



UNIVERSITY of ROCHESTER  
**STUDENTS' ASSOCIATION**  
GOVERNMENT

## **Perfect Pair**

### **ARTICLE I - ESTABLISHMENT**

We the students, faculty, and staff of the University of Rochester hereby establish the Perfect Pair of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

### **ARTICLE II - MISSION STATEMENT**

Perfect Pair seeks to establish one-on-one connections between seniors in assisted living communities and college students. Through connecting generations, we aim to foster friendships and provide support to seniors in assisted living, as well as college students who are looking for a meaningful volunteer experience. Perfect Pair advocates for seniors in these communities, encouraging them to re-explore some of their new passions with their new companions.

### **ARTICLE III - MEMBERSHIP**

#### **SECTION ONE - MEMBERSHIP**

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - Active members must fill out a volunteer match application, completing all necessary volunteer paperwork and attending our new volunteer orientation. Active members should be present in attendance at 50% of meetings, if paired each semester to discuss updates or pairings.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students, and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to perform, compete, nor travel as part of a college student organization.

## **ARTICLE IV - MEETINGS AND VOTING**

### **SECTION ONE - QUORUM**

- A. A meeting shall be valid if a quorum is present. Quorum is defined as 1/5 of the active membership plus three officers.

### **SECTION TWO - VOTING**

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

## **ARTICLE V - OFFICERS AND QUALIFICATIONS**

### **SECTION ONE - OFFICER POSITIONS**

- A. President
  - a. Must have served on the executive board previously, unless no one else is qualified.
- B. Vice President of Operations
- C. Vice President of Matching
- D. Vice President of Programming
- E. Match Onboarding Chair
- F. Treasurer
- G. Fundraising Chair
- H. Volunteer Chair
- I. Special Events Chair
- J. Community Events Chair
- K. Publicity Chair

### **SECTION TWO - DUTIES OF OFFICERS**

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. President
  - a. Be the chief executive officer of the association.
  - b. Oversee all operations and ensure that everyone is doing their job, following up with board members.
  - c. Responsible for creating an executive board meeting schedule and facilitating all board meetings. Summon emergency meetings whenever necessary.

- d. Lead, organize, and facilitate all chapter operations by maintaining effective communication with the executive board, community directors, and all outreach to program sponsors.
- e. Put to vote any matter that will have a direct and significant impact on the organization and announce the results of such a vote.
- f. In the absence of any member of the executive committee at a meeting, the present may appoint another member of the committee to perform that absentee's duties for that meeting with the members' consent.
- g. Responsible for checking in with board members to ensure that procedures are operating smoothly and to offer assistance wherever requested or necessary.
- h. Handle problems as they occur within the board, between matches, and from volunteers.
- i. Shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.
- j. Shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association.
- k. Shall also take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.

#### F. Vice President of Operations

- a. Responsible for creating programming that pairs can choose to complete together.
- b. Provide pairs with an exceptional selection of activities, with supplies included, that are tailored to feedback from pairs.
- c. Send out biweekly updates to all volunteers and e-board.
- d. Manage member listservs and spreadsheets monthly.
- e. Manage volunteer chair and ensure that volunteer hours are being tracked, and that the volunteer chair is checking volunteer logs.
- f. Assist the treasurer in finding grants for funding.

#### G. Vice President of Matching

- a. Responsible for creating meaningful, sustainable matches between volunteers and residents based on shared interests, hobbies, personality traits, and goals for their participation within Perfect Pair.
  - i. Organize resident and volunteer match application responses. Establish matches by checking availabilities and compatibilities
- b. Follow up with senior participants to get feedback about their connections.
  - i. Read over monthly feedback forms from residents and volunteers.
- c. Communicate with volunteers to confirm match times and with activity directors to confirm times or introduce new matches.

**H. Vice President of Programming**

- a. Manage all inventory supplies (after a packaging or delivery).
- b. Update and manage the activity catalog based on resident feedback
- c. Review and update the activity order form, and package all supplies needed for residents and volunteers.
  - i. Organize who will be delivering them to the senior living communities, and coordinate to ensure that everyone receives their supplies
- d. Order supplies when needed for programming activities

**I. Match Onboarding Chair**

- a. Work alongside the Vice President of Matching to seamlessly onboard each resident and volunteer once they have been matched.
  - i. Create volunteer folders and logs.
  - ii. Add matched volunteers to a matched GroupMe
- b. Responsible for creating and updating pair welcome packets, along with other resources provided to pairs upon being newly matched.
- c. Sending out match emails to volunteers once time has been confirmed
- d. Create and deliver welcome bags to the building where the resident lives
  - i. Update inventory after each welcome package is created and sent out

**J. Treasurer**

- a. Ensure that Perfect Pair has sufficient funding for sustaining all operations and programming.
- b. Responsible for monitoring the Perfect Pair budget and keep track of all income, expenses, and reimbursements.
- c. In charge of applying for an acquiring grant money from the University or other outside sponsors.
- d. Apply for necessary grants and handle school specific budgeting material.
- e. Carry out outreach to the community for partnerships with local businesses.

**K. Fundraising Chair**

- a. Create and run a creative fundraising schedule with approximately 1-2 fundraisers per semester

**L. Volunteer Chair**

- a. Work with volunteers to ensure volunteer satisfaction and prepare them for their volunteer experience.
- b. Keep volunteer sheets up to date with relevant information.
- c. Contact members for monthly feedback on how their connection is going.
- d. Resolve any issues that may arise between pairings.

**M. Special Events Chair**

- a. Brainstorm, promote, and organize special events for the residents to do with their pairs.
- b. Send out special event information and templates for pair activities.

- c. Update and manage special events catalog.
- d. Order any supplies needed for special events.

N. Community Events Chair

- a. Responsible for organizing one new and innovative community event each semester for all of the assisted living communities that we serve.

O. Publicity Chair

- a. Responsible for reaching out through multiple social media platforms to other student organizations or potential interested members to establish and support a large volunteer base at the University of Rochester.
- b. Communicate with members through weekly updates on social media platforms.
- c. Take photos and promote photos being taken at different events and pair meetings.
- d. Create promotion flyers for events and fundraisers.

### **SECTION THREE - NOMINATIONS AND ELECTIONS**

- A. Nomination and Elections Procedure – Open nominations will be taken through a Google Survey. Any member can apply to one or more Eboard positions through this survey but for anyone who wants to apply for the President or Vice President (of Operations/Matching) must have held a previous position on Eboard for one year, unless no one is qualified. Any person is eligible to run for Eboard. Once applications are submitted, elections will proceed that weekend. Each candidate will give a three to five minute presentation for any Eboard position they applied for. A survey will be sent out to the general member body to vote for the new executive board. If a tie occurs, an additional survey will be sent out for the general member body to vote between the final two candidates.
- B. Term of Office – The term for each officer will last one academic year from August to May. The transition begins during mid-March of each academic year.
- C. Timing of Elections – Elections will occur during March of each academic year to allow for the transition period. Latest that elections can be held is two weeks before the last day of classes each semester.

### **SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS**

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a  $\frac{2}{3}$  majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

## **ARTICLE VI - RESOURCES**

### **SECTION ONE - RESOURCES**

A. Perfect Pair of the University of Rochester will abide by their Resource Agreement.

## **ARTICLE VII - HAZING POLICY**

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by Perfect Pair. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

## **ARTICLE VIII - NONDISCRIMINATION POLICY**

Perfect Pair abides by the nondiscrimination policy of the University of Rochester.



Signature of Confirmation

Amesha Narpaul

**Co-President, Perfect Pair**

11/14/24

Date



Signature of Confirmation

Harini Prabakaran

**Co-President, Perfect Pair**

11/14/24

Date



Signature of Approval

Jessie Li

**Chair, Student Organization Administration & Review Committee**

11/22/24

Date