BYLAWS OF THE KENNESAW STATE UNIVERSITY STUDENT PHILANTHROPY COUNCIL (SPC)

Updated September 1, 2019
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BYLAWS OF THE KENNESAW STATE UNIVERSITY STUDENT
PHIANTHROPY COUNCIL

ARTICLE I - Name & Location
The above organization, Student Philanthropy Council, may be referred to by either its full
name or the abbreviated “SPC.” The primary office of SPC will be housed within Kennesaw State
University’s (KSU) Office of Development, which is located within Town Point on the Kennesaw
Campus. The meetings of members of the board, general members, and other associates may
take place elsewhere, however, as determined by convenience.

ARTICLE II - Mission
SPC aims to educate and foster awareness and appreciation of philanthropy in KSU’s student
body through donor interaction, student engagement, and outreach.

ARTICLE III - Membership
SECTION 1. LEVELS OF MEMBERSHIP
There are two levels of membership within SPC. These levels include General Members and
Leadership Team (LT) Members.

SECTION 2. ELIGIBILITY FOR GENERAL MEMBERS
Any individual can be considered a General Member by meeting all the requirements below.

• Must be an enrolled student at KSU who has expressed an interest in the activities of the
  organization.
• Must have made a $10 donation to any entity on campus within the current fiscal year.

General Members will have access to all organizational events, communications, and other
material excluding Leadership Team-specific material. This includes all general events, rewards
for completion of Traditions Checklist materials, ability to attend open meetings, membership
items, and other opportunities. These members likewise have no responsibilities or obligations
to the organization outside of their donation unless or until they choose otherwise.
SECTION 3. ELIGIBILITY FOR LEADERSHIP TEAM
Eligibility for a position on SPC’s Leadership Team requires the individual to meet the following criteria:

• Must be a full-time student at KSU who has expressed an interest in the activities of the organization.
  o Exception: Part-time students, such as seniors in their last semester, may be approved for eligibility by the current SPC Advisor.
• Must have made a minimum donation of $10 dollars to the organization’s targeted fundraising recipient within the current fiscal year.
• Must have been a General Member of the organization within the previous academic year and have attended at least two general-body meetings or events.
• Must be in good academic standing as determined by the KSU Registrar and have a minimum 3.0 GPA upon initial consideration, unless otherwise approved by Advisor.
• Must not in any other fashion be perceived as being in negative standing with the University, in which “negative” here refers to violations against the Honor Code and other potential infractions subjective to the Advisor.

The roles, responsibilities, structure, and all other related information concerning the Leadership Team can be found below.

SECTION 4. APPLICATION FOR & APPOINTMENT TO LEADERSHIP TEAM
Individuals eligible for a leadership position as outlined above may apply for a position by completing the Membership Application Form on OwlLife. After doing so, the current Leadership Team will review the application and contact the interested individuals.

Upon being contacted, an applicant must complete an interview with current Leadership Team members and the Advisor in order to gauge understanding of, previous involvement with, and plans for the organization. If the applicant attains a majority vote of acceptance following an interview for a position, the individual will officially begin serving that role as soon as determined by the current Leadership Team.
ARTICLE IV – Governance

SPC is governed by a Leadership Team consisting of the positions detailed below along with an Advisor from the Department of Annual Giving. Individuals who hold these positions will be responsible for assuring that the organization achieves its mission as well guiding it as it grows and develops.

SECTION 1. LEADERSHIP TEAM POSITIONS
The current positions that make up the Leadership Team include the President, Advisor, Members at Large, Vice President of Alumni Relations, Vice President of Membership, Vice President of Operations, Engagement & Outreach Chair, Marketing & Media Chair, Benefits Chair, and Traditions Initiatives Chair. Structurally, this can be represented hierarchically as portrayed below.

SECTION 2. TERMS
The official full term of office for the Leadership Team members of SPC shall be from the week that finals end during the spring semester of the current fiscal year to the week that classes end during the spring semester of the following fiscal year. Roughly, this means that full terms May of the current year through April of the following year.

Appointments that are not started at this time because of prior position vacancies will start during the current month of appointment and continue until the normal end date (April). A member may serve more than one term until they are no longer enrolled as a KSU student but may not serve in the same position for more than one term without Advisor approval.
SECTION 3. DUTIES AND RESPONSIBILITIES

Section 3.1. General Expectations
All Leadership Team members will be responsible for helping with major organizational decisions and guidance. All members are fully expected to contribute to, support, and participate in all SPC events and programs, including providing feedback, being at all meetings, volunteering at events, and engaging their fellow students to support SPC projects and initiatives. Members are also expected to maintain timely communication with other members and to adhere to any other expectations as determined in the future.

Specifically, all Leadership Team members are also responsible for the following:

- Making a $10 donation to SPC’s targeted fund each fiscal year
- Attending both Spring and Fall LT Retreats unless approval for an absence has been granted beforehand (only for emergencies)
- Attending all Leadership Team meetings throughout the semester unless approval for an absence has been granted beforehand (one absence allowed per semester)
- Attending as many general events throughout the semester as possible
- Communicating professionally and in a timely manner

Failure to meet these responsibilities will result in actions taken as determined by the President and Advisor on a case-by-case basis.
Section 3.2. Position-Specific Expectations

Each Leadership Team position has additional duties required of the individual holding it. While these are likely to change and develop throughout the year as well as oftentimes overlap with responsibilities of other positions, the duties listed below will fall under primary responsibility of the position with which it is listed.

President
The President is responsible for overseeing the Leadership Team’s activities providing both direction and guidance and maintaining the effectiveness and prestige of SPC’s program and mission.

This individual’s duties include the following:

• Lead all Leadership Team meetings and facilitate discussions
• Work with the Advisor, other Development staff, and all Leadership Team members to develop the strategic direction and growth of the organization
• Serve as the face of the organization and be the primary contact between SPC and other organizations, departments, and groups both on- and off-campus.
• Attend all SPC meetings as well as staff meetings related to SPC events and initiatives
• Lead SPC and ensure that other Leadership Team members are engaged and held responsible for their respective duties
• Assume the responsibilities of any Leadership Team position that is vacated and unable to be filled and/or delegate these duties to other current Leadership Team members

Vice President of Alumni Relations
The Vice President of Alumni Relations holds the primary responsibility of developing events, activities, and other partnerships with KSU’s alumni base and the Office of Alumni Relations.

This individual’s duties include the following:

• Attend all SPC LT meetings
• Work with the Advisor and KSU staff to identify and develop opportunities for student-alumni interaction
• Be the primary point-of-contact between SPC and the Office of Alumni Relations
• Secure SPC’s involvement with alumni events and manage LT involvement with these events
Vice President of Membership
The Vice President of Membership is responsible for the recruitment and retention of the organization’s members along with marketing and promotion of the organization. This individual’s duties include the following:

- Attend all LT meetings
- Develop the strategy for recruiting new members to the organization
- Execute and oversee the developed strategy for member recruitment
- Assure that member needs are being met to ensure retention
- Work with current members and develop strategies for continued retention
- Update and maintain our Student Donor Database on a regular basis, sending biweekly progress reports out to the Leadership Team
- Manage account use of social media and related promotional platforms
- Check-in with Membership branch chairs to ensure goals and LT member concerns are being met

Engagement & Outreach Chair
The Engagement & Outreach Chair is responsible for the recruitment and retention of the organization’s members. This individual’s duties include the following:

- Develop and execute strategies for recruiting new members to the organization
- Act as the primary point-of-contact for general member concerns
- Assure that member needs are being met to ensure retention
- Work with current members and develop strategies for continued retention
- Create events for Membership Appreciation Days and similar member-focused concerns
- Update and maintain our Member Database on a regular basis
Marketing & Media Chair
The Marketing & Media Chair is responsible for strategizing and coordinating the day-to-day marketing of SPC’s programs and events, informing members of them, and leading outreach programs. This individual’s duties include the following:

- Manage social media pages primarily via Facebook, Instagram, OwlLife, and other platforms as needed
- Develop marketing strategies to advertise the organization and its events around campus
- Encourage other members to take an active role in all social media postings
- Create and update all logos, flyers, brochures, and other visual images SPC uses throughout the year

Vice President of Operations
The Vice President of Operations is responsible for intra-group communications and the majority of logistical decision-making and support along with the Advisor. This individual’s duties include the following:

- Acquire discussion topics before meetings, prepare and circulate agendas on the day-of meetings, and distribute notes following meetings
- Track membership attendance at events and meetings, especially that of the Leadership Team
- Manage and maintain organization of the shared OneDrive files throughout the year
- Maintain the group calendar and add important events as informed of by other positions
- Compile pricing estimates for any need through certified vendors (when necessary) and communicate our needs to the Advisor for actual purchasing
- Check-in with Operations branch chairs to ensure goals and LT concerns are being met
Benefits Chair
The Benefits Chair is responsible for identifying, securing, and maintaining community, corporate, and other external partnerships. This individual’s duties include the following:

- Develop the strategy for securing new and maintaining ongoing partnerships
- Maintain database of all potential, contacted, and confirmed sponsors
- Communicate frequent updates out to confirmed sponsors to maintain good relations
- Provide sponsors with appropriate signage and collect any sponsorship materials from them

Traditions & Initiatives Chair
The Traditions & Initiatives Chair is responsible for engaging students to participate in learning about and celebrating the numerous traditions present on both of KSU’s campuses. This individual’s duties include the following:

- Manage the Traditions Checklist program and all its related aspects: tracking student participation, verifying submitted Tradition Items, storing photos to be posted to social media by the Marketing Chair, communicating with participants, and distributing awards
- Review potential traditions to be incorporated into the Traditions Checklist as the program reaches stages where expansion is reasonable
- Promote the Traditions Checklist and general engagement and involvement among students within our KSU community
- Increase student awareness about major philanthropic programs and events the campuses offer

Members at Large
Members at Large are responsible only in generally supporting activities of the organization. People who fill this role include former SPC Leadership Team members who do not return the following year to the Leadership Team because of expected graduation, natural phasing-out, or personal preference but want to use their former experience to help with future activities.
SECTION 4. SUCCESSION, REPLACEMENT, & VACANCIES

Section 4.1. Normal Succession
Normal succession is defined as the filling of a Leadership Team position vacancy following the end of the normal term of service, May until April.

The succession process begins during the last month of the current year of service, April. Beginning during this month, the Leadership Team Application Form opens within OwlLife and remains open for the first two weeks of the month. After closing, the Leadership Team will review the applications, then meet with applicants for interviews during the third week of the month. Following interviews, new Leadership Team positions will be determined by May 1, and selected individuals will be contacted and given 48 hours to accept or decline appointments.

During May, outgoing Leadership Team members will work with incoming Leadership Team members to transfer roles and responsibilities. At this time, the incoming members will assume their position titles, while outgoing members will still be invited to meetings and Leadership Team events at the discretion of the new member to help the new members with the transfer process.

Should a position be unable to be filled by a successor before the end of the current term, and for the interim period before which the position is filled, that position’s duties will be first assumed by the President and subsequently delegated to other Leadership Team members as required.
Section 4.1. Special Succession & Vacancies

Special succession is defined as the filling of a Leadership Team position vacancy before the end of the normal term of service, May through April.

In the event that a Leadership Team member other than the President or Vice President transfers, graduates, steps down, or otherwise vacates their position before the end of the normal term of service, a successor who meets the eligibility requirements as outlined above must be chosen by opening the application process for that specific position or, if this process is unsuccessful, by Advisor and President appointment.

If the President similarly vacates their position before the end of the normal term of service, the Vice President will assume the position.

If the Vice President vacates their position before the end of the normal term of service, one of the other current Leadership Team members will be appointed to fill the vacancy.

SECTION 5. REMOVAL OF LEADERSHIP TEAM MEMBERS

A Leadership Team member may not be removed arbitrarily. Reasonable grounds for removal are as follows:

- Excessed accumulation of unexcused absences from meetings and/or activities
- Violation of the rules expected of students within the KSU Student Handbook
- Failure to uphold the individual position and overall Leadership Team responsibilities as outlined above
- Failure to abide by the policies of the organization
- Extreme misconduct otherwise unmentioned as appropriately determined by the Advisor and President

If such grounds are met, the Leadership Team member in question may write up a detailed reasoning behind their actions to call a vote on their expulsion. No matter the grounds, concerted communication will be taken between the member in question and other members of the Leadership Team. A vote made in favor of expulsion will result in the member’s timely vacating of their position.
ARTICLE V – Voting Procedure

SECTION 1. QUORUM
It is vital that all the members be present at meetings to participate in voting. In the event that a Leadership Team member is absent during a voting period, the President will assume that member’s vote. Should more than one member be absent, the voting will be suspended for the time being. The Advisor will always approve or disapprove any votes pertaining to expenditures.

SECTION 2. WEIGHT OF VOTES
When making organizational decisions or changes it is necessary that there be plurality or majority rule in order for any action or change to occur. Measures put to a vote that do not receive this majority will not be passed or enacted.

SECTION 3. COUNTING OF VOTES
Unless specifically requested by one of the voting members that the vote not be made openly, the counting of votes will be done immediately in front of all members voting. Should it be requested votes be taken privately by one of the voting individuals, the President and the Advisor will be responsible for recording everyone’s vote. Should the matter of vote regard the President’s continuation, the responsibility will fall solely to the Advisor.

ARTICLE VI – Meetings
The procedures for Leadership Team meetings are as follows:

• The Leadership Team will meet at least once a month throughout the Fall and Spring semesters, or more as needed. During the Summer semester, this can be adjusted as seen fit.

• A general meeting schedule will be set at the beginning of each academic semester based upon availability of all current Leadership Team and known General Members. This will be modified as required throughout each semester.

• All Leadership Team members will be required to come to all meetings unless otherwise excused. Notification of an absence must be submitted 24 hours before the time of the meeting.

• Physical presence for the meetings is not required but suggested. For members working or otherwise unable to physically be at the meeting, a virtual presence via Skype or another platform is acceptable.
ARTICLE VII – Committees
The formation, management of, and involvement of any future committees will be discussed and recorded when the time comes at which SPC’s growth enables reasonable creation of committees.

ARTICLE VIII – Finances
SECTION 1. DUES
There are no dues required for any member within the organization. Eligibility for participation within the organization is based upon an individual’s donation to KSU funds across campus, as detailed above. These donations do not directly impact the expenditures or funding of the organization itself.

SECTION 2. FUNDING
Funds will be generated and provided by the Department of Annual Giving beginning each new fiscal year. The budget varies from year to year.

SECTION 3. FUNDRAISING
Fundraisers must be approved in advance by the Department of Annual Giving and the Advisor. All raised funds must be deposited into the organization’s on-campus account. Student fundraisers are asked to make sure the organization’s specific fundraising efforts do not jeopardize University-wide endeavors.

ARTICLE IX – Advisor
It is vital that SPC has a full-time faculty or staff Advisor in order to maintain a continuous support system and contact between the organization and sponsoring Department of Annual Giving. Responsibilities include those below:

• Secure all logistical needs unless otherwise delegated to the Secretary
• Attend all off-campus events in which the organization participates or find a person approved by the University to serve in their place
• Approve the budget and any expenditures

The Advisor’s role is not to run the organization, but to guide the student Leadership Team, prevent members from straying away from the organization’s mission, and to give advice to all members to facilitate intellectual, personal, and professional growth and development.
ARTICLE X – Amendments

Amendments to the Bylaws will typically be made progressively throughout the year as the Leadership Team and Advisor see fit. Should any amendment be proposed, its proposal will be announced to all in a timely fashion and put up for discussion at the next meeting.