

DIXIE STATE UNIVERSITY DSUSA SERVICE AND CIVIC ENGAGEMENT CENTER BYLAWS

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ARTICLE I: NAME

The name of this organization shall be known as DSUSA Service and Civic Engagement Center

ARTICLE II: PURPOSE

Section A. DSUSA Service and Civic Engagement Center will serve as a Service branch of the DSUSA at Dixie State University and is responsible for planning, organizing, and carrying out service projects and service activities for DSU.

Section B. Responsible for creating awareness and opportunities for students to be involved in service in the community.

ARTICLE III: SELECTION OF VICE PRESIDENT AND SERVICE LEADER POSITIONS

Section A: Vice President and Service Leaders

1. Vice President of Service position is appointed by the DSUSA Executive Council.
2. The three Service Leader positions - Community Engagement Leader, Campus Engagement Leader, Special Events Leader, are appointed by the Vice President of Service.
3. Applicants must maintain a 2.5 GPA, and be a full-time DSU student.
4. The Newly elected DSUSA Executive council will review applications, and interviews will be held for the Vice President of Service.
5. Vice President and Service Leaders shall be selected, and will receive orientation before the end of the Spring Semester prior to office.

Section B: Committee Members

1. After President and Vice President have been appointed, committee member positions shall become available.
2. Positions shall be filled during the spring semester prior to office.
3. Committee members shall be selected by the Community Engagement Leader, Campus Engagement Leader, and Special Events Leader, with consent from the current Vice President of DSUSA Service and Civic Engagement Center.

ARTICLE IV: MEETINGS

Section A: A Service Meeting will be held weekly. Other meetings may be called at the discretion of the Vice President of DSUSA Service and Civic Engagement Center.

ARTICLE V: JOB DESCRIPTIONS

Section A: Vice President of DSUSA Service and Civic Engagement Center (Executive Council Member) **Vice President of Service (Executive Council Member)**

The Vice President of Service serves as a member of the Student Association Executive Council (EC) and is a liaison between the EC and the Service Council. The Vice President of Service heads the Student Service Council, oversees weekly Service meetings, directs communication and participation between students and community, allocates student fees toward service learning opportunities and community engagement, and manages all community partner accounts.

1. 20 hours per week (hours must be logged to Orgsync weekly)
2. Set and posted office hours
3. Voting Member on the Fee Allocation Committee
4. Serve as a member of the Utah Campus Compact Advisory Council
5. Liaison between EC and Student Service Council
6. Campus to Community opportunities
7. Establish Community Partner opportunities and activities
8. Oversee all Service Projects including but not limited to:
9. Campus to Community
10. Upward Bound
11. FYE
12. Special Events
13. Alternative Spring/Fall Break activities
14. Cardboard Campout
15. Paint "D" Road
16. Special needs carnival
17. Senior Social
18. Service awards
19. Meet with Corey monthly
20. Updating service handbook
21. Summer internship
22. Presents at Roads
23. Weekly meeting with advisor
24. Fulfill any assignments given by the Student Body President and advisors
25. Provide training for predecessor to understand his/her job description before the end of the semester

Section B: Campus Service Leader

The Campus Relations Service Leader is expected to meet with clubs and service learning courses to make ensure student involvement in upcoming events. They will also plan and orchestrate a large-scale service project every month during each semester. With the help of a committee with 3-5 members this position will plan and organize how to best execute those service projects. Other responsibilities include helping with Campus to Community, helping other service leaders, and supporting the other organizations within student government. Specific jobs include but are not limited to the following:

1. Recruit volunteers for campus service opportunities
2. Work with First Year Experience and Upward bound Service projects
3. Acts as campus service volunteer marketer and recruiter
4. Assists in the planning and organizing of Alternative Spring Break program
5. 5 office hours per week (hours must be logged to Orgsync weekly)

6. Organize and Chair weekly meeting with a 3-5 person committee
7. Campus to Community
8. Plans 3-5 service activities per semester including but not limited to:
9. Special Needs Carnival
10. Angel Tree
11. Senior Ball
12. Find new Community partner/Service Opportunity

13. Plans and executes assigned activities
14. Fulfill any assignments given by the Vice President of Service and advisors
15. Provide training for predecessor to understand his/her job description before the end of the semester
16. Attends cash handling training

Section C: Community Service Leader

The Community Engagement Service Leader is expected to meet with community partners and create new relationships within the community. They will also plan and orchestrate a large-scale service project every month during each semester. With the help of a committee with 3-5 members this position will plan and organize how to best execute those service projects. Other responsibilities include helping with Campus to Community, helping other service leaders, and supporting the other organizations within student government. Specific jobs include but are not limited to the following:

1. Recruit and assign volunteer groups for community partner activities
2. Maintain community profiles and ensure adequate volunteers with our community
3. outreach programs
4. Work with First Year Experience and Upward Bound service projects
5. 5 office hours per week (hours must be logged to Orgsync weekly)
6. Organize and Chair weekly meeting with a 3-5 person committee
7. Campus to Community
8. Plans 3-5 service activities per semester with our community partners
9. Assists in the planning and organizing of Alternative Spring Break program
10. Plans and executes assigned activities
11. Fulfill any assignments given by the Vice President of Service and advisors
12. Provide training for predecessor to understand his/her job description before the end of the semester
13. Attends cash handling training

Section D: Special Events Service Leader

The Special Events Service Leader is expected to help with special monthly service opportunities that are hosted on campus or within the community. The Special Events Service Leader will plan and organize alternative Spring/Fall break activities. They will also plan and orchestrate a large-scale service project every month during each semester. With the help of a committee with 3-5 members this position will plan and organize how to best execute those service projects. Other responsibilities include helping with Campus to Community, working with the service club and supporting the other organizations within student government. Specific jobs include but are not limited to the following:

1. Recruit volunteers for campus and community service opportunities
2. Work with First Year Experience and Upward Bound service projects
3. Assists in the planning and organizing of Alternative Spring Break program
4. 5 office hours per week (hours must be logged to Orgsync weekly)
5. Organize and Chair weekly meeting with a 3-5 person committee
6. Campus to Community
7. Collect supplies for the Student Pantry

8. Plans 3-5 service activities per semester including but not limited to:
9. Cardboard Campout
10. Angel Tree
11. Paint "D" Road (Homecoming & D Week)
12. Senior Ball
13. Find new Community partner/Service Opportunity
14. Plans and executes assigned activities
15. Fulfill any assignments given by the Vice President of Service and advisors
16. Provide training for predecessor to understand his/her job description before the end of the semester
17. Attends cash handling training

Section E: Service Administrative Assistant

The Administrative Assistant to the Vice President of Service maintains workflow by taking minutes at the weekly Service meetings, and manages service hours from events and communication through the Service department. The Administrative Assistant has set work hours at the front desk in the Student Government offices to assist students with information about student government. Specific jobs include but are not limited to the following:

1. 5 office hours per week (hours must be logged to Orgsync weekly)
2. Keep attendance for service meetings and activities
3. Answer questions and requests at the front desk in the DSUSA offices.
4. Maintain supplies inventory, office organization, IT requests and cleanliness.
5. Record, publish, and distribute minutes from service meetings.
6. Records and organizes service project hours.
7. Attends cash handling training
8. Assist the Student Body President Administrative Assistant with the scrapbook
9. Fulfill any assignments given by the Vice President of Service and advisors
10. Understand and utilize Orgsync to manage communication
11. Notes and Follows up on assignments
12. Provide training for predecessor to understand his/her job description before the end of the semester

Article VI: Amending Bylaws

1. Any member of the DSUSA Service and Civic Engagement Center Council may motion to amend these bylaws.
2. Amendments must be approved by a 2/3 vote of the DSUSA Service and Civic Engagement Center Council.
3. Bylaws then shall be edited and updated on the DSUSA Service and Civic Engagement Center orgsync website following the vote.