

ARTICLE I
NAME

The name of this organization is Students Helping Others Through Service (S.H.O.T.S)

ARTICLE II
PURPOSE

The purpose of **SHOTS** is to provide services on a volunteer basis for organizations around the Lafayette area. This volunteering will be consistent and on a weekly basis. Our key goals are to focus and maintain constant interaction with the people we volunteer for, and volunteer with. We will be catering to the students' needs but eventually we will be narrowing down to only 5 or 6 organizations, so we can focus our energies and resources into those select few. In addition to these on-going service commitments, we will have short-term projects. Dedication is the basis of the organization.

ARTICLE III
DEFINITION OF MEMBERSHIP

Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.

Membership is extended to all current undergraduate and graduate students enrolled in Purdue University. Purdue staff and faculty are eligible for adjunct membership, which means that they may not vote or hold office. Membership to SHOTS means a commitment to volunteering regularly. To be a member, you must attend a majority of the meetings, as explained in bylaw 1, and be willing to volunteer at least three times a month or certain number of preset hours a month. This is for the benefit of the members and the future of the organization. Meetings will be bimonthly. Goal hours, noted on goal sheets for volunteering each month will be self-set by the members, and constant reminders and opportunities related to each member is provided by the officers. Since this organization is one of particular dedication, it is of utmost importance that the meetings and regular volunteering must be stressed. Due records of the help provided by sporadic volunteers will be kept, although complete membership may not be granted. A semester end review of each member and his or her volunteering will be evaluated, and either complete membership or associate membership will be provided to the ones meeting or exceeding the organizations goal.

Members will be provided with constant information concerning new volunteer opportunities and each member will be assisted in devising a favorable volunteer schedule. Members will receive benefits such as recommendations from the advisor of the organization and from key personnel in the organizations they volunteer for, and since they will be in touch with the personnel, it provides for a better and more personal recommendation. Benefits also include certificates awarded for reaching a certain number of goal hours, and due authenticated records detailing the hours of volunteer work. Folders with self set goal sheets of the members will also be available for each of the members.

It is grounds for expulsion from the organization if the volunteer consistently shows lack of responsibility or misses scheduled meetings or scheduled volunteer sessions regularly without a valid excuse. Sufficient warnings will be given to inform said person of the possible consequences. Dedication is expected since the student's themselves make the choices on which organizations and which suitable volunteer times are convenient for them.

The advisor in coalition with the executive board is a non-student member of the organization with all rights and privileges therein, except for the right to vote or hold office.

ARTICLE IV **OFFICERS**

All officers will be elected for the term of a year and are eligible for election the following year through self-nomination and the support of one other member. The executive committee will be composed of members who have attended at least 80% of the weekly meetings and have volunteered at least 4 times a month or a certain number of hours. Those members running for office will be elected by the general membership based on a popular vote. Officers selected by the general membership will then be reviewed by the executive board, and finally by the president. The executive board and the president have the power to over rule the election of the general members, if valid reasons for such an action are provided.

Officers must be devoted members of the organization and must attend all scheduled meetings unless previous arrangements with excused absences have been made. This solidarity among officers is needed for the organization to thrive and continue with the said ongoing goals.

ARTICLE V **OFFICERS AND DUTIES**

President: The duties of the President include: directing all activities of SHOTS, being responsible for coordination and welfare of the group, serving as the official representative of the group, preparing and providing agenda for executive committee meetings, overseeing general group meetings and activity planning, assisting other members as necessary and speaking on behalf of the SHOTS.

Vice President: The duties of Vice President include: Helping the President initiate, set up and conduct meetings, take over all presidential duties if the president is absent, help in all activities and assisting with committees as necessary.

Treasurer: The duties of the treasurer include: Collecting dues, keeping accounts, and an accurate record of all the receipts and disbursements, depositing the organization's funds, and making expenditures in a manner approved by the Business Office for Student Organizations

Secretary: The duties of the Secretary include: taking minutes at all executive committee meetings and member meetings, and noting details of all volunteer sessions, keeping a calendar of events and list of members and assistance with agenda and committees as needed.

Fundraising Chair: The duties of the Fundraising Chair include: Come up with ideas for raising money, apply for funding and organize fundraising. The duty also calls for the reminders to each member about their particular volunteer signups, possibilities for volunteering, and organizing goal sheets. Members will be assigned.

Service Chair: The duties of the Service Chair include: Call potential places to volunteer; set up times with the organizations and relay the information to the other officers. The duty also calls for the reminders to each member about their particular volunteer signups, possibilities for volunteering, and organizing goal sheets. Members will be assigned.

Public Chair: The duties of the Public Chair include: Setting up display cases, information booths and tables, and posting flyers describing the organization. The duty also calls for the reminders to each member about their particular volunteer signups, possibilities for volunteering, and organizing goal sheets. Members will be assigned.

If for any reason the need of a dismissal of a member of the Executive Board occurs, a review of the reasons shall be conducted. A popular vote of more than two thirds of the Executive Members shall then be taken. The final review of the dismissal will be conducted by the president, and in case of a veto of the dismissal by the president, the veto can be overridden or accepted by a two thirds popular majority of the executive board. As decided by the Executive Board, a new officer will temporarily be appointed until the next period of elections.

ARTICLE VI **AMENDMENTS**

Amendments will be made as seen necessary. They will be received at a general meeting by the Executive Board. Each proposal of an amendment should be included with a written statement of the need for the amendment, and the specific related reasons. If after review of the amendment by the Executive Board, approval is granted, then it is presented to the general membership for a popular vote. The president has all power to veto an amendment. If a veto is in order, then a two-third popular vote of the Executive Board and a two-third popular vote of the general membership will override or accept the veto. The amendment will not be added the day of the meeting, but at a later date. All amendments to the constitution and bylaws are subject to, and will not be approved without, the approval of the Office of the Dean of Students.

By-laws

1. Members may not miss more than one meeting every two months, and a continued absence at meetings without valid reasons, is grounds for expulsion from the organization.
2. Members holding office are expected to come to all meetings and are not allowed absences without valid reasons. The officers are the core of the organization and need to be viewed as examples, dedication should be a goal. Should an absence be inevitable, the other officers must be notified as much ahead of time as possible, by the absentee officer.
3. Whoever signs up for an event first has preference over volunteering assignments.

4. If the president is not able to attend a meeting, the vice president will take over the presidential duties and power, and in the absence of the vice president, the treasurer will presume the overall duties, and so on.

5. A simple majority is two-thirds of the general membership in attendance.

6. Committees will be established on a basis of need depending on the number of members and volunteering sites.

7. Should the organization dissolve, there will be a public notice to all members. The organization's secretary will write a formal letter of dissolution to the Office of Student Organization Services. The Treasurer shall close the Business office for Student Organizations account and give all financial materials to the Faculty/Staff Advisor.

8. Expulsion of general members, if the situation ever arises, will be decided by the executive board. A final review of the expulsion will be conducted by the president, and in case of a veto of the expulsion by the president, the veto can be overridden or accepted by a two thirds popular majority of the executive board.

9. In cases involving a presidential veto, he or she will not be allowed to vote in the possible override session conducted by the remaining members of the executive board.

10. All members of the Executive Board shall perform their duties and responsibilities as noted, or as assigned, since this is extremely vital to the survival of the organization, any irresponsibility is not favored upon without a valid excuse and prior notification. Repetition of irresponsible actions can be reason for a board review of the said member, and can result in expulsion after the review, if such action is needed. The executive board will make the decision, and a final review will be conducted by the president, and in case of a veto of the expulsion by the president, the veto can be overridden or accepted by a two thirds popular majority of the executive board.

Advisor Name: _____

Presidents Name: _____

Advisor Signature: _____

Presidents Signature: _____

Date: _____

Date: _____