

## Constitution

# Students' Treasure Chest

"for students, by students"

*October 7, 2013*

## Article I

### Name and Affiliation

- Section 1. Name: Students' Treasure Chest
- Section 2. Affiliation: Students' Treasure Chest (STC) is a student-led campus organization that is the student affiliate of the East Carolina University Foundation. As a student organization it receives guidance and support from the Office of the Dean of Students.

## Article II

### Mission

- Section 1. The mission of Students' Treasure Chest is to foster a spirit of service and philanthropy within the student body, to address the emergent financial needs of students, and to encourage students to become life-long donors to East Carolina University.

## Article III

### Organization

- Section 1. Students' Treasure Chest: This student organization works to raise the awareness of philanthropy among students and the importance of them giving back to the university in the present and throughout their lifetimes. It conducts student-led fundraising campaigns that encourage students to show their pride and their passion for ECU through their philanthropy. And it awards money to help meet the emergent financial needs of students. In addition, this organization provides opportunities for students to develop service and leadership skills.

The basic organization structure of the organization is as follows

Membership: Between 16 and 48 students

Officers: A President, four Vice Presidents, a Secretary, and a Treasurer

Executive Committee: The Officers of STC

Standing Committees: As needed to support the mission of the organization

- Section 2. Advisors: People in these positions serve as the day-to-day advisors, coaches, and

mentors to the Students' Treasure Chest and its committees. The advisor shall be a full time faculty or staff member at East Carolina University. The advisor will assume those responsibilities as outlined in this constitution

- Director of Program Development in Dean of Students  
(Students' Treasure Chest, Executive Committee, Membership Committee)
- Director of Development in Student Affairs  
(Fund Raising Committee)
- Director of the Annual Giving (or their designed representative)  
(Communications Committee)
- Director of Financial Aid (or their designated representative)  
(Awards Committee)
- Controller of the Foundation  
(Treasurer)

Section 3. Advisory Council: People in the following university positions (or their designated representative) will serve as an advisory council to Students' Treasure Chest. The Advisory Council will meet at least twice a year, and more often if needed, to review the organization's plans and accomplishments.

- Dean of Students
- Vice Chancellor of Student Affairs
- Director of Program Development Dean of Students
- Director of Development in Student Affairs
- President of the ECU Foundation
- Controller of the ECU Foundation
- Director of the Annual Giving at ECU
- Director of Financial Aid at ECU
- Health Sciences Student Affairs - Representative
- Graduate Professional Student Senate - Representative
- SGA Representative

## **Article IV**

### **Powers**

Section 1. Executive Board of Students' Treasure Chest: The executive board is the decision making body of the organization. The Officers of STC will serve as the voting members of the Executive Board. This includes the President, the Vice Presidents, the Secretary, and the Treasurer. In the event of a tie, the advisor to the Executive Board (the Director of Program Development for Student Affairs) will be allowed to cast the tie-breaking vote.

Section 2. Membership of Students' Treasure Chest: Any executive board decision may be overruled by a majority vote of the general membership of the organization.

Section 3. Advisors: The advisor shall be a full time faculty or staff member at East Carolina University. The advisors provide day-to-day guidance to the organization. They ensure that Students' Treasure Chest and its committees operate within its constitution, and they serve as the communication link between the organization and the Advisory Council.

Section 4. Advisory Council: The council provides oversight, direction, and guidance to Students' Treasure Chest. It encourages the organization to be actively engaged in promoting philanthropy and fundraising among students. The Advisory Council ensures that the organization meets the rules and regulations established by the IRS, ECU Foundation, East Carolina University, and the UNC system. The Advisory Council is the final authority for approving all programs and events of the organization. At least one person from the Advisory Council must be present at all committee meeting

## Article V

### Membership Eligibility and Selection

- Section 1. Membership in Students' Treasure Chest shall be restricted to no less than 16 members and no more than 48 members.
- Section 2. The membership should be distributed with relatively equal representation from each class (i.e. freshmen, sophomores, juniors, and seniors), and should include representation from the diverse populations of the student body (i.e. gender, ethnicity, colleges and schools, east and west campus, etc.)
- Section 3. Any full-time undergraduate student in good disciplinary standing with a cumulative GPA of at least 2.5 is eligible to submit an application for selection. Graduate or professional students with a cumulative GPA of at least 3.0 may also apply and be members.
- Section 4. Candidates must complete an application including background information and short answer essay questions. The content of the application beyond these requirements must be accepted by the Executive Committee. Applications may be solicited and accepted during the fall and spring semesters. The membership committee will review and sort completed applications into two categories "top" candidates and "good" candidates and present them to the Executive committee for approval.
- Section 5. Top candidates will be invited for interviews. Each candidate will be interviewed by a team of at least 5 people from the organization, with at least one of those people being from the Advisory Council (or their designated representatives). Each interviewer will score candidates on individual responses and overall impression. A total combined score from all interviewers will then be determined for each candidate.
- Section 6. The Membership Committee will make recommendations to the Executive Committee on which top candidates to accept as new members. In making those recommendations, the membership committee will consider both interview scores and representation issues covered in Section 2. The Executive Committee will approve all new members.
- Section 7. Potential new members will be recruited through member referrals and University advertising opportunities.
- Section 8.

## Article VI

## **General Membership**

- Section 1. Once selected, candidates are members of Students' Treasure Chest as long as they are full-time students in good standing at East Carolina University; and until they obtain in-active status, resign, or are terminated.
- Section 2. Members maintain good standing by being a full-time undergraduate with a cumulative GPA of 2.5 or higher, or a full-time graduate student with a cumulative GPA of 3.0 or higher.
- Section 3. Inactive status may be granted for one semester for those members who have exceptional circumstances, such as study abroad, student teaching, or internship. A letter of request for inactive status must be submitted to the Vice President of Membership. This letter must include the member's circumstance and reason for inactive status and commitment to return to active membership the following semester. Inactive status requests will be approved by a majority vote of the Executive Committee.
- Section 4. A member shall voluntarily resign if they cannot fulfill membership requirements and do not receive or desire inactive membership status. A letter of resignation shall be submitted to the Vice President of Membership and reviewed by the Executive Committee. Reasons for resignation should be included but are not mandatory. The Vice President of Membership will announce the member's resignation at the next general meeting.
- Section 5. The organization reserves the right to terminate membership if a student is no longer a full time student, falls below the cumulative GPA requirement, fails to actively participate in Students' Treasure Chest meetings, activities or functions, engages in misconduct at a STC or university activity, event, or function, or is involved in inappropriate behavior that reflects negatively on the organization. The membership committee will carefully review the situation and recommend all terminations to the Executive Committee, who will approve the termination with a majority vote.
- Section 7. Members shall not consume any alcoholic beverages or illegal drugs while at a Students' Treasure Chest meeting or event nor while wearing STC apparel.
- Section 8. General membership eligibility is under the discretion of the Executive Committee and Advisors.

## **Article VII**

### **Officers**

- Section 1. Officers of Students' Treasure Chest will be the President and the Vice Presidents of the standing committees, the Secretary, and the Treasurer.
- Section 2. Officer elections will be held annually at the end of the spring semester. Officers may be nominated by any member in good standing (including self) and are voted on by current members in good standing. The Membership Committee and Vice President of Membership will read the nominations at a general meeting of the membership of the organization, with a quorum present. Nominations may also be made from the floor. Each

officer candidate may make a statement (up to 3 minutes long) about why they want to hold the position. Candidates will then leave the room so endorsements or objections of candidates may be made by the general membership. Discussion shall be limited to 3 minutes per candidate.

Section 3. The election of officers will be by secret ballot following the discussion of all candidates at the general meeting. The candidate with the most votes will win the position.

Section 4. Officers will serve a one year term that begins immediately after the meeting in which they were elected (the one year term includes summer, fall semester, and spring semester). An officer may be re-elected for more than one term or elected to serve another term in a different officer position.

## Article VIII

### Duties of Officers

Section 1. The President shall preside at all meetings at which he or she is present, and will act as the official representative of Students' Treasure Chest with all campus organizations and the ECU Foundation. The President oversees all initiatives and activities of Students' Treasure Chest, meets weekly with an advisor, and assists in planning an annual retreat. In addition, the President will conduct an officer transition meeting with the new Executive Committee members, complete and submit an evaluation on Executive Committee member effectiveness and contributions to the organization to the advisors at the end of each semester, and oversee the STC operating budget in conjunction with the Advisors. The president will also perform additional duties upon request of the Advisors.

Section 2. The Vice Presidents of the standing committees will chair their committees. They will ensure that their committees develop a plan for the year and a calendar of meetings, events, and activities. They will communicate and consult with the advisors frequently and insure that an advisor is present for all committee meetings. They will see that minutes are prepared and approved to document what took place in each meeting, and they will ensure that records of attendance are forwarded to the Vice President of Membership.

Section 3. An Assistant Vice President will be elected in each standing committee. They will assist the Vice President and fill in whenever the Vice President is unable to attend a meeting of the standing committee or the Executive Committee.

Section 4. The Secretary will prepare and distribute minutes of the meetings of the Executive Committee, the Students' Treasure Chest, and the Advisory Council, and will keep records of attendance at these meetings. Attendance records will be forwarded the Vice President of Membership.

Section 5. The Treasurer will work with the Executive Committee and Advisory Council to prepare the annual operating budget of Students' Treasure Chest. The Treasurer will work with the controller of the ECU Foundation to prepare and distribute monthly operating budget reports. The Treasurer will work with the controller of the ECU Foundation to prepare a monthly Awards Fund Report, showing monthly and YTD donations to the awards fund,

monthly and YTD distributions from the awards fund, and the current balance in the Awards Fund.

## **Article IX**

### **Standing Committees with their Purpose and Responsibilities**

- Section 1. **Membership Committee:** Make the student body aware of Students' Treasure Chest and the opportunity to be a part of it. Design and maintain applications for membership. Receive applications from students who want to join the organization. Organize candidate interviews and tally candidate scores. Conduct new member orientations and assign each member to a committee. The membership committee will keep up with each member's participation in all meetings and events. The committee will also receive nominations from those who wish to serve as officers, present them to the membership, and tally the secret ballot vote.
- Section 2. **Fundraising Committee:** Plan, develop, organize, and manage the Students' Treasure Chest annual campaign for fundraising, with a well-developed calendar of programs, events and activities during the year, and an operating budget.
- Section 3. **Awards Committee:** Plan, develop, organize, and manage awards that will be made to benefit and support students during the year. Decide how Students' Treasure Chest funds can best be used to support student needs. Make the student body aware of the awards and how to apply for them. Develop and maintain an effective process to review applications and decide on awards. All awards processes must be approved by the university's financial aid office.
- Section 4. **Communications Committee:** Develop programs to communicate with the student body about the importance of philanthropy. Inform students about the Students' Treasure Chest campaign and awards, and how they make a difference with our students. Educate students on the importance of students and faculty and alumni becoming life-long annual donors to ECU.
- Section 5. Ad hoc committees may be formed and dissolved at any time by the President and advisors.
- Section 6. At least one person from the Advisory Council must be present at every committee meeting.

## **Article X**

### **General Meetings and Events**

- Section 1. The Students' Treasure Chest general meeting schedule will be determined each semester by the Executive Committee. Meetings will only be scheduled when academic classes are in session during the fall or spring terms. No meetings will be scheduled during exam times. Meeting location is subject to campus policies and availability.
- Section 2. Special committee meetings may be called by the Executive Committee at such times as are thought advisable.

- Section 3. All members are expected to attend Students' Treasure Chest meetings and events. This includes mandatory events as determined by the Executive Committee. Additionally, each member is expected to actively serve on a committee.
- Section 4. Members shall notify the Vice President of Membership if they are unable to attend a meeting. Only one unexcused absence and two excused absences from a meeting or event will be permitted each semester. Each absence must be reported to the Vice President of Membership prior to the absence. Excused absences include but are not limited to exams, PTC sessions, family emergencies, etc. A member could face dismissal if he or she misses more than the allowed absences. The Executive Committee will review the circumstances prior to dismissal.

**Article XI**

**Administration & Finance**

- Section 1. Students' Treasure Chest (STC) is a student-led campus organization that is the student affiliate of the East Carolina University Foundation, Inc. (a 501 (c) 3 non-profit organization within the IRS code). Charitable gifts may be made to the Students' Treasure Chest Fund in the ECU Foundation, and they will qualify as a tax deduction to the donors. Each donor will receive a receipt from the ECU Foundation that indicates that their gift was deposited into the Students' Treasure Chest Fund.
- Section 2. The ECU Foundation will provide and maintain restricted use funds for the Students' Treasure Chest, with no charges and no gift fees.
- Section 3. Students' Treasure Chest is not authorized by the university or the ECU Foundation to open or maintain any bank or savings accounts on its own.
- Section 4. Awards and expenditures may also be made from any restricted use funds established by the ECU Foundation for Students' Treasure Chest purposes. However, all awards and expenditures must be in accordance with regulations and policies and procedures and guidelines of the ECU Foundation, East Carolina University, and the UNC System.
- Section 5. The ECU Foundation agrees to provide money each year to support an operating budget for Students' Treasure Chest. This money will be maintained and managed in a separate Operating Budget Fund. The Executive Committee and Advisory Council will prepare and approve an annual budget, and request the funding from the ECU Foundation.
- Section 6. The Controller of the ECU Foundation is the Chief Financial Officer of the foundation and will also function as the Chief Financial Officer of the Students' Treasure Chest. The Treasurer of STC will work with the Controller and will prepare monthly reports on the status of the Operating Budget and the Awards Fund, to share with the Executive Committee and the membership of STC.
- Section 7. Gift Acceptance Policy: Students will not personally accept gifts for Students' Treasure Chest. They will provide instructions for gifts to be sent directly to the ECU Office of Gift Records.

Section 8. Payment and Disbursement Policy: All payments or disbursements from Students' Treasure Chest are to be routed to, and processed for payment by, the Controller of the ECU Foundation. Payments from the Operating Budget must be approved by the President of STC and the Dean of Students (or their designated representative). Payments from the Awards Fund must be approved by the STC Vice President of Awards and the Director of Financial Aid (or their designated representative)

## **Article XII**

### **Grievance Process**

Section 1. The Executive Committee will ensure that a well-defined Grievance Process is in place to manage and resolve grievances or complaints from both internal and external parties.

## **Article XIII**

### **No Hazing Policy**

Section 1. STC, in keeping with ECU's expectations for a positive academic and social environment, unconditionally opposes hazing. No individual member of our group or the group itself may engage in or plan any activity that may be defined as hazing.

Section 2. STC opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule to its members or potential members. In addition, no individual or recognized organization may by physical or mental stress or by subtle or covert technique, impair, make captive, or destroy an individual's freedom of thought and choice.

Section 3. According to N.C. Gen. Stat. § 14-35, it is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." Any violation of this section shall constitute a Class 2 misdemeanor. Any violation of this section shall constitute a Class 2 misdemeanor.

Section 4. It is hereby incorporated as part of this constitution and will serve as a guide for action by the university and STC if there is an instance of hazing by this organization or any of the members of this organization. It will be the duty of the officers of STC to educate the membership of this policy.

## **Article XIV**

### **Amendments**

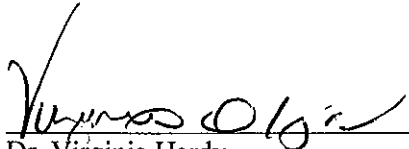


Section 1. Any member of Students' Treasure Chest or its Advisory Council may request an amendment to the Constitution. Proposed amendments shall be submitted in writing to the Executive Committee, which will present the proposal along with its recommendation to the membership. A two-thirds vote of the membership present shall be necessary for approval of any Constitutional amendment. Each amendment must then be ratified by a two-thirds vote of the Advisory Council.

**Article XV**

**Ratification**

Section 1. This Constitution was adopted by resolution of the Executive Committee of Students' Treasure Chest on October 7, 2013, and became immediately effective upon adoption.



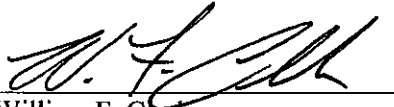
Dr. Virginia Hardy  
Vice Chancellor of Student Affairs

11/15/13  
Date:



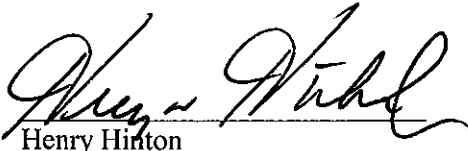
Dr. Lynn Roeder  
Dean of Students

11/12/13  
Date:



William F. Clark  
President & CEO, ECU Foundation, Inc.

11/15/13  
Date:



Henry Hinton  
Chair, ECU Foundation Board of Directors

11/25/13  
Date:



Louis J. Cameron, III  
President, Students' Treasure Chest

11/11/13  
Date: