

ARTICLE I

Name and Description

The name of the organization is Innovative, Multicultural, Programming Activities for Campus Togetherness (IMPACT). The organization is comprised of eleven officers.

The governing body of this organization shall be termed the IMPACT executive board. The IMPACT Board of Officers shall consist of the President, Vice-President, Secretary, Treasurer, and Chairpersons: Live Music, Special Events, Ideas and Issues, Out and About, Movies, Traditions, and Marketing.

ARTICLE II

Role and Responsibility

The role of this organization shall be:

- To provide educational, social, recreational, and cultural programs for the benefit of the Moravian College community.
- To develop sound student leadership through the planning, execution, and evaluation of programs.
- To serve as the principal student programming organization at Moravian College and serve as a resource for the Moravian College community.
- To represent Moravian College at regional and national conferences/workshops in the areas of student activities/programming.
- To contribute to the college's educational process by providing a co-curricular experience for the Moravian College students.

To fulfill this role IMPACT shall:

- Initiate, plan, develop, promote, execute and evaluate programs and activities for the students, faculty, staff, alumni and guests of Moravian College, with particular emphasis on students.
- Present programs and activities which will complement the cultural and educational resources of the university and surrounding communities.
- Enhance leadership development of Moravian College members by training members in the coordination of events, interpersonal relationships, communication skills and budgeting.
- Encourage free and open discussion to ensure that all points of view are presented without discrimination.
- Uphold the business ethics and standards of the professional organizations to which Moravian College belongs.
- Be responsible for ongoing evaluation of policies, programs, focus, and directions.

ARTICLE III

Organization and Membership

Organization:

- The organization shall be composed of members selected from the student body of Moravian College.
- The membership of IMPACT shall include a president, vice-president, secretary, treasurer, and program chairpersons. Program chairpersons, the vice-president, the secretary, and the treasurer shall have full voting privileges. The president votes in case of a tie.
- IMPACT shall meet regularly throughout the academic year at a time and place determined by the organization.
- The IMPACT advisors shall be ex-officio, non-voting members.
- Other non-voting members shall include, but not be limited to, all IMPACT committee members.

Leadership/Membership:

- To be eligible for membership, students must be enrolled in classes as full or part-time students as defined by Moravian College and be on record at the Registrar's Office. Failure to comply automatically eliminates said individual from the rights and privileges of IMPACT membership.
- Nominees must meet the following qualifications:
 - Currently hold and maintain a GPA of 2.2 throughout the term of one's position.
 - Demonstrate ability to motivate people and generate enthusiasm.
 - Demonstrate leadership potential.
 - Be enthusiastic about Moravian and have a strong desire to involve students in campus activities.
 - Be able to attend retreats and workshops with prior notification from IMPACT advisors.
 - Ability to work and communicate effectively with others.
 - Ability to be organized and carry out tasks in a timely manner.
- The election process is to be completed by the first week of February of each academic year and applications will be completed two weeks before. Students must pick up an information/application packet at the HUB Desk and sign-up for an interview. Once the application is completed, the applicant must meet with one of the Program Board advisors to review the selection process. A committee of representatives from the College

community interviews all students. The first interview will be for the President position and this person will then sit in on the interviews for the other positions. Once selected, he or she serves for a one-year term and is responsible for that which is outlined in the job description and what the advisors may assign. Appointees will be required to attend a training session in the early part of the spring and fall as well as conferences and retreats throughout the year. Attendance is also required at the weekly Board meetings.

- The selection committee shall be composed as follows:
 - at least (2) non-returning IMPACT executive board members
 - the IMPACT advisors (non-voting) shall serve as coordinators of the process
 - the incoming President
 - one representative from USG or residence halls (R.A. or R.D.)

The process of IMPACT shall be to prohibit discrimination by its membership selection on the basis of race, creed, sexual orientation, color, religious faith, sex, age, disability, or national origin.

Eligibility/Qualifications:

- To be eligible for president, vice-president, secretary, treasurer, or chairperson, the candidate must:
- Currently hold and maintain a GPA of 2.2 throughout the term of one's position.
- Demonstrate ability to motivate people and generate enthusiasm.
- Demonstrate leadership potential.
- Be enthusiastic about Moravian and have a strong desire to involve students in campus activities.
- Be able to attend all retreats and workshops with ample notification from IMPACT advisor
- Ability to work and communicate effectively with others.
- Ability to be organized and carry out tasks in a timely manner.

Leadership Selections:

- The application and interview process shall be determined and approved by IMPACT by the end of December.
- It shall be the responsibility of the officers to advertise the selection dates, deadlines, and application process at least two weeks prior to application availability.

Term of Office:

- The term of office for IMPACT members shall be from the time of election until two weeks following the new member retreat.

Vacancies, Resignations, and Successions:

- Should a vacancy occur in the unexpired term of the president, that position shall be filled by the vice-president. In the absence of the vice-president, the secretary will temporarily assume the duties of the president.
- Should a vacancy occur in the unexpired time of the vice-president or the secretary, the president shall have the authority to appoint an interim chairperson, during which time a prompt search will be conducted. The succeeding vice-president or secretary will be selected by the process outlined in the above section titled “Leadership/Membership Selection”.
- Should a program chairperson’s position become vacant, the president shall have the authority to appoint an interim chairperson, during which time, if the board so desires, a prompt search will be conducted. The succeeding chairperson will be selected by the process outlined in the above section titled “Leadership/Membership Selection”.
- Resignation of any executive board member of IMPACT must be in writing to the president at least two weeks in advance.

Removal from Office:

- If any member of IMPACT is not fulfilling the responsibilities of the position, as stated in Article V, any IMPACT member may bring the matter to the attention of the IMPACT president for investigation. A thorough investigation of the charges will then be made. If necessary, the IMPACT staff will make recommendations for needed improvement for the person in the position.
- If the matter is not resolved, the IMPACT president or program advisor shall notify the individual one week prior to their removal being placed on the agenda.
- Just cause for bringing a removal petition to the IMPACT Board of Officers shall be, but not limited to:
- Deliberate violation of or disregard for any part of the IMPACT Constitution or Handbook.
- Failure to maintain the standard conduct that is exemplary of a student leader.
- Mismanagement or embezzlement of IMPACT funds.

ARTICLE IV

President, Vice-President, Secretary, and Treasurer

President:

- The IMPACT president position involves leadership, administrative skills, and creativity. This position requires the student to develop relationships

with key administrators on campus and to represent the organization to the campus community at large. Other duties include:

- Prepare the weekly meeting agenda
- Preside over all executive and general Board meetings
- Meet with the IMPACT advisors weekly
- Meet weekly with the vice-president, secretary, and treasurer
- Represent IMPACT and act as a liaison with other student leaders and organizations as needed.
- Work with the IMPACT advisors and executive board in planning and developing workshops and retreats
- Assist all chairpersons in the execution of their duties
- Aid program chairs in developing a well-rounded line-up of events each semester
- Organize meetings with all campus leaders to discuss the co-curricular environment on campus and discuss important campus events as needed.
- Other duties as needed or assigned by IMPACT advisors
- Sufficiently train one's successor at the end of the term

Vice-president:

- The IMPACT vice-president is responsible for helping all committee chairpersons gain committee members and for coordinating activities that will allow all IMPACT members to get together in an organizational and social manner. Other duties include:
- Attend all IMPACT executive meetings and membership functions
- Coordinate meetings that would help to increase IMPACT membership
- Formulate workshops, in conjunction with the other IMPACT chairpersons and advisors, designed to increase leadership skills of all IMPACT members
- Work in an advisory capacity with the chairpersons in recognizing their committee members
- Meet weekly with the president, secretary, treasurer, and the IMPACT advisors
- To coordinate social activities that facilitate interaction among committee members and committee chairpersons
- Publish a membership directory
- Conduct meetings in the absence of the president
- Other duties as needed or assigned by IMPACT advisors
- Sufficiently train one's successor at the end of the term

Secretary:

- The IMPACT secretary is responsible for assisting the president and chairpersons with the recording and distributing the materials that aid in the smooth running of IMPACT:
- Attend all IMPACT executive committee meetings

- To record, publish, and distribute all minutes from IMPACT meetings
- Meet weekly with the president, vice-president, and the IMPACT advisors
- Other duties as needed or assigned by IMPACT advisors
- Maintain the organization of the IMPACT office
- Distribute mail to IMPACT members
- Maintain files for IMPACT in cooperation with the chairpersons and the advisors
- Sufficiently train one's successor at the end of the term

Treasurer:

- Attend all IMPACT executive committee meetings
- Keep budget up to date for next semester
- Coordinate the development of the budget for the next fiscal year
- Sufficiently train one's successor at the end of the term

ARTICLE V

Chairpersons:

Chairpersons' duties shall include:

- Establish a good rapport with all IMPACT members
- Work with and support fellow IMPACT colleagues in their programming responsibilities
- Develop an effective programming committee to plan, execute, and evaluate a well-rounded program in concert with the purpose of IMPACT
- Maintain a committee budget
- Be accountable to other committee members
- Attend all IMPACT weekly meetings, provide a committee report and participate fully in the meeting
- Serve as a spokesman and representative for IMPACT and the Hauptert Union
- Meet with advisor as needed
- Set and maintain regular meetings with one's committee
- Develop and articulate a complete mission statement and plan a well-rounded program of events
- Recruit and retain committee members in cooperation with vice-president
- Continuously nurture committee member interest and enthusiasm in IMPACT
- Participate in leadership development opportunities – i.e. workshops and conferences
- Sufficiently train one's successor at the end of the term

ARTICLE VI

Committee Members:

A committee member's duties shall include:

- To attend scheduled committee and open IMPACT meetings
- To become actively involved in the programming efforts of the committee
- To assist in the implementation of the programs
- To help the committee assess campus needs and design quality programs to meet those needs
- To assist, encourage, and support committee chairperson in the performance of his/her duties

ARTICLE VII

Budget:

- During the annual budget process, each IMPACT member, in conjunction with their advisor shall have the responsibility for developing budget proposals for their respective areas. The budget proposals will be reviewed and then submitted to the advisor and treasurer.
- IMPACT shall have the responsibility for combining these individual program area budgets into a total IMPACT budget that meets any target figure that may be provided by the union.
- IMPACT shall have the responsibility for periodic budget reviews and should economic conditions and/or program financial success or failures warrant, have the additional responsibility for any alterations or amendments that may be necessary.
- No money from the IMPACT budget shall be spent on alcohol.

ARTICLE VIII

Amendments and Ratifications:

- Amendments to this constitution must be submitted in writing to the IMPACT Board of Officers at least one regularly scheduled meeting prior to the vote being taken
- This constitution may be amended by a two-thirds vote of the current members of the IMPACT Board at any regular meeting provided that the proposed amendment(s) has been distributed to each Board member
- Amendments shall take effect immediately upon ratification by IMPACT
- Decisions of the IMPACT Board may be appealed first in writing by any Board member to the Board

ARTICLE IX

Committees:

The following is a list of committees as it pertains to this Board. Each board reserves the right to alter the name, role, or number of committees to suit the needs of the organization and those of the campus community.

There shall be nine committees of IMPACT described as follows. Each committee will be directed by a chairperson.

- The IMPACT Out and About Chairperson is responsible for planning a variety of trips off campus. These trips include day trips, as well as working with campus facilities staff to organize Friday night shopping trips. This individual should attend all day trips or find another executive board member to replace him/her.
- The IMPACT Traditions Chairperson is responsible for planning the traditional Moravian Events. These events include: the spirit week for homecoming (this includes a week of activities including coordinating the ambassador selection, Homecoming Dance, and parade), Mr. Moravian, Senior Gala and the Spring Carnival.
- The IMPACT Special Events Chairperson is responsible for sponsoring a diverse selection of special and novelty events throughout the academic year. This may include such events as hypnotist, bingo, game shows, and crafts.
- The IMPACT Movie Madness Chairperson reviews a variety of movie catalogs and surveys the college community to plan a variety of film events.
- The IMPACT Live Music Chairperson is responsible for planning and coordinating a diverse variety of live music events. This includes programming local bands, cover bands, battle of the bands.
- The IMPACT Ideas and Issues Chairperson is responsible for programming a variety of topical lectures each semester. In addition, the committee should work on co-sponsoring events with other campus organizations.
- The IMPACT Marketing and Promotions Chairperson plays a key role in the success of the organization. The position is responsible for coordinating the general promotion of IMPACT events and publicizing individual programs.

Article X

Co-sponsorship

Clubs wishing to engage in a co-sponsored event with IMPACT must:

- Complete a standard co-sponsorship form supplied by IMPACT and submit it to the president and advisor 3 days prior to next scheduled meeting.

- Contact the president or advisor at least 3 days prior to the next scheduled meeting to notify them of their request to attend the meeting.
- Be funded by the United Student Government or be recognized by Moravian College.
- All requests are subject to the executive board's vote.