



Constitution and By-Laws

Updated: June 2021

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 Advancement and Foundation division; 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 may utilize the logos below 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, an Executive Board, and an NAU Staff Advisor.
- 3) The SPC fundraising priorities are the NAU Senior Legacy Scholarship, the NAU Student Philanthropy Scholarship, NAU Giving Day, and NAU Relay for Life.
- 4) The mission of the SPC is:
 - a) To get students involved with giving back to the university by creating and fostering a culture of philanthropy on campus.
 - 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 6 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 spring 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, prospective students must complete the online application located on the SPC website (nau.edu/spc). The SPC Recruitment Committee will then review and screen all applications. Once all applications have been reviewed, the SPC Recruitment Committee will conduct 2-on-1 in-person interviews with selected applicants, and then vote on which of the selected 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 January 1st.
 - 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 in the fall semester, they must notify the staff advisor by email by April 1; they must also pay \$10 in dues for the fall semester by this time.
 - b) If they are studying abroad in 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 6 following positions: President, Vice President, Secretary, Treasurer, Historian, and Parliamentarian.
- 2) The SPC Executive Board will be selected in April of the spring semester for the following academic year in the following process:
 - a) Elections will be held the second to last meeting in April.
 - b) Members must be nominated by another member or by self-nomination. Members can only be nominated if they are NOT currently on probation.
 - c) Prior to elections, the graduating seniors (along with the Staff Advisor) will draft 3 questions pertaining to each Executive Board position. These questions will be kept confidential until they are asked during the election process.
 - d) The positions will be elected in the following order: President, Vice President, Secretary, Treasurer, Historian, and Parliamentarian.
 - e) The election process will proceed as follows:
 - i. All candidates for the position will have 2 minutes to present their case to the group as to why they want the position and how they expect to fulfill the duties of said position. All other candidates for that position will not be present in the room during this time.
 - ii. After each candidate completes their 2 minute presentation, the Staff Advisor will ask them the 3 pre-determined questions pertaining to their position (mentioned in section c) above). The candidate will have 1.5 minutes to answer each question. All candidates for each position will answer the same 3 questions.
 - iii. A graduating senior will act as timekeeper during the elections, and will give a 30 second warning to candidates as well as call the end of time.

- iv. Once the above process is complete for that position, the members of the council will have 1 minute to cast their vote on the provided ballot; ballots will be printed and provided by the Staff Advisor at the beginning of the meeting. Members are allowed to take notes during the election process, but no discussion among the group is allowed during the election or voting processes.
 - 1. If a member speaks during the voting process, they will be asked to leave the meeting for the remainder of elections and their vote will not count.
- v. The Staff Advisor will collect all ballots.
- vi. The Staff Advisor will tabulate the votes, and the graduating seniors will confirm the vote totals. During this time, the members are allowed to speak, socialize, or conduct normal business.
- vii. The Staff Advisor will then announce the newly elected official to the members.
- viii. This process will repeat until all 6 positions have been completed.
- f) 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. In this case, there will be "Yes"/"No" options next to the candidate's name on the printed ballot. Those votes will be tabulated by the Staff Advisor, and confirmed by the graduating seniors.
- g) All newly-elected and outgoing Executive Board members must attend an Officer Retreat the weekend following elections.
- h) If the newly elected e-board member is placed on probation for the semester following their election, they must complete all probation related debts within the first two weeks of the probation semester. If the probation debts are not completed by this time, the member's e-board position will be revoked and a new nomination/election will be held for that vacant position.
- i) Executive Board positions are a full academic year appointment (fall and spring).
- j) 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.
- k) A student must be a member for an entire semester before they are eligible to run for an Executive Board position. The current e-board can also accept the nomination of a member - even if they do not meet the semester requirement - at their discretion.
- l) A student must have served on the e-board prior to being eligible to run as President or Vice-President. The current e-board can also accept the nomination of a member at their discretion.
- 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.
 - c) To attend at least 2 SPC social events per semester, to help foster a sense of community and encourage member interaction and bonding.

ARTICLE V: Selection and Duties of the SPC Staff Advisor

- 1) The NAU Staff Advisor will be appointed by the Director of Annual Giving (Advancement and Foundation).
- 2) He/she will oversee the student fundraising campaigns through Annual Giving 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 Advancement and Foundation.
- 5) The Staff 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 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) Help organize a campus-wide SPC recruitment information session at the beginning of the fall semester.
- f) Ensure the SPC is registered 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, scholarships, etc.
- h) Oversee the Media & Marketing Committee.
- i) Maintain the SPC website with the help of the SPC Historian and Media and Marketing Committee.
- j) Collect all SPC money from Treasurer after totals have been verified by both the Treasurer and Parliamentarian; turn in all money to the NAU Foundation for processing and deposit.
- k) Collect all receipts/invoices from Treasurer and turn in paperwork to NAU Foundation for payment or reimbursement.
- l) 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 5 SPC permanent committees (Media & Marketing, Fundraising, Events, Service Project, and Social). Details of the permanent committees described later in this document.
 - a) Members will choose which committee they will join.
 - b) Executive Board members will each also oversee a committee. Only one Executive Board member should oversee each committee, and Executive Board members cannot also be Committee Chairs.
- 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 complete 15 hours of club involvement per semester if an undergraduate student, or 5 hours if a graduate student. Members can earn hours in the following ways:
 - a) Work various booths/events dealing with club and SPC scholarship promotion, fundraising, recruitment, etc.
 - b) Complete service project/volunteer hours with the group or as a representative of the group. These service project hours can be on-campus or off-campus in the greater Flagstaff community. Members can complete these hours with the group or individually; however, if done individually, they must have an organization representative from the place he/she volunteers complete an official *SPC Service Project Form*, and the member must turn that form into the Secretary so it can be recorded.
 - c) Serve on one of the *voluntary* temporary committees (explained in the final section of this document). Any hours –outside of normal meeting times – spent completing duties of those committees will count towards your total hour commitment.
 - d) Each member must attend at least 3 hours of service projects/booths/events with the group per semester.
- 5) To pay \$15 per semester in dues.
 - 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. If a member joins SPC after these deadlines, then their member dues will need to be paid at least two weeks after their acceptance to the club.
- 6) To complete one Club Talk per semester. Club Talks are outreach presentations to 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.
- a) Club Talks must be completed within the first month of the Fall and Spring semester.
 - b) It is the responsibility of the member to acquire a signature from an authority figure (club leadership, professor, etc.) as proof that the Club Talk was completed. These signatures must be turned into the Vice-President for completion.
 - c) Club Talks may be done individually or in pairs. If two members do a Club Talk together, they will both get credit for it and they would complete their Club Talk requirement for the semester.

7) To attend a mandatory group bonding retreat each semester.

8) To participate in the NAU Homecoming parade in the fall, a signature NAU student club and organization event. Each member must do one of the following:

- a) Walk/ride in the parade as part of the SPC group.
- b) Walk/ride in the parade as part of another student group.

All members will earn hours for NAU Homecoming based on the following criteria:

- a) All members who walk/ride in the parade will earn hours depending on the time of the parade.
- b) All members who help with parade/float preparation will earn hours based on time of those activities.
- c) All members who participate in the carnival or other related events will earn hours based on time of those activities.

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 another student group and not with SPC, can still earn the above hours based on the above scale.

10) To participate in NAU's annual Giving Day event usually in the spring semester, a signature NAU/philanthropy event. Each member must do the following:

- a) Participate in at least 1 activity on Giving Day.
- b) Promote Giving Day to their peers via any available channel, such as social platforms, emails, in-person, etc.

All members will earn hours for NAU Giving Day based on the following criteria:

- a) All members who participate in an event on Giving Day will earn hours depending on the time of the event.
- b) Members may also earn hours by participating in events related to Giving Day prep before Giving Day as well as events related to Giving Day follow-up after Giving Day. Members will earn hours for these events depending on the time of each event.

- 11) To allow the use of their pictures and quotes for SPC related projects, initiatives, print materials, and the SPC website. If a member is not comfortable with their photos being used, they must notify the Staff Advisor.
- 12) To allow their phone number and email address to be included in the SPC contact list. If a member is not comfortable with their contact information being available to other club members, they must notify the Staff Advisor.
- 13) 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, Homecoming parade, Relay for Life, and Giving Day events 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 points 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 5 minute buffer to be late to a meeting, service project, or SPC-related event without penalty. If a member is more than 5 minutes late (and it is his/her first offense), he/she will receive a warning from the Parliamentarian. If a member is more than 5 minutes late (and it is not his/her first offense), he/she will receive 0.5 points on their record. Tardies will monitored by the Parliamentarian.
 - 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 Secretary 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 NAU Homecoming Parade, they will receive 2 points on their record.
 - f) 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.
 - g) If a member does not participate in the Giving Day event, they will receive 2 points on their record; however, if they notify the SPC Secretary of their intent to miss the even at least 2 weeks prior, they will only receive 1 point on their record.
 - h) If a member goes above the 4 points in a semester, the member will be notified by the Secretary. The member should then meet with the e-board within a week of the 4 points notification to discuss the situation. It is then up to the e-board's discretion to revoke the membership or place the member on probation the following semester.
- 5) If a member does not complete all 15 of their club involvement hours or their 1 Club Talk 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 involvement hours he/she has not completed will carry over to the next semester and be *added to* the 15 club involvement hours he/she must complete that semester.
 - c) The Club Talk he/she has not completed will carry over to the next semester and be *added to* the 1 Club Talk he/she must complete that semester.
 - d) The probation option is only offered once during a member's tenure in the SPC.
- 6) If a member does not complete all their club involvement hours or 1 Club Talk over the course of the semester and 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 Staff 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 Advancement and Foundation division 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 an account Debit Form with the Treasurer, present the request for money 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.

Article XI: Incentives

- 1) SPC members may earn incentives during their time in the club.
- 2) These incentives may include (but are not limited to) the following:
 - a) Gift cards or gift certificates to local businesses.
 - i. The Staff Advisor or members of the Executive Board may issue these incentives for outstanding performance from members.
 - ii. All members (including Executive Board and Committee Chairs) are eligible to receive these incentives.
 - iii. These incentives are not guaranteed, and are dependent on availability and inventory.
 - b) SPC SWAG – branded items bearing one of the SPC logos above.
 - i. The Staff Advisor or members of the Executive Board may issue these incentives for outstanding performance from members.
 - ii. All members (including Executive Board and Committee Chairs) are eligible to receive these incentives.
 - iii. These incentives are not guaranteed, and are dependent on availability and inventory.
 - c) “SPC Bucks” – fake “money” members earn which can be used to “purchase” SPC SWAG, extra tickets in the “club dues game of chance”, gift cards / gift certificates, or other miscellaneous items and prizes.
 - i. The Staff Advisor, Executive Board, and Committee Chairs may issue “SPC Bucks” to members for outstanding performance.
 - ii. General members may also propose to the Executive Board that a member receive “SPC Bucks”. The Executive Board will review the proposal and vote on awarding it.
 - iii. All members (including Executive Board and Committee Chairs) are eligible to receive “SPC Bucks”.
 - iv. Items for “purchase”, such as gift cards, gift certificates, and SPC SWAG, are not guaranteed, and are dependent on availability and inventory.
 - v. The SPC Secretary will keep track of “SPC Bucks” earned, redeemed, and what items were “purchased”.
 - vi. “SPC Bucks” will be in \$1.00 denomination.
 - vii. Members may be given between \$1.00-\$3.00 in “SPC Bucks” in a single instance depending on the level of outstanding performance from said member. No more than \$3.00 in “SPC Bucks” should be given to any member in a single instance.
 - viii. “Price” of items may vary, depending on inventory and total approximate value of the items.
 - ix. Members will redeem their “SPC Bucks” with the Staff Advisor at any club meeting. The Staff Advisor will bring the member’s incentive to the following meeting.

Executive Board

The Executive Board is required to meet briefly biweekly 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) Create weekly meeting agendas, prepare all weekly meeting materials (as necessary), and run the first half of the weekly meetings (including new business, announcements, E-Board reports, etc.).
- c) Organize and lead bonding/ice breaker exercises at each meeting, when applicable.
- 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) Schedule and lead monthly Executive Board meetings.
- i) Register the SPC for summer Orientation sessions (if applicable), and organize coverage making sure at least 1 SPC member is signed up for each session.
- j) Work closely with ASNAU and utilize their resources to promote our group and mission where applicable.
- k) Organize at least 1 member retreat each semester.
- l) 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) Run the second half of weekly meetings (including committee breakout sessions and reports, final thoughts and announcements).
- c) In the event that the President cannot attend a weekly meeting, the VP will create the meeting agenda, prepare all meeting materials (as necessary), and run the entire meeting.
- d) Register all SPC events (fundraising, non-fundraising, service, socials, etc.) in the True Blue Connects online system, as well as track and communicate status of events to the club.
- e) Participate in the Scholarship Review Committee session for the two scholarships, and decide on recipient(s).
- f) 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.
- g) Act as the Student Giving Campaign liaison, working closely with the Staff Advisor on miscellaneous projects relating to the campaign.
- h) 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.
- f) Inform Executive Board of any delinquent members.

- g) Update the SPC service and events calendar on a regular basis.
- h) Manage the SPC Microsoft Teams, and keep the non-media files up-to-date.
- i) Track “SPC” bucks, including how much each member has earned, how they earned them, how many they have redeemed, and what they redeemed them on.
- j) Write all SPC-related thank you notes to all necessary parties.
- k) 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 Advancement and Foundation 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 Deposit Form(s) and turn in all money collected to the Staff Advisor after money total has been verified by a second member of the Executive Board.
- e) Get a count verification for any funds collected during meetings from one of the other Executive Board members before the funds are turned 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 committees with account Debit Forms for all expenditures. Report all Debit Forms to the Staff Advisor for approval after member voting has commenced.
- h) Lead all SPC member change fundraisers (including, but not limited to “Penny Wars”), with a goal of at least 1-2 fundraisers per semester.
- i) 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) If they cannot attend events, they must appoint another member in the club to take photos in their stead. They must follow up with appointee to ensure photos are sent to Staff Advisor and Media & Marketing Chair.
- 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) The Historian will be responsible for maintaining a digital archive of SPC photos, videos, etc. on the dedicated SPC external hard drive.
- g) Monitor the SPC Microsoft Teams media folders to ensure that photos, video, and other media from SPC-related events are being uploaded in a timely fashion after the conclusion of the event.
 - Follow up with Committees and participants after events if no media is loaded, asking them to upload the media as soon as possible or send the media files to the Historian so they can upload them to MS Teams.
- h) Shall perform any other duties/functions the SPC or the Staff Advisor deems necessary in fulfilling this position.

Parliamentarian – Duties:

- a) Be an expert on all SPC Bylaws. Must be knowledgeable about and able to recall items, stats, and rules quickly.
- b) Create and share bylaw quizzes/trivia to the members during weekly mandatory meetings in order to keep the SPC membership knowledgeable and up-to-date on the SPC Constitution and Bylaws.
 - Keep track of member responses in order to award the member(s) with the most correct answers.
 - Give out SPC SWAG to quiz/trivia winner(s).

- c) Regularly report any SPC Bylaws infractions (pertaining to any ARTICLE, Executive Board position, Committee/Committee Chair position, etc.) to the Executive Board and Staff Advisor.
- d) Maintain a tardy document, containing the warnings and points awarded to all members. Report all tardies to Secretary for proper point documentation in the Secretary document.
- e) Regularly scan the Secretary document insuring that all members (including Executive Board) are adhering to Bylaws ARTICLE VI: Duties for All Members & ARTICLE VII: Attendance and Membership Policies. Report any infractions or potential problems to the Executive Board and Staff Advisor. Inform members of any infractions or potential problems.
- f) Monitor the performance and progress of duties of the other Executive Board members and Staff Advisor, and report on said items at Executive Board meetings.
- g) Organize members' Club Talks; keep track, follow up and report on Council members' progress toward their 1 visit goal; within the first two meetings in the 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.
- h) The Parliamentarian must read/review the bylaws twice a semester and report back to the Executive Board if any changes (cosmetic or mechanical) need to be made.
- i) Upload any changes made to Constitution and By-Laws to the Student Life system.
- j) The Parliamentarian will keep track of total SPC service hours completed by the council. If the total hours record is broken, the Parliamentarian must plan a prize or event for that semester- and report to the Executive Board for approval - to celebrate the achievement.
- k) 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) 5 permanent committees: Media & Marketing, Fundraising, Events, Service Project, and Social
 - ✓ All members must serve on 1 of the permanent 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 permanent 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) 10% of members should serve on the Media & Marketing Committee
- b) 30% of members should serve on the Fundraising Committee
- c) 30% of members should serve on the Events Committee
- d) 20% of members should serve on the Service Project Committee
- e) 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) Chairs will be in charge of overseeing the basic duties of the committee and lead committee breakout sessions.
- d) Chairs (or their designated proxy) will fill out the "SPC Event Registration Form" for any event and turn it into the Vice President in a timely manner, ensuring the Vice President has sufficient time to register the event in True Blue Connects and receive an approval status on the event.

- e) Chairs must notify their committee members if they are going to be absent from a meeting. As part of that notification, they must ask another member to lead the committee breakout session in their place, as well as provide any pertinent information to that member for the meeting. If possible, they should give the committee binder to the person leading the breakout session in their place before the start of the meeting.
- f) Chairs are required to attend the monthly Executive Board meetings. Meetings are usually between 30-45 minutes.
- g) Chairs are required to have monthly 1-on-1 check-ins with the Staff Advisor. These are usually 15-30 minutes.
- h) Chairs must create monthly goals for their committee, as well as report on committee progress at leadership meetings/meetings with the Staff Advisor.
- i) Chair positions are a semester long appointment.
- j) Chairs will be selected at the first meeting of each semester.
- k) Only members who have been in SPC for at least 1 semester may act as Chair. If necessary, the Executive Board can also accept a member's nomination for chair at their discretion, regardless of the length of the nominee's membership.
- l) All committee Chairs must attend at least 2 SPC social events per semester, to help foster a sense of community and encourage member interaction and bonding.

Permanent Committees

Media & Marketing Committee – Duties:

- a) Oversee all SPC social media accounts (including, but not limited to: Instagram, Snapchat, Facebook, Twitter); 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.
- 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 to the Staff Advisor on an ongoing basis.
- 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 help distribute all promotional and fundraising print materials, such as posters, fliers, cards, etc.; must create at least 2-4 print materials per semester.
- f) Create 1-2 digital e-newsletters to distribute to the NAU student body per semester.
- g) Create at least 1 digital newsletter to distribute to former SPC members.
- h) Maintain a Committee Binder with ideas, contacts, processes, notes, etc. that can be added to, edited, and passed on from semester to semester.
- i) Shall perform any other duties/functions the SPC or the Staff Advisor deems necessary.

Fundraising Committee – Duties:

- a) Create, organize, schedule and execute all SPC *fundraising* events and activities; must put on at least 2 fundraising events per semester *beyond* the standard events listed below:
 - ✓ Dance Party at 7,000 Feet (September)
 - ✓ Roses for Philanthropy (February)
 - ✓ Concession Stand Fundraiser (at least 1 per semester)
 - ✓ Local Business % Event (at least 1 per semester)

- b) Work with the Staff Advisor and Treasurer on budget for all events if applicable; fill out an account Debit Form and present it to the group for voting and approval.
- c) In charge of event set up and take down.
- d) In charge of all event logistics, including food, entertainment, venue, shift coverage, etc. if applicable to event.
- e) Serve as the main point of contact for the day of all events.
- f) Report member attendance/tardiness to the Secretary.
- g) Maintain a Committee Binder with ideas, contacts, processes, notes, etc. that can be added to, edited, and passed on from semester to semester.
- h) Organize members to take photos, video, or other related media during events/projects, to ensure the events/projects are properly documented for historical purposes.
- i) Organize the upload of photos, video, or other related media to the SPC Microsoft Teams media folder(s) within 3 days after the event/project has commenced.
- j) Shall perform any other duties/functions the SPC or the Staff Advisor deems necessary.

Events Committee – Duties:

- a) Create, organize, schedule and execute all SPC *non-fundraising* events and activities (such as promotional and philanthropy awareness activities); must put on at least 2 non-fundraising events per semester *beyond* the standard events listed below:
 - ✓ Homecoming – SPC will walk/have a float in parade and participate in tailgate event in Skydome parking lot.
 - ✓ Thank-a-Thon (at least 1 per semester and each event should generate at least 200 signed thank you cards).
 - ✓ 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).
- b) Organize and promote an annual donation drive personally sponsored by the SPC. Donations could be food, clothing, etc. The type of donation drive and who in the community will receive the collected items will be voted on by the whole SPC membership.
- c) Oversee and lead Random Axe of Kindness, an SPC community service tradition. Goal – at least 2 events per semester.
- d) Work with the Staff Advisor and Treasurer on budget for all events if applicable; fill out an account Debit Form and present it to the group for voting and approval.
- 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) Maintain a Committee Binder with ideas, contacts, processes, notes, etc. that can be added to, edited, and passed on from semester to semester.
- j) Organize members to take photos, video, or other related media during events/projects, to ensure the events/projects are properly documented for historical purposes.
- k) Organize the upload of photos, video, or other related media to the SPC Microsoft Teams media folder(s) within 3 days after the event/project has commenced.
- l) 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.
- b) Organize at least 1-2 service projects on the NAU campus per semester.
- c) Organize the carpools and provide explicit directions to the service project location or the designated on-campus meeting spot.
- d) Serve as the main point of contact for the day of all service projects.

- e) Report member attendance/tardiness to the Secretary.
- f) Provide ideas and information regarding *individual* service project opportunities to the group.
- g) Maintain a Committee Binder with ideas, contacts, processes, notes, etc. that can be added to, edited, and passed on from semester to semester.
- h) Organize members to take photos, video, or other related media during events/projects, to ensure the events/projects are properly documented for historical purposes.
- i) Organize the upload of photos, video, or other related media to the SPC Microsoft Teams media folder(s) within 3 days after the event/project has commenced.
- j) 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 (At least 1 tailgate event per season beyond the Homecoming tailgate event).
- d) Work with the Staff Advisor and Treasurer on budget for all social events if applicable; fill out an account Debit Form and present it to the group for voting and approval.
- e) Track and notify group of SPC member birthdays.
- f) Organize Helping Hand activity, including tracking and notify individuals about Helping Hands.
 - o Helping Hand is a tradition of the SPC in order to recognize the achievements of SPC members. Once a week, certain members will be chosen to receive a gift (around \$10) for their accomplishments and in return they are required to produce a gift for another member the following week. Members can only receive one Helping Hand per semester.
- g) Prepare gifts for graduating senior members.
- h) Organize end of year dinner/banquet for SPC members. Event would include, but is not limited to: 1. Final report on SPC goals, accomplishments, etc. by Executive Board, Committee Chairs, and Staff Advisor; 2. Distribution of gifts to graduating seniors; 3. Presentation of digital SPC scrapbook by the Historian; 4. Staff Advisor awards to members.
- i) Maintain a Committee Binder with ideas, contacts, processes, notes, etc. that can be added to, edited, and passed on from semester to semester.
- j) Organize members to take photos, video, or other related media during events/projects, to ensure the events/projects are properly documented for historical purposes.
- k) Organize the upload of photos, video, or other related media to the SPC Microsoft Teams media folder(s) within 3 days after the event/project has commenced.
- l) 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.

Duties:

- a) Review new member applications from the SPC website (nau.edu/spc).
- b) Participate in interview process of potential new members.
- c) 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) and interview sessions. (Club hours will be given for any recruitment committee meetings.)
- d) Remain neutral during the member selection process.
- e) Decide on which new member(s) to invite to join the SPC.
- f) Coordinate and schedule recruitment booths during the course of the year, if deemed necessary by the Executive Board and Staff Advisor.
- g) 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.

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.
- l) Shall perform any other duties/functions the SPC or the Staff Advisor deems necessary.

Special Circumstances:

If any situation arises that requires certain restrictions, such as COVID-19, the Student Philanthropy Council and its members have the ability to modify the Bylaws in any way they deem necessary. This includes, but is not limited to: not enforcing the mandatory service hours, not enforcing members to perform club talks, eliminating the point system for attendance, canceling mandatory events, and anything else not possible that has been mentioned in the Bylaws above.

Weekly meetings can be delivered through Zoom or any other virtual video service. All links and updates will be sent out in an email from the SPC staff advisor or a member of the SPC E-Board. Permanent committees will still meet and plan events that can still occur despite restrictions.

Nondiscrimination and Anti-Harassment

Northern Arizona University is committed to providing a working and learning environment free from discrimination, harassment, including sexual harassment, and retaliation. This policy prohibits discrimination and harassment based on protected status including race, color, religion, sex (including pregnancy), national origin, age, disability, veteran status, sexual orientation, gender identity and expression, or genetic information. This policy also prohibits retaliation for raising concerns under this policy or participating in an investigation.