F&M C.A.R.E.S. Constitution

ARTICLE I: INTRODUCTION
Section I: Name of the Organization
The name of the organization is F&M C.A.R.E.S. (College Actions Representing And Emphasizing Service).
Section II: General Purpose of the Organization
F&M C.A.R.E.S. is a student-run organization that exists to encourage members to become involved in public service in the community. The organization will plan its own service events, as well as work to recruit individuals to fill volunteer needs at events and organizations in the area.

ARTICLE II: MEMBERSHIP
Section I: Membership Eligibility
All students at Franklin & Marshall College may become members of F&M C.A.R.E.S.
Section II: Selection of Members
All students at Franklin & Marshall College are welcome to become members of F&M C.A.R.E.S. There is no application process to join the organization.
Section III: Qualifications and Responsibilities of the Members
Members should make every effort to assist with the planning and execution of the organization's independently run public service events. Members should also participate in several community-organized service events each semester.

ARTICLE III: EXECUTIVE BOARD/OFFICERS
Section I: Executive Board Positions
The F&M C.A.R.E.S. Executive Board consists of a President, a Vice-President, a Secretary, and a Treasurer.
A. President
i. The President serves as the chief spokesperson for the club in communications with the Ware Institute for Civic Engagement, the College Administration, and any other student organizations.
ii. The President presides at all meetings.
iii. The President prepares an agenda for all meetings.
iv. The President is knowledgeable about all F&M C.A.R.E.S. activities.
v. The President meets with the adviser on an as-needed basis with a minimum of one meeting per month.
B. Vice-President
i. The Vice-President presides at meeting when the President is absent.
ii. The Vice-President assists the President with his or her responsibilities.
iii. The Vice-President is knowledgeable about all F&M C.A.R.E.S. activities.
C. Secretary
i. The Secretary maintains the club membership roster.
ii. The Secretary notifies all members of upcoming meetings.
iii. The Secretary maintains all club records.
iv. The Secretary records the minutes at Executive Board meetings and general club meetings.
v. The Secretary is knowledgeable about all F&M C.A.R.E.S. activities.

D. Treasurer
i. The Treasurer prepares the yearly budget and, along with other club members, presents it to the Student Activities Funding Committee for approval.
ii. The Treasurer manages all disbursement vouchers and tracks use of the College's vans for F&M C.A.R.E.S. events.
iii. The Treasurer handles reallocation, special allocation, and any other financial issues that go before the Student Activities Funding Committee.
iv. The Treasurer is knowledgeable about all F&M C.A.R.E.S. activities.

E. General Executive Board Responsibilities
i. As indicated in Section II of Article I, F&M C.A.R.E.S. will independently organize several public service events. A member of the Executive Board is responsible for the planning and execution of each event, including the purchase of supplies, advertising, communication with community partners, recruitment of volunteers, and coordination at the event.
1. At his or her discretion, each officer may create an ad hoc committee of no more than five club members to assist him or her with the planning and implementation of his or her specific event.
2. The officer should select these five (or fewer) individuals in the order in which they show interest in assisting with the event.
ii. As indicated in Section II of Article I, F&M C.A.R.E.S. will work to meet volunteer needs in the greater Lancaster community. A member of the Executive Board will serve as a liaison and volunteer coordinator for each community event/organization in need of assistance.
1. In this capacity, an officer will communicate with an organization to ascertain the volunteer need, publicize the event with the F&M C.A.R.E.S. membership, recruit volunteers, and make logistical arrangements (for example, transportation) to enable the members to serve as volunteers.

Section II: Executive Board Eligibility
Any member of F&M C.A.R.E.S. who has been a member in good standing for at least one year is eligible to become a member of the Executive Board.

Section III: Election to the Executive Board
Elections are held each fall in accordance with the January to December term for student organizations. Club members are first asked to nominate individuals for the four positions on the Executive Board. Those nominated may then briefly outline their interest in and qualifications for the position, either verbally at a meeting or electronically. The club's adviser will supervise the actual voting process.

Section IV: Removal of Members of the Executive Board from Office
If at least one half of the members of F&M C.A.R.E.S. believe that an officer is not satisfactorily completing his or her duties, an election is held to elect a new officer. The discharged officer may remain in the club as a general member.

Section V: Vacant Positions
Vacant positions are be filled according to the normal election rules in Section III. In extremely urgent situations, the Executive Board votes to elect a new officer. Its decision must be ratified at the next club meeting.
ARTICLE IV: MEETINGS

Section I: Frequency
Meetings are held at the discretion of the Executive Board and the adviser. The schedule of meetings depends largely on the calendar of public service events for each semester.

Section II: Meeting Structure
The President presides over all meetings. In his or her absence, the Vice-President will preside over the meeting. Meetings provide the opportunity to learn more about various public service activities and to sign up for these events, as well as to volunteer to serve on the ad hoc committees described in Subsection E of Section I of Article III. There is also time to discuss members' interest in pursuing certain kinds of public service activities and suggestions for future events.

ARTICLE V: AMENDMENTS TO THE CONSTITUTION

Section I: Amendment Process
If three-fourths of the Executive Board or two-thirds of the club membership feel that there is a need to amend any section of the Constitution, the President calls a meeting to discuss the issue.

Section II: Ratification
If a three-fourths vote of the Executive Board or two-thirds vote of the club membership approves an amendment, then it is ratified.