



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

Partners in Reading

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish *Partners in Reading (PiR)* of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

Partners in Reading is dedicated, by means of tutoring, to aiding elementary school children in their process of learning to read. Our goals include bettering the academic experience for students K-8th grade; promoting higher education by means of tutoring, mentoring, and other various activities; and encouraging students to pursue their goals through education. The organization hopes to better the Rochester community by encouraging youth to be enthusiastic and motivated about their education. The club has begun partnerships with three (3) inner-city Rochester schools and one community group, and hopes to continue to expand its outreach into the community.

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 University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership. 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 - An Active Member must attend all mandatory meetings and commit to (at least) one (1) of four (4) projects:
 - *Project CARE* (School 19) - must attend School 19 for a minimum of two (2) hours each week based on the project's schedule. This schedule will be made to best reflect the availability of University of Rochester tutors and School 19 children and teachers.
 - *Project REACH* (School 33) - must attend School 33 each Friday of the PiR calendar.
 - *Project GROW* (School 3)- must attend School 3 each Friday of the PiR

calendar.

- *Project HORIZON*-must attend tutoring sessions on campus each Saturday of the PiR calendar.

Attendance

If a member is unable to attend a meeting or tutoring event, an email notification to the respective Project Coordinator or President prior to club meeting is required. If a member fails to comply, a warning will be given. If this occurs a second time, the member will be removed from active membership. Each member is allowed two excused absence (i.e., illness, family obligations). Failure to notify the Project Coordinator or the President of this absence will result in eviction from the club. There will be no tolerance for unexcused absences. Failure to comply with these attendance guidelines shall result in immediate expulsion. For outstanding cases, the Board shall review the situation in the best interest of both the member and the club.

Professionalism and Conduct

The club is concerned with quality, not quantity, of members; therefore, it holds its members to the highest of standards to act as mentors and role models to the students they interact with. It is vital that members are seriously committed to their general responsibilities, which include: weekly attendance to the school that corresponds to their project; attendance of all mandatory meetings; helping with club related activities such as fundraising events and collaborative events with other groups.

- C. Definition of associate member - associate members are students who do not pay the SA activities fee (e.g. Eastman students, graduate students, and faculty). Associate members must attend a combination of half of the total meetings and at least 2 events each semester to be considered active associate members. Membership status of a person is reviewed by the executive board at the beginning each semester. A person who is an associate member possesses all rights and privileges of a member without voting rights, cannot serve on the executive board and cannot nominate candidates for election to executive board.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as 1/2 of the active membership plus one officer.

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

All officer positions require at least one semester of active membership to qualify to hold the position.

- President (Co-Presidents)-Must have held an executive board position previously to qualify
Business Manager

Publicity & Fundraising Chair
Secretary
Project CARE Coordinator
Project REACH Coordinator
Project HORIZONS Coordinator
Project GROW Coordinator

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. *The President* 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. The President (or co-Presidents) shall oversee the club as a whole. The President shall attend all Club Meetings; Project meetings; lead the General Interest Meeting(s); oversee and act as a relayer of information between all Project Coordinators. The President shall act as the CSN Representative and shall represent Project CARE, Project REACH, Project GROW, and Project HORIZONS in the best interest of *Partners in Reading* at the CSN meetings. In the event that the President is unable to attend the CSN meetings, (due to class schedule or another conflict), the Business Manager shall act as the CSN representative. The President 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.
- F. *The Business Manager* shall be responsible for maintaining all finances and keep detailed records of all transactions. This officer works with the Project Coordinators to budget for activities and needs of each Project, and manages the budgeting for the clubs annual event, "College Counts". They are also responsible for managing and calculating the budget of the club each semester. This officer shall act as the CSN Representative if the President cannot attend.
- G. *The Secretary* shall take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes. This officer, in addition to the four Project Coordinators, is in charge of emailing club members in a concise, organized and efficient manner, as well as requesting rooms for meetings.
- H. *Publicity & Fundraising Chair* shall be responsible for Fundraising for general club fundraisers, as well as "College Counts." They shall be responsible for publicizing any events by means of flyers, social media, and announcements through school papers such as "The Buzz." This officer shall act as the CSN Representative if neither the President nor the Business Manager can attend.
- I. *Project CARE Coordinator* shall directly oversee *Project CARE* at School 19. This officer is in charge of emailing *Project CARE* members in a concise, organized, and efficient manner, as well as working with the secretary when requesting rooms for Project meetings. This officer shall act as a relay for information between School 19, the President, and *Project CARE* members. This officer shall oversee any activities at School 19. Activities must be fun and educational, and also promote a sense of community and diversity.
- J. *Project REACH Coordinator* shall directly oversee *Project REACH* at School 33. This officer is in charge of emailing *Project REACH* members in a concise, organized, and efficient manner, as well as working with the secretary when requesting rooms for Project

meetings. This officer shall act as a relay for information between School 33, the President, Project REACH, and *Partners in Reading* members. This officer shall oversee any activities at School 33. Activities must be fun and educational, and also promote a sense of community and diversity.

- K. *Project GROW Coordinator* shall directly oversee Project GROW at School 3. This officer is in charge of emailing Project GROW members in a concise, organized, and efficient manner, as well as working with the secretary when requesting rooms for Project meetings. This officer shall act as a relay for information between School 3, the President, Project GROW, and *Partners in Reading* members. This officer shall oversee any activities at School 3. Activities must be fun and educational, and also promote a sense of community and diversity.
- L. *Project HORIZONS Coordinator* shall directly oversee Project HORIZON on our campus in collaboration with PASA. This officer is in charge of emailing Project HORIZONS members in a concise, organized, and efficient manner, as well as working with the secretary when requesting rooms for project meetings. This officer shall act as a relay for information between PASA, the President, and Project HORIZONS members. This officer shall oversee any activities relating to our on campus tutoring program. Activities must be fun and educational, and also promote a sense of community and diversity.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. **Nomination and Elections Procedure** - Each year, members who have been an active member for at least one semester may run for any position they desire aside from President, which must have previously served on the executive board. In a situation where the entire executive board is ineligible to run for president, then the office will be open to all active members of our organization who have been an active member for at least one semester. Former officers may run again as well. The majority vote will determine who receives a given position. Voting will be conducted through a simple hand vote.
- B. **Term of Office** - Each officer position's term will last one academic year.
- C. **Timing of Elections** - Elections will take place in the first week in april of each spring 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 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 - FINANCES

SECTION ONE - Students' Association members shall receive priority at SA-funded events conducted by this organization.

SECTION TWO - FUNDING

- A. *Partners in Reading* shall be eligible for SA funding.
- B. *Partners in Reading* shall be eligible to request Supplemental Funding.

ARTICLE VII - CLASSIFICATION

SECTION ONE - *Partners in Reading* shall be classified as (F.) Community Service - A community service organization shall be any organization whose primary mission is service to the campus and Rochester community through formal or informal consultation with local nonprofit agencies, government, and community-based organizations. Such services may improve residents' quality of life, fulfill specific community needs, or deliver financial resources to partner organizations. Organizations seeking SA recognition that are determined to meet these qualifications shall be classified as Community Service and will form under the jurisdiction of the Community Service Network (CSN). The SA recognizes the CSN as a network.

ARTICLE VIII - ADOPTION OF THE CONSTITUTION

SECTION ONE - Two-thirds of the entire active membership must approve the constitution.

SECTION TWO - This constitution will be ratified upon the signature of the Student Organization Administration & Review Committee and approval of the Senate.

SECTION THREE - This constitution shall not conflict with the Students' Association Constitution or Bylaws.

ARTICLE IX - AMENDMENTS

Adoption and ratification of amendments to this constitution shall follow the same procedure as adoption of the entire constitution.

ARTICLE X - BYLAWS

SECTION ONE - At least a 2/3 majority of the active membership must approve the bylaws and any amendments.

SECTION TWO - Bylaws should not conflict with this constitution or the SA Constitution or Bylaws.

ARTICLE XI - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by *Partners in Reading*. 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 XII - NONDISCRIMINATION POLICY

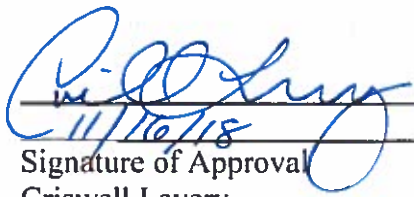
Partners in Reading of the University of Rochester does not discriminate against any individual or organization of individuals on the basis of age, color, disability, domestic violence status, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation or any other status protected by law.



Signature of Confirmation

Date 11/15/18

Rebecca Handsman
President, Partners in Reading


11/16/18

Signature of Approval

Date

Criswell Lavery

Chair, Student Organization Administration & Review Committee