

**Georgia Daze Minority
Recruitment
Organization Constitution**



Georgia Daze
Institutional Diversity
UNIVERSITY OF GEORGIA

ARTICLE I

Name of the Organization

Section I:

1. The name of this organization shall be Georgia Daze Minority Recruitment Program. The nickname for the organization is GA Daze, Georgia Daze or Daze.

ARTICLE II

Purpose of the Organization

Section I:

1. To promote the growth of underrepresented minorities in the University of Georgia undergraduate population.
2. To provide a consistent avenue of communication and mentorship between UGA students and UGA alumni.
3. To serve as a source of motivation, inspiration and information for the surrounding Athens community that will in turn promote the attainment of a higher education.

ARTICLE III

Qualifications for Membership

Section I: General Membership

1. In order to be a member of Georgia Daze, one must
 - a. Be present and active at general body meetings, programs and events hosted by Georgia Daze or collaborating partners
 - b. Must pay any membership fees associated with Georgia Daze
 - c. Complete a background check through the University of Georgia's Human Resources Department
 - d. Complete Non- Discriminatory and Anti- Harassment Policy Video and Certification
 - e. Complete the mandatory reporting certificate training program mandated by the University System of Georgia.
 - f. Must attend Georgia Daze High School Outreach training
 - g. Must complete 5 hours of community service each semester

Section II: Non-discriminatory clause:

1. Membership and all privileges, including voting and officer positions, must be extended to all students without regard to race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status.
2. Membership and all privileges, including voting and officer positions, must be extended

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to all students as stated in the University of Georgia Non-Discrimination and Anti-Harassment Policy. Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Section III: Qualifications for a Student Volunteer for the Weekend

1. Georgia Daze's Annual Prospective Student Weekends are partly run on student volunteers. In order to be consider to be a **host or ambassador** for one of our Prospective Student weekends, applicants must have satisfied the following criteria:
 - a. Must be a paid member of the organization
 - b. Must attend at least $\frac{1}{3}$ of all Georgia Daze events
 - c. Must have no infractions with UGA Housing
 - d. Must submit an application to through the appropriate submission method by the specified time and date
 - e. Must go through an interview process.
 - f. Must be reviewed and selected by the chief governing officers
 - g. Must complete a background check and any training required for organizations that work with minors
 - h. Must agree to the terms of their position and the mission and purpose of Georgia Daze
 - i. Must have 5 hours of community service in previous semester
2. In order to be consider to be a **driver** for one of our weekends, applicants must have satisfied the following criteria:
 - a. Must be a paid member of the organization
 - b. Must attend at least $\frac{1}{4}$ of all Georgia Daze events
 - c. Must submit an application to through the appropriate submission method by the specified time and date
 - d. Must go through van driving training
 - e. Must be reviewed and selected by the chief governing officers
 - f. Must complete a background check and any training required for organizations that work with minors
 - g. Must agree to the terms of their position and the mission and purpose of Georgia Daze

ARTICLE IV Officers of the Organization

Section I:

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1. OFFICERS: The appointed officials of this organization shall consist of:
 - a. President
 - b. Vice President
 - c. Membership Relations Co-Chairs
 - d. Recruitment Co-Chairs
 - e. High School Outreach Co-Chairs
 - f. Event Planning Co-Chairs
 - g. Communication Coordinator
 - h. Fundraising Chair
 - i. Secretary
 - j. Creative/Graphic Design

Section II: TERM

1. Due to the nature of Georgia Daze, experience is a key to success. Therefore, positions are held until one can no longer fulfill their obligation, or no longer choose to commit to their obligation.

Section III: QUALIFICATIONS

1. Georgia Daze does not elect officers based on the traditional voting and do not hold an election process. We look at an applicant from a holistic view.
 - a. Only full-time students may serve as officers. Full-time enrollment is defined as:
 - i. Undergraduate: 12 or more credit hours per semester
 - ii. Graduate: 9 or more credit hours per semester
 - b. Therefore, at least $\frac{3}{4}$ of the chief governing officers must agree that the candidate for an executive position will be analyzed further.
 - c. Then, $\frac{1}{2}$ of those chief governing officers must agree that the candidate is offered a position on the executive board.
2. To be eligible to hold any office in this student organization, a person must:
 - a. Must have been an active member of the organization at least one semester
 - b. Must attend the mandatory information meeting for executive board
 - c. Must submit an application to through the appropriate submission method by the specified time and date
 - d. Must go through an interview process.
 - e. Must be reviewed and selected by the chief governing officers
 - f. Must have completed a background check and any training required for organizations that work with minors
 - g. Must agree to the terms of their position and the mission and purpose of Georgia Daze

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Section IV: IMPEACHMENT:

1. If at any time the executive board has proof that an elected officer is not committed to the overall goal of the organization and is not upholding the duties delegated to their office the executive committee may impeach that person by a 3/4 majority vote. The officer must first be allowed to explain their behavior before the vote may take place.

Section V: DUTIES:

Executive Board Positions

1. President:

- 1.1. Liaison between Executive Board, Advisor and Office of Institutional Diversity (OID) and other Offices or Groups
- 1.2. Create, communicate and implement the organization's vision, mission, and overall direction
- 1.3. Lead, guide and evaluate the work of other executive board members
- 1.4. Approves all communication for events, budgets and proposals
- 1.5. With the assistance of the Vice President, meet regularly with the Advisor and Director of Diversity and Inclusion to make sure that the decisions of the organization are well- thought out and follow mandates implemented by OID and the University
- 1.6. Formulate and implement strategic plan that guides the direction of the organization
- 1.7. Oversee the complete operation of the organization in accordance with the strategic plan, including finances and partnerships
- 1.8. Evaluating the success of the organization by using a set of strategically important measures to determine ongoing or lack thereof success the organization is experiencing
- 1.9. Represent the organization in any capacity, including but not limited to: student leader conferences, campus initiatives, Student Activities and Involvement events, OID partnerships and events
- 1.10. Plan and lead the Prospective Student Weekends and Executive Retreats
- 1.11. Responsible for ensuring all spaces and venues are in place for special programs
- 1.12. Submit all reports, proposals and write-ups to the Advisor and Director of Diversity and Inclusion no later than four (4) days after submission from Vice President

2. Vice President:

- 2.1. Support the President with the implementation of the organization's vision, mission, and overall direction
- 2.2. Liaison between Executive Board and Advisor
- 2.3. Handles all communication for events, budgets and proposals

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- 2.4. Ensures all necessary materials and spaces are in place for programs and events
- 2.5. Create, communicate and implement the organization's vision, mission, and overall direction
- 2.6. Oversee the complete operation of the organization in accordance with the strategic plan, including finances
- 2.7. Lead, guide and evaluate the work of other executive board members with input from the President
- 2.8. With direction from the President, meet regularly with the Advisor and Director of Diversity and Inclusion to make sure that the decisions of the organization are well- thought out and follow mandates implemented by OID and the University
- 2.9. Represent the organization in any capacity when the President cannot be there, including but not limited to: student leader conferences, campus initiatives, Student Activities and Involvement events, OID partnerships and events
- 2.10. Plan and lead the Prospective Student Weekends and Executive Meetings
- 2.11. Submit all reports, proposals and write-ups to President no later than four (4) days after submission from other members of either Board

3. Membership Relations Co-Chair:

- 3.1. Serve as the coordinators of the general body meetings/programs
- 3.2. Liaison between organization and campus partners in student Affairs, such as but not limited to Homecoming Committee, Center for Student Activities and Involvement, Multicultural Services and Programs, etc.
- 3.3. Serve as the manager of all interaction between the Executive Board and the General Body
- 3.4. Work alongside the Recruitment Co-Chairs through the Host/Ambassador Application and Training Process
- 3.5. Organize programs alongside the Event Planning Coordinators
- 3.6. Compile, analyze and provide feedback on membership composition and trends for Executive Board, and OID
- 3.7. Work with Communications Management Director to produce high- quality materials for meetings
- 3.8. Assist members and potential members with event/ program registration and sign-ups by providing high degree of customer service on the phone, in- person and via email.
- 3.9. Oversee the complete operation of programs in accordance with the overall organization's strategic plan, including finances
- 3.10. Support Recruitment Coordinator with any other projects and responsibilities
- 3.11. Maintain complete records of program participation including but not limited to: mandatory certifications and dues
- 3.12. Maintain constant communication with the Creative/Graphic Design Chair to allow for sufficient advertising of general body meetings and programs



4. Recruitment Co-Chairs

- 4.1. Oversee and manage the Host and Ambassador Application process
- 4.2. Work alongside the Event Planning Co-Chairs and the Membership Relations Co-Chairs to develop training programs for Prospective Student Weekends
- 4.3. Consult with President and Vice President to identify requirements for any volunteers
- 4.4. Schedule and conduct interviews for Prospective Student Weekends and special committees and events
- 4.5. Manage database for all Prospective Student Weekend pairings
- 4.6. Evaluate any application necessities to determine if one meets requirements
- 4.7. Maintain complete records of interviews and number of people chosen
- 4.8. Prepare, organize and attend involvement and organization fairs
- 4.9. Serve as liaison for administration offices such as but not limited to Dean of Students, Office of Institutional Diversity, Office of the President, etc.
- 4.10. Recruit volunteers to volunteer in community outreach events and keep record of all community service hours for members/volunteers
- 4.11. Provide program ideas to the Membership Relations Chairs to aid in knowledge of community development efforts
- 4.12. Maintain communication with the Creative/Graphic Design Chair and the Communications Coordinator for advertising and adequate publicizing of volunteer opportunities
- 4.13. Keep constant communication with the UGA Black Alumni Council/Alumni Association for panels, recruitment events, programs, and the Minority Recruitment Weekends.
- 4.14. Coordinate 2 tabling events every month to update students on the vision, volunteer opportunities, program/general body meetings, and required forms.

5. High School Outreach Co-Chairs:

- 5.1. Understand the mission of each project and plan activities to administer it appropriately
- 5.2. Establish and maintain effective relationships with representatives of community, social and civic organizations
- 5.3. Engage members in programs to increase their knowledge of community efforts
- 5.4. Develop content and materials for outreach programs such as workshops, meetings and conferences
- 5.5. Recruit, train and develop volunteers to assist in carrying out outreach activities
- 5.6. Create and maintain effective liaison with prospective and active partners of organization
- 5.7. Maintain strong relationship with Admissions and other on campus offices to have a lasting presence for recruitment

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- 5.8. Maintain complete records of community service hours for any High School Outreach projects
 - 5.9. One of the HSO chairs will be the connection between Georgia Daze Minority Recruitment and the Office of Admissions through the Road Dawgs Program, visits to high schools in the Metro-Atlanta Area, and assist in high schools visiting the university.
 - 5.10. The second HSO chair will be the liaison between UGA First-Year students and schools in the Athens-Clarke County community. Educate high school students in the area about the University of Georgia and get them involved with minority organizations.
- 6. Event Planning Co-Chairs:**
- 6.1. Create and implement any event design and production while managing all project delivery elements within deadlines
 - 6.2. Identify clients needs and ensure customer satisfaction
 - 6.3. Propose ideas to improve provided services and event quality
 - 6.4. Organize facilities and manage all event's details such as decor, catering, entertainment, location, invite list, special guests, promotional material, etc.
 - 6.5. Specify executive board requirements and coordinate their activities
 - 6.6. Ensure compliance with all safety, legal, health and insurance obligations
 - 6.7. Connect with various entities on campus and in surrounding area that can provide support and possible sponsorships for any events\
 - 6.8. Direct the vision and construct the schedule for th two Minority Recruitment Weekends, Expose, and programs outside of General Body Meetings.
 - 6.9. Acquire sponsorships and partnerships for events.
 - 6.10. With the assistance of the President and Vice President, meet regularly with the Advisor to make sure that the decisions for events of the organization are well-thought out and follow mandates implemented by OID and the University
- 7. Communications Coordinator:**
- 7.1. Create and launch press releases and marketing campaigns with the approval of the Advisor, President and Vice President
 - 7.2. Develop branding initiatives, internal communications and external media relations.
 - 7.3. Determine communication strategies and execute programs to deliver communications objectives throughout the organization
 - 7.4. Manage media relations and maximize media opportunities.
 - 7.5. Manage company brand and reputation.
 - 7.6. Oversee Organization of the Month decisions and posts with approval by either the President or Vice President.

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7.7. Maintain constant communication with the Membership Relations Co-Chairs and the Creative/Graphic Design Chair to make sure there is adequate advertising by way of flyers

8. Fundraising Chair

- 8.1. Work under the Event Coordinator to ensure that all fundraising proposals will support any events and programs
- 8.2. Present reports on proposed fundraising activities to President, Vice President and Event Coordinator
- 8.3. Present fundraising activities at executive board and general body meetings
- 8.4. Create and submit a list of possible fundraising events to President and Vice President
- 8.5. Work under Event Coordinator and Communications Management Director to advertise each event to members and create campus awareness for the event
- 8.6. Communicate with the Creative/Graphic Design Chair, Communications Coordinator, and Secretary to assure that general body members are aware of fundraising opportunities

9. Secretary

- 9.1. Maintain clear records of all events and programs, including but not limited to program reports, invoices and partnership requests
- 9.2. Develop internal publications such as newsletters, releases, email announcements, planned publications, on-line, intranet, video, special projects and assignments.
- 9.3. Maintain order within the organization files, documents
- 9.4. Keep calendar for the executive board, Office of Institutional Diversity, and organization advisors
- 9.5. Maintain member contact information, keep attendance, distribute and collect all forms, and coordinate any transportation needs
- 9.6. Follow up after an event has taken place with all participating alumni and send thank you notes and follow up emails
- 9.7. Handle all reservations for general body meetings and programs. Must book all rooms/meeting places 5 days before the meeting to allow for adequate processing.

10. Creative/Graphic Design

- 10.1. Display proficiency in Adobe Photoshop, Spark, and/or Illustrator.
- 10.2. Invent ideas for branding and social media campaigns.
- 10.3. Pitch creative Ideas and proposals to ensure that the creative direction of the organization is well-established and constantly developing.
- 10.4. Maintain constant communication with Membership Relations Chairs, Event Planning Chairs, and the Communications Coordinator to be aware of any flyer or publicizing needs

**ARTICLE VI
Meetings**

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Section I: General Body Meetings

1. All general body meetings will be bi-weekly unless there is a need for Georgia Daze and its members at any campus or campus- affiliated events.

Section II: Executive Board Meetings:

1. All executive board and committee members will meet on a bi- weekly basis.

Section III: MEETING QUORUM:

1. In order for a meeting to be conducted ½ of the executive board members and committee must be present.

Section IV: Special Meetings

1. All executive board members and/or the advisor have the power to request a special meeting

**ARTICLE VII
Faculty Advisor**

ADVISING DEFINED

1. The basic purpose of the advisor is to work with the designated leaders and members of a functioning student organization with the intent of:
 - a. Providing a sense of "continuity" for the organization especially during officer transition
 - b. Reviewing any persons that have been selected for an officer or committee position
 - c. Selecting the slate of the officers presented to the Office of Institutional Diversity for review
 - d. Being a resource person with a knowledge base for institutional policies, etc.
 - e. Assisting the leaders and members to fulfill their responsibilities;
 - f. Aiding the organization to define and achieve its goals and objectives;
 - g. Integrating the organizational activity with the overall purpose of the educational setting.

THE ROLE OF THE ADVISOR

1. Advisors may be responsible for filling a variety of roles - it is important to clarify and outline these with each new group of officers:
 - a. Liaison between the organization, administration and faculty
 - b. An interpreter of policy
 - c. An information resource regarding organizational procedures, group process and programming concerns

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- d. A resource providing history and continuity between changing organization leadership
- e. A teacher of programming skills
- f. Presenter of philosophical ideas and concepts of leadership
- g. A counselor, mediator, consultant, sounding board, and friend.
- h. Support student growth and student development
- i. Be active and involved in the student organization's activities.
- j. Keep the student organization in compliance with college policies;
- k. Provide vision and inspire the membership to aspire to new and greater challenges.

**ARTICLE VIII
Finances**

Section I: DUES.

1. Each member of the organization, including executive board member, must pay \$15 the first semester of each academic year. New members must pay their dues at registration into the organization.

Section II: Any other monies

1. Any money raised on behalf of Georgia Daze must have appropriate documentation and must be given to the Advisor within 48 hours.
 - a. Appropriate document is described as
 - i. Event Flyer
 1. Date
 2. Location
 3. Time
 - ii. Amount of participants
 - iii. Name(s) of any collaboration partner(s), if applicable

**ARTICLE IX
Amendments**

Section I:

1. Any amendments to the constitution can be presented by any executive board member, committee member, the Georgia Daze advisor or governing officers from the Office of Institutional Diversity.
2. Any amendment to the constitution must be agreed upon by $\frac{3}{4}$ or the majority of the executive board.