

## **Constitution for the Helping Hands Service Organization**

### ***Name of Organization***

- Helping Hands

### ***Purpose/Mission***

- The mission of Texas Woman's University's Helping Hands is "to bridge the gap between the classroom and the real world by encouraging students to engage in community service, raising awareness of social issues, and providing opportunities for personal growth.

### ***Membership***

- This organization and all of its members will adhere to the regulations regarding membership in a group put forth by Texas Woman's University as listed in the Student Handbook.
- No membership fee is required.
- The individual must volunteer through Helping Hands at least once.

### ***Executive Board Interviews***

- All members of the Executive Board will be selected after an interview process.
- Anyone in good standing with Texas Woman's University, as stated in the Student Handbook, and is a member of Helping Hands is eligible to interview for an Executive Board position.
- To apply for the Meeting Chair position, one must be on the current Executive Board.
- The Meeting Chair(s) and the Advisor shall conduct interviews.
- The current Meeting Chair(s), Advisor, and another member of the Executive Board will interview those applying for the Meeting Chair(s) position.
- Interviews shall be held every April.

### ***Officers***

- All members of the Executive Board should maintain an overall GPA of 2.5.
- All members of the Executive Board are required to fulfill all duties listed under their job description, but are not required to fulfill any certain number of volunteer hours.

### ***Duties and Responsibilities of Officers***

- 👉 Meeting Chair(s)
  - Reserve rooms, schedule, and facilitate Executive and General meetings
  - Prepare agenda for Executive and General meetings
  - Responsible for planning activities to promote teamwork, leadership, and fun for Helping Hands Executive Board through retreat(s), monthly gatherings, and the End of the Year party
  - Responsible for planning and implementing Pioneer Camp Service Day, the End of the Semester Party, and Celebration of Service
  - Responsible for delegating any Meeting Chair duties in his or her absence
  - Attend House of Representatives meetings
  - Oversee chairs

- Meet with advisor once a week
- Other duties as needed such as site leader

#### Service Project Co-Chairs

- Responsible for creating and circulating a Calendar of Events for Helping Hands
- Responsible for research and planning of service projects including Make A Difference Day and Spring Into Service
  - The goal is to have at least 3 projects per week on average
- Attend Executive and General Meetings
- Meet and communicate with Meeting Chair(s) once a week, at the same time as his/her Co-Chair
- Other duties as needed such as site leader

#### Special Events Co-Chairs

- Responsible for research and planning of special events (i.e. Hunger Banquet, Game of Life)
  - The goal is to have at least 3 special events per semester
- Attend Executive and General Meetings
- Meet and communicate with Meeting Chair(s) once a week, at the same time as his/her Co-Chair
- Other duties as needed such as site leader

#### Publicity Co-Chairs

- Responsible for all publicity about Helping Hands events
  - Written media (i.e. flyers, posters, banners, digital advertisements, weekly emails, The Lasso, chalking, etc.)
- Communicate with other Chairs about publicizing their events
- Chairs may delegate responsibility of hanging flyers and chalking to other Chairs
- Create and update the Helping Hands Bulletin Board on the second floor of the Student Union
- Attend Executive and General Meetings
- Meet and communicate with Meeting Chair(s) once a week, at the same time as his/her Co-Chair
- Other duties as needed such as site leader

#### Communications Chair

- Communicate with members
  - Send out reminders of meetings, events, and projects via email and blackboard
  - Send out General meeting minutes via email
  - Manage Blackboard account which includes:
    - Volunteer hours
    - Adding/removing members
    - Announcements
    - Updated Information
- Responsible for organizing and keeping record of membership roster
- Attend Executive and General Meetings

- Meet and communicate with Meeting Chair(s) once a week, at the same time as his/her Co-Chair
- Other duties as needed such as site leader

#### Member Relations Co-Chairs

- Responsible for keeping and maintaining a history of Helping Hands
  - Through the use of pictures
  - By creating a yearly scrapbook
  - By creating an End of the Year slideshow to be shown at Celebration of Service
  - By maintaining the log of individual member volunteer hours
- Chair may delegate responsibility of taking pictures to the project site leader
- Responsible for maintaining the Helping Hands Information Display Board
- Responsible for organizing and presents the Volunteer of the Month awards
- Responsible for organizing and presenting the End of the Year awards to outstanding members
- Attend Executive and General Meetings
- Meet and communicate with Meeting Chair(s) once a week, at the same time as his/her Co-Chair
- Other duties as needed such as site leader

#### Site leader coordinator

- Oversee site leaders
- Serve as a site leader
- Attend Executive and General Meetings
- Meet and communicate with Meeting Chair(s) once a week, at the same time as his/her Co-Chair
- Other duties as needed such as site leader

#### Site leader

- Responsible for leading at least 5 projects per semester
  - These responsibilities include:
    - Researching and implementing icebreakers and reflections
    - Calling volunteers signed up for the project
    - Serving as a site leader at project site
    - Filling out any paperwork necessary
    - Communicating with the Service Project Co-Chairs and driver
- Responsible for assisting one of the following chairs: service project, special events, and publicity
- Attend Executive and General Meetings
- Meet and communicate with Meeting Chair(s) as needed
- Other duties as needed

#### Advisor

- The Advisor shall be the Volunteer Service Coordinator employed at the Center for Student Development
- Attend Executive and General Meetings

- Meet and communicate with Meeting Chair(s) once a week
- ✎ Attendance and Failure to Uphold Duties/Discipline
  - If an appointed Chair fails to uphold his or her duties, misses more than two executive meetings, or misses more than two general meetings without an excused absence from the Meeting Chair(s), they will be called to a discipline hearing.
  - When a discipline hearing is necessary, the perspective Chair will be notified in writing and asked to schedule an appropriate time for the discipline hearing.
  - The Executive Board will be responsible for holding discipline hearings with the Helping Hands advisor.
  - The Executive Board will recommend the initial disciplinary action. The Meeting Chair(s) and Advisor will decide on the final course of action.

### **Finances**

- The Meeting Chair(s), in conjunction with the Advisor, is responsible for handing all financial information.
- The Helping Hands budget shall be determined by the Center for Student Development.

***General Meetings will take place every other week and Executive Board meetings will take place on the off weeks.***

***Amendments to this constitution may be made by the Meeting Chair(s) and Advisor and require a majority vote by the Executive Board.***

*Revised May 2008*