



Community Team Constitution

Preamble

The mission of the buildOn **YOUR TEAM NAME** Community Team is to empower our community to support buildOn's global mission by increasing public awareness of issues in developing countries while supporting our international programs through fundraising endeavors and educational events. A buildOn Community Team is a vehicle for students to reduce the alarming rates of illiteracy and poverty around the world.

Article I: Name

All Community Teams shall be named in accordance with the following format: The buildOn **YOUR TEAM NAME** Community Team.

Article II: Purpose

The purpose of the buildOn **YOUR TEAM NAME** Community Team is to raise awareness of critical issues affecting the developing world and help students take active steps to solve the core problem: a lack of access to education. Additionally, The buildOn **YOUR TEAM NAME** Community Team will provide global education, service learning, fundraising opportunities, and leadership activities to its members.

The buildOn **YOUR TEAM NAME** Community Team will abide by established **High School/University** policies and the tenets laid out in this constitution.

Article III: Membership

Any student at the **YOUR SCHOOL'S NAME** is eligible for membership anytime during the year. One can become a member by registering with "The buildOn **YOUR TEAM NAME** Community Team". A permanent invitation will be awarded at the first general meeting attended and after the signature of the Community Team's Covenant, that person's name will be added to the roll.

A member can participate in many of the free activities open to all students, provided for by the organization. Dues may be asked of members to cut costs of fundraising events. Members should attend at least one fundraising event and one service opportunity per semester. Their goal should be to spread awareness at every opportunity and to support buildOn's efforts to provide access to education for everyone.

The President and the Membership Chair will discuss any complaints brought against a member with that member. Members may be removed for serious offenses as decided by the President and the Membership Chair and approved by the Leadership Team by two-thirds majority.

The buildOn **YOUR TEAM NAME** Community Team does not discriminate against race, color, creed, gender, sexual orientation, national origin, and citizenship for its membership.

Article IV: Meeting and Attendance

Regular meetings, fundraising events, and service opportunities need to be held throughout the year for all members of the Community Team. They can be open to the public.

Once a member has missed four consecutive meetings (non-excused absences), s/he will receive a notice informing him/her that s/he has missed four meetings and inviting him/her to attend the next meeting.

Article V: Leadership team / Officers

The Leadership team will consist of at least three officers, as follows: a President, a Treasurer and a Secretary. Other officers can consist of a Fundraising Chair, an Education & Service Chair, a Publicity Chair, and a Membership Chair. Officers may alter the team structure as necessary to ensure effective leadership.

All officers are responsible for communication among the Leadership Team and need to attend meetings. If an officer is aware that he/she must miss a meeting, he/she must contact the President prior to the meeting date. In addition to the duties assigned in the constitution, the officers are responsible for other duties assigned by the President.

Individual officers' responsibilities:

1. President

- Be devoted and hard-working in order to establish and achieve program goals all year long
- Is the chief executive officer of the buildOn **YOUR TEAM NAME** Community Team
- Unite and lead the officers and members and therefore attend Community Team meetings and officer meetings
- Coordinate and oversee the work of other officers and check in with them to make sure they have met their responsibilities
- Get all ideas and activities approved by Leadership Team and if necessary the buildOn Community Engagement Manager
- Act as the liaison to the **High School/University** Administration and the other student leaders within the **High School/University**
- Work with other student groups and **High School/University** departments to further the buildOn **YOUR TEAM NAME** Community Team mission
- Be responsible for scheduling rooms for general meetings and other on-campus activities as needed
- Have signatory power for the financial accounts of the buildOn **YOUR TEAM NAME** Community Team
- Be the liaison between our Community Team and buildOn Community Engagement Manager, and monitor and approve all calls to buildOn national offices.
- Be aware of all Community Team's events and fundraising activities
- Be a role model by meeting member requirements (fundraising, service, and awareness) and participating in events

2. Vice President

- Perform all duties as assigned by the President
- Fill in for the President if s/he cannot attend program or officer meetings, or any other obligation
- Support the President in all his/her duties such as facilitating meetings, supporting other officers, and helping the program achieve their goals
- Welcome new members
- Continually lead the program in recruitment of new members

3. Treasurer

- Propose budgets for each year at the end of each academic year
- Complete accurate bookkeeping and forecasting with regard to the club finances and is responsible for all accounting duties
- Deposit all donations and funds to buildOn within ten days of receipt and work with Community Engagement Manager
- Keep program members, supporters, and Community Engagement Manager updated on progress made towards fundraising goals
- Review the financial record of the buildOn **YOUR TEAM NAME** Community Team on a quarterly basis and report his/her findings to the Leadership Team and the buildOn Community Engagement Manager

4. Secretary

- Take attendance at every meeting.

- Plan and follow the agenda for each meeting, in order for the meeting to be organized and productive, in conjunction with the President and the other officers to see if they need time for announcements or discussion
- Invite all members to regular meetings, fundraising events, service opportunities and other buildOn **YOUR TEAM NAME** Community Team events. Is responsible for Internal Publicity
- Gather all member contact information, deliver it to buildOn for database purposes, and keep it updated
- Utilize a “phone tree” to assist officers in contacting Community Team Members
- Maintain an events calendar
- Keep a list of current contact information for the Leadership Team
- Notify people when they have been removed from the roll
- Take minutes at each meeting and send them to all members
- Write, in conjunction with the President and other Chairs if needed, monthly reports to share with the Community Engagement Manager during monthly check-in meeting

5. Fundraising Chair

- Manage fundraising budget in conjunction with Treasurer
- Work with the rest of the Leadership Team, Trek participants, all Community Team’ members, other **High School/University** clubs, **High School/University** services, and buildOn Community Engagement Manager to reach fundraising goals
- Brainstorm and propose ideas for fundraising, write proposals, and request sponsorship
- Organize, lead, and implement all fundraising events
- Manage fundraising event committees
- Support Community Team members to reach their individual fundraising goals, in particular but not limited to support in writing individual fundraising letters and individual fundraising challenges
- Contact, in conjunction with the President, the Development Office of **YOUR TEAM NAME** Community Team in order to discuss the Community Team’s fundraising efforts

6. Advocacy, Awareness, and Community Service Chair

- Identify, coordinate and organize Advocacy and Awareness opportunities for the buildOn **YOUR TEAM NAME** Community Team.
- Identify, coordinate, and organize community service opportunities for volunteers
- Act as the director and contact person for all Awareness/Service events in which the Community Team is a participant
- Be creative in order to find interesting ideas for Advocacy and Awareness ideas
- Work with other officers in order to connect all Community Team actions to the international school building projects
- Contact/correspond with people and organizations which have service projects for the club
- Keep a written record of all service hours
- Contact, in conjunction with the President, the Service and Leadership Center of **YOUR TEAM NAME** in order to discuss the Community Team activities
- Lead specific committees if needed to help with his/her duties

7. Publicity Chair

- Enter and organize the Community Team in public relations events (fairs, etc.)
- Promote buildOn works on- and off-campus
- Be responsible for external publicity, and work closely with the Fundraising Chair in order to ensure large publicity for each fundraising event
- Contact the media, such as local newspapers and radio and TV stations for publicity, and act as the Community Team’s spokesperson
- Promote the buildOn **YOUR TEAM NAME** Community Team and communicate its mission to the community as well as coordinate special projects, including, but not limited to, panel lectures and speaking events
- Build the Community Team’s website and update it regularly
- Build and update the Community Team’s buildOn fundraising page, in conjunction with the Fundraising Chair

- Build and maintain the buildOn **YOUR TEAM NAME** Community Team's presence on social networking sites, including, but not limited to, Facebook, Twitter, and blog

8. Membership Chair

- Build and maintain the membership base
- Build an alumni network and help members contact Alumni
- Build relationships with other **YOUR TEAM NAME** student organizations
- Orient new members, including a review of the constitution and Community Team's activities and goals
- Work closely with the Publicity Chair in order to make the Community Team visible across campus in order to recruit new members

Article VI: Election

All candidates must be aware of the duties of the office before they run. The election of officers for the next year will be held at the last meeting of the current year and offices will remain for a one-year period. Current members are eligible for office. Candidates must write a statement of intent for circulation among members before ballots are cast. In the event of an election tie, a revote between candidates will take place. A new statement of intent is necessary when candidates are in a revote situation.

Officers will be elected via ballot-based popular vote. Members must have an active status at the time of the election to be eligible to vote. At least one-half of the Community Team must be present for elections. If an officer is unable to perform his/her duties, s/he may be voted out by members or submit a formal resignation. If an officer resigns, s/he must remain in official duty until transition to new leadership is settled, unless decided otherwise by the executive committee. In order to be voted out, a two-thirds majority is needed. If the officers vote in favor of asking the person to resign, the officer will have to resign his/her duties, but will be welcomed to continue as a member of the Community Team. An election will be held in order to fill the vacant position.

Article VII: Finances / Allocation of Funds

The Community Team will finance its activities with official budgeted funds, solicited donations from University approved organizations, and membership fees if decided by the Leadership Team. The Community Team will submit an annual Student Association budget request. Financial records will be kept with the Executive Financial Officers of the organization, as listed under the Student Association.

Article VIII: Amendments

Any member may propose an Amendment. The Leadership Team has the right to deny a proposal before bringing it to members for a vote. Proposals under consideration must be voted on, either by proxy or during a voting session. A two-thirds majority rules is required for the amendment to pass. Amendments may be appealed by members by submitting a counter-amendment, and following the usual voting process.