

Constitution of Students To Assist Recruitment

Preamble

The name of the organization shall be Students To Assist Recruitment, hereafter referred to as STAR.

Revised version from the previous year submitted to the Center for Student Involvement & Leadership, 5.1.2018.

ARTICLE 1

Purpose

The purpose of the STAR organization shall be to directly assist the staff of the Office of Admissions in the recruitment of high school students, transfer students, and non-traditional students through university sponsored and/or organized recruiting activities and events. In conjunction, STAR shall promote The University of Iowa through contact with other students, parents, and alumni. Members shall do so while providing prospective students with accurate information and knowledge of the University of Iowa's academic programs, student services, and special opportunities.

ARTICLE II

Membership

A.

All undergraduate students currently enrolled at The University of Iowa shall be eligible to apply for membership in the STAR organization. In no aspect of its programs shall there be any difference in the treatment of persons on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification which would deprive the person of consideration as an individual. The organization will guarantee that equal opportunity and equal access to membership, programming, facilities, and benefits shall be open to all persons. Eighty percent (80%) of this organization's membership must be composed of UI students.

B.

The Executive Board, as described in Article IIIA, will determine the number of new members to admit each year and selection criteria. This board shall also guarantee the rights of all students as listed under Article IIA.

C.

Recruitment for new membership will be held in the fall and/or spring, as determined by the Executive Board. Availability of applications will be announced through a mass email and a variety of campus media. Every prospective member will submit an application to the STAR Executive Board for consideration. Completed applications will be reviewed and selected applicants will be interviewed. Acceptance into the organization will be determined on the basis of the application, interview, the ability to meet membership requirements, and be in good academic standing as defined by their undergraduate college. The Executive Board retains the right to reject applicants on the basis listed above or for any other non-discriminatory reasons, as defined in Article IIA.

D.

To maintain membership in STAR, members are required to attend all general meetings unless otherwise excused, as outlined in Article V. Members must also commit a minimum of five hours per semester and/or ten hours per year to STAR sponsored and related general student recruitment programs, activities, and meetings. Members must maintain good academic standing as defined by their respective undergraduate college and accordingly abide by the University of Iowa Policies and Regulations governing members of student organizations.

E.

Members chosen to be Hawkeye Hosts must additionally meet all requirements as set forth by Hawkeye Football and/or UI Athletic staff. Members interested in an appointed position on the Executive Board must be nominated by an advisor and approved by the President.

F.

Members chosen to be Top Scholar Hosts must additionally meet requirements as sets forth by the Director of Scholar Recruitment Programs. Members interested in an appointed position on the Executive Board must be nominated by an advisor and approved by the President.

ARTICLE III

Officers and Duties

A.

The Executive Committee of STAR shall be composed of the President, the Vice President of Internal Programming, the Vice President of Programs, the Vice President of Membership, and the Vice President of Finance. The advisors shall be ex-officio members of the Executive Committee. The Executive Board of STAR shall include all officers and advisors on the Executive Committee, as well as committee officers and/or chairpersons reporting to each Vice President.

The President shall preside over the meetings of the organization, develop and promote leadership programs among the Executive Board and the general membership, and coordinate the work of all officers and committee members. All appointed positions on the Executive Board shall report directly to the President. The Vice Presidents shall between them, in case of absence or incapacity of the President, assume and exercise all powers and duties of the president as previously outlined.

The Executive Committee shall determine which offices reporting to the Vice Presidents shall be appointed positions by the Executive Committee or elected by the STAR general membership. A list of these offices and the policy for becoming the committee officer and/or chairperson shall be made available to the STAR general membership annually.

The Vice President of Internal Programming shall oversee and coordinate the activities for the offices of: Secretary, Special Events, and Activities. Specific tasks of the position include but are not limited to the overall responsibility for keeping the organization's records, including minutes of all organizational meetings and meeting attendance, and a file of all documents furnished by the Office of Admissions and the University of Iowa.

The Vice President of Programs shall oversee and coordinate the activities for the offices of: Campus Activities, Visit Day Chair and Iowa Outreach. Specific tasks of the position include but are not limited to ensuring the success of campus visits by prospective students.

The Vice President of Membership shall oversee and coordinate the activities for the offices of: Training and Media Relations. Specific tasks of the position include but are not limited to the recruitment and education of new members as well as maintaining the STAR website.

The Vice President of Finance shall oversee and coordinate all funds for the organization. Specific tasks of the position include but are not limited to all fundraising efforts as well as the recording of all general funds and the disbursement of said funds.

B.

Any member of STAR in good academic standing shall be eligible to serve on the Executive Board.

C.

Officers of the Executive Board shall be elected to their respective office by a majority vote of the organization's members. A vacant office may be filled with an appointment made by the Executive Board. The appointee shall serve in the respective office until the next election. All officers will serve a full academic year term in accordance with The University of Iowa calendar, unless consented by the majority vote of the Executive Board.

D.

An officer or member of the Executive Board shall be removed from the office if the officer fails to meet the membership requirements (see Article IID) or fails to comply with rules of the Executive Board.

ARTICLE IV

Advisors

The advisors of STAR from within the UI Office of Admissions shall be assigned by the Senior Assistant Director – Events. Typically this includes the On-Campus Program Coordinator, Off- Campus Programs Coordinator, Assistant Director High Ability Recruitment, Director of Diversity Recruitment and an admission counselor.

ARTICLE V

Meetings

A.

STAR General Meetings shall be held on alternate Wednesdays unless otherwise noted on the organization's master calendar. Members are required to attend unless they have given prior notice to the Secretary, Vice President of Internal Programming, or the President, who then have the power to excuse or to not excuse the absence. Two unexcused absences in one semester are grounds for dismissal from the organization. A one-semester leave from active membership may be granted due to a study abroad program or any other valid reason presented by the member and consented to by the Vice President of Internal Programming, President, or an advisor.

B.

The Executive Board shall have the authority to call all meetings, including special meetings. Scheduled meetings may be canceled as long as twenty-four hours advance notice is provided to all STAR members. Committee officers and/or chairpersons shall have the authority to call meetings, including special meetings, of their committee as they deem necessary.

C.

A quorum shall exist when two-thirds of the active members are present at meeting.

ARTICLE VI

Elections

A.

Elections will be held on a yearly basis. Elections will be called by the Executive Board with approval from advisors.

B.

Members will be notified of the upcoming election with enough time for slating for all elected positions. The Executive Board will announce the date on which elections will be held.

ARTICLE VII

Finance

A.

The members of STAR will not be required to pay dues.

B.

The Vice President of Finance in conjunction with the Administrative Advisor will be in charge of financial affairs. These persons will be in charge of both administrative and authoritative responsibilities with the advisor having the final authorization.

C.

STAR (Students to Assist Recruitment) is required to deposit all receipts in and make disbursements through the Student Organization Business Office, Fraternity Business Services, or Recreational Services. Upon dissolution, state money and mandatory student fees revert back to the granting organization. Inactive organizations will be considered dissolved after five years of no account activity. Revenue generated dollars or "00 funds" must be divided as stated in this Constitution and carried out by our leadership. Our organization's remaining revenue generated dollars or "00 funds" will be divided or disbursed to Dance Marathon. If this organization has dissolved and revenue generated dollars or "00 funds" have not been divided as stated in this Constitution by five years from last account activity, funds in our "00 account" will revert to an account specified for this purpose within student government(s). These funds will then be available for distribution through student government(s) guidelines in accordance with University of Iowa policy.