4:00pm the following day.
- c) Take roll at each meeting and manage an attendance roster.
- d) Manage an accurate list of Executive Board and Committee members.
- e) Record and manage accurate records of service project, club involvement, and event hours; confidentially notify members of their current completed hours/needed hours every 3 weeks.
- f) Inform Executive Board of any delinquent members.
- g) Write all SPC-related thank you notes to all necessary parties.
- h) Upload any changes made to Constitution and By-Laws to the Student Life system.
- i) Verify funds collected by the Treasurer before Treasurer turns in funds to the staff advisor.
- j) Shall perform any other duties/functions the SPC or the staff advisor deems necessary in fulfilling this position.

Treasurer – Duties:

- a) Work closely with the staff advisor on all money-related club issues.
- b) Report on activity and account balances for both the budget provided through University Advancement and the NAU Student Philanthropy Council General Fund; keep track of money spent and upcoming expenditures.
- c) Report on account balances for the NAU Senior Legacy Scholarship and the NAU Student Philanthropy Scholarship, when fundraising campaigns for those funds are in progress.
- d) Collect all club dues money; fill out appropriate form(s) and turn in all money collected to the staff advisor after money total has been verified by the Secretary.

- e) Order any food for events, meetings, booths, etc. from Sodexo using the online catering order system; fill out appropriate payment form and turn it in to the staff advisor.
- f) Collect all receipts from members for any up-front expenditures; fill out appropriate payment form and turn it in to the staff advisor, who will turn it in to the NAU Foundation for reimbursement.
- g) Provide the Fundraising & Events committee with Budget Plan Form(s) for all events. Report Budget Plan forms to the staff advisor for approval after member voting has commenced.
- h) Shall perform any other duties/functions the SPC or the staff advisor deems necessary in fulfilling this position.

Historian – Duties:

- a) Take photos at SPC events, service projects, and other SPC-related photo shoots and email those to the staff advisor and Media & Marketing Committee Chair.
- b) Must attend all SPC-related events in order to document them; if they cannot attend, they must appoint another Executive Board or committee Chair to go in their stead.
- c) Create and maintain ongoing digital scrapbook of the SPC.
- d) Create SPC videos using photos and video footage from SPC events to be used for promotion, recruitment, fundraising, or other miscellaneous purposes. These videos will also be archived on the SPC webpage. Must create at least 1-2 videos per semester.
- e) Organize and attend all SPC-related photo shoots.
- f) Shall perform any other duties/functions the SPC or the staff advisor deems necessary in fulfilling this position.

Committees

The committee structure consists of the following:

- a) 4 primary committees: Media & Marketing, Fundraising & Events, Service Projects, and Social
 - ✓ All members must serve on 1 of the primary committees (unless he/she is on the Executive Board).
- b) 3 secondary committees: Scholarship Review, Recruiting, and Relay for Life
 - ✓ Secondary committees are not mandatory; members can serve on these committees on a volunteer basis.

In order to keep the primary committees balanced, the number of members allowed on each committee is based on the scope of duties that each committee is responsible for; for example, the Media & Marketing and Fundraising & Events Committees have more extensive duties to perform than the Service Project and Social Committees, therefore, they will have more members to help perform all the duties. Member breakout should be as follows:

- a) 35% of members should serve on the Media & Marketing Committee
- b) 35% of members should serve on the Fundraising & Events
- c) 20% of members should serve on the Service Project
- d) 10% of members should serve on the Social Committee

Each committee will assign a member to act as Chair.

- a) The members of the committee can nominate themselves or another member to act as chair.
- b) If multiple members seek the Chair position, those members can prepare a brief statement as to why they want to serve and how they best fit the leadership position. Then the other members of the committee can vote and choose the Chair.
- c) The Chair will be in charge of overseeing the basic duties of the committee and lead committee breakout sessions.
- d) The Chairs may be required to attend the monthly Executive Board meetings.
- e) Chair positions are a semester long appointment.
- f) Chairs will be selected at the first meeting of each semester.
- g) Only members who have been in SPC for at least 1 semester may act as Chair.

Primary Committees

Media & Marketing Committee – Duties:

a) Oversee the Facebook, Twitter and Instagram accounts for the SPC; must post an SPC status update/photo at least 3 times per week on all social media channels, regardless of SPC activity at the time; create Facebook events based on SPC activity.

- b) Stay up to date on SPC activities, goals, and fundraising progress, and then report those findings to the student body via our social media channels; these items should be posted on the social media channels immediately.
- c) Provide feedback and updates for the SPC webpage including the calendar of events to the staff advisor via email on a bi-weekly basis; additional emails to the staff advisor may be needed if special events are added on short notice.
- d) Research any new or unexplored social media opportunities as they arise, and report those findings and new ideas to the group.
- e) Create, organize, and distribute all promotional and fundraising print materials, such as posters, fliers, cards, etc.; must create and distribute at least 2-4 print materials per semester.
- f) Work closely with the *Lumberjack* newspaper to secure ad space or flier inserts for the SPC and to run stories about our organization in the paper; must secure at least 2 ad spaces, flier inserts, or stories per academic year.
- g) Work closely with the NAU TV station to secure ad space for the SPC; must secure at least 1 TV ad per academic year.
- h) Work closely with NAU radio to secure on-air ads for the SPC; must secure at least 1-2 radio spots per academic year.
- i) Write all promotional and fundraising email solicitations and present them to the staff advisor for editing and distribution; work closely with staff advisor on scheduling of emails. Must write 5-7 SPC emails per semester.
- j) Create, organize, schedule and execute recruitment activities if deemed necessary, including events and booths.
- k) Shall perform any other duties/functions the SPC or the staff advisor deems necessary.

Fundraising & Events Committee – Duties:

- a) Create, organize, schedule and execute all SPC fundraising events; must put on at least 2 fundraising events per semester beyond the standard events listed below:
 - o Dance Party at 7,000 Feet (September)
 - o Concession Stand Fundraiser (at least 1 per academic year)
 - Local Business % Event (at least 1 per semester)
- b) Create, organize, schedule and execute all other SPC non-fundraising events (such as promotional and philanthropy awareness activities); must put on at least 1 non-fundraising event per semester beyond the standard events listed below:
 - Homecoming (fall) SPC will walk/have a float in parade and participate in tailgate event in Skydome parking lot.
 - o Participation in other NAU student group/organizations events (at least 2 events per semester).
 - o Thank-a-Thon (at least 2 per semester and each event should generate at least 200 signed thank you cards)
 - o Scholarship Promotional Booth (at least 1 per semester with the NAU Senior Legacy Scholarship being the focus in fall and the NAU Student Philanthropy Scholarship in spring).
- c) Work with the staff advisor and Treasurer on budget for all events if applicable; fill out a Budget Plan Form and present it to the group for voting and approval.
- d) Work with Student Life/Unions and Student Activities departments to complete all necessary event paperwork; obtain staff advisor's signature on all event paperwork.
- e) In charge of event set up and take down.
- f) In charge of all event logistics, including food, entertainment, venue, etc. if applicable to event.
- g) Serve as the main point of contact for the day of all events.
- h) Report member attendance/tardiness to the Secretary.
- i) Shall perform any other duties/functions the SPC or the staff advisor deems necessary.

Service Project Committee – Duties:

- a) Research, oversee, and schedule all the SPC *group* service projects in the NAU and greater Flagstaff communities; must complete at least 2-3 per month, with at least 1 of those at NAU.
- b) Organize the carpools and provide explicit directions to the service project location or the designated on-campus meeting spot.
- c) Serve as the main point of contact for the day of all service projects.
- d) Report member attendance/tardiness to the Secretary.
- e) Provide ideas and information regarding *individual* service project opportunities to the group.
- f) Shall perform any other duties/functions the SPC or the staff advisor deems necessary.

Social Committee – Duties:

- a) Organize all social events in order to facilitate group bonding (goal of 1 per month); must lead at least 1 program/activity at each social event.
- b) Organize the carpools and provide explicit directions to the social event location or the designated on-campus meeting spot.
- c) Tailgating (2 tailgate events per season; this does not include the Homecoming tailgate event).
- d) Organize a graduating senior SPC member event/dinner.
- e) Work with the staff advisor and Treasurer on budget for all social events if applicable; fill out a Budget Plan Form and present it to the group for voting and approval.
- f) Track and notify group of SPC member birthdays.
- g) Track and notify individuals about the Helping Hand.
- h) Shall perform any other duties/functions the SPC or the staff advisor deems necessary.

Secondary Committees

Scholarship Review Committee

This committee will commence in late March/early April of the spring semester; the President and Vice President must participate as well as at least 25% of general members. Duties:

- a) Review all complete application packets for the NAU Senior Legacy Scholarship and the NAU Student Philanthropy Scholarship.
- b) Keep the details of the applications and applicants confidential; discussion about such details is only allowed at the private, designated Scholarship Review Committee meeting(s). (Club hours will be given for any scholarship committee meetings.)
- c) Remain neutral during the scholarship recipient selection process.
- d) Decide on the scholarship recipient(s).
- e) Present recipient recommendations to the staff advisor for final approval.
- f) Shall perform any other duties/functions the SPC or the staff advisor deems necessary.

Member Recruitment Committee

This committee will commence in September and January of each academic year; all Executive Board members must participate as well as at least 10% of general members. Duties:

- a) Review all complete new member applications from the SPC website (nau.edu/spc).
- b) Keep the details of the applications and applicants confidential; discussion about such details is only allowed at the private, designated Member Recruitment Review Committee meeting(s). (Club hours will be given for any recruitment committee meetings.)
- c) Remain neutral during the member selection process.
- d) Decide on which new member(s) to invite to join the SPC.
- e) Coordinate and schedule recruitment booths during the course of the year, if deemed necessary by the Executive Board and staff advisor.
- f) Shall perform any other duties/functions the SPC or the staff advisor deems necessary.

Relay for Life Committee

This committee will begin in October and be ongoing until the Relay for Life event concludes in the spring semester. At least 10% of general members should participate. Duties:

- a) Register the SPC team on the American Cancer Society website.
- b) Set team fundraising goal based on membership size; goals not to dip below \$1,500.
- c) Track and complete all necessary paperwork/items/activities to establish the SPC team as a "pace setter" team.
- d) Brainstorm ideas for SPC fundraising activity at the Relay for Life event.
- e) Brainstorm pre-event fundraising ideas, specifically geared toward raising money for the SPC Relay for Life team goal.
- f) Present all ideas to the Council for voting.
- g) Organize, schedule and execute all pre-event fundraising events.
- h) Organize and execute fundraising activity at the Relay for Life event.
- i) Attend the fall and spring kick-off events.
- j) Attend all team captain meetings prior to event.
- k) Report on team goal progress, individual member fundraising progress, and team captain meeting minutes.

1)	Shall perform any other duties/functions the SPC or the staff advisor deems necessary.