Y-IMPACT Constitution
2017-2018

Y-IMPACT Mission:
Impacting minds, people, and communities together to make a positive lifelong difference.

Y-IMPACT Vision:
Through community service, Y-IMPACT seeks to facilitate active learning, the fostering of creativity, and the channeling of passions of all students and alumni.

Executive Board Responsibilities

President:
1. Providing vision and focus
2. Strategic planning
3. Facilitator
4. Connect with members
5. Lead by example
6. Show enthusiasm
7. Delegate to members
8. Call lead meetings
9. Make agenda for each week
10. Facilitate between the Advisor, Executive Board, and members as a whole
11. Write funding proposals on behalf of Y-IMPACT
12. Keep a record of the Y-IMPACT budget

Vice-President:
1. Stand in for President if they are unable to attend the meeting
2. Co-facilitate between the Advisor, Executive Board, and members as a whole
3. Be present as a greeter before the meetings
4. Keep President in check/ plays “devil’s advocate”
5. Remind President of Y-IMPACT goals
6. Delegates thank you notes to Committee Chairs/ Event Planners as needed
7. Take minutes and email to members
8. Organization (Paperwork)
9. Run meeting if President is unable to attend
10. Attendance keeper
11. Keep President in check
12. Promote upcoming events via social media
13. Work with Anita to purchase items for Y-IMPACT events
14. Attend Hall Government meetings and give presentations as needed

Health and Wellness Service Chair
1. Communicate with Health and Wellness organizations (i.e. Palmetto Baptist, Harvest Hope, Relay for Life, Dance Marathon, etc) to plan regular volunteer opportunities
2. Create and promote marketing to the Preston community about upcoming events
3. Register the Preston/Y-IMPACT team through the University of South Carolina Relay for Life website and serve as or delegate a team captain
4. Fundraise through creative efforts leading up to the events for Relay for Life and Dance Marathon
5. Attend and participate in every Health and Wellness Service event, or delegate a week in advance to the President, Vice President or other chairs
6. Take attendance at each event and load hours into Google documents system
7. Work with other chairs to update Y-IMPACT bulletin board
8. Be available to take the place of another chair if they are unable to attend one of their events
9. Be available to take the place of the Vice President in the event of a resignation or removal from office

**Education Service Chair**

1. Communicate with Education organizations (i.e. The Starfish Foundation, Richland Library, Cocky’s Reading Express, local schools) to plan regular volunteer opportunities
2. Create and promote marketing to the Preston community about upcoming events
3. Fundraise through creative efforts leading up to the events for The Starfish Foundation
4. Attend and participate in every Education Service event, or delegate a week in advance to the President, Vice President or other chairs
5. Take attendance at each event and load hours into Google documents system
6. Work with other chairs to update Y-IMPACT bulletin board
7. Be available to take the place of another chair if they are unable to attend one of their events
8. Be available to take the place of the Vice President in the event of a resignation or removal from office

**Community Service Chair**

1. Communicate with Community organizations (i.e. Transitions Homeless Shelter, Pawmetto Lifeline, Families Helping Families, etc) to plan regular volunteer opportunities
2. Organize and lead a group of committee members to complete Preston Clean Ups before Open Houses
3. Create and promote marketing to the Preston community about upcoming events
4. Fundraise through creative efforts leading up to the wrapping party for Families Helping Families
5. Attend and participate in every Community Service event, or delegate a week in advance to the President, Vice President or other chairs
6. Take attendance at each event and load hours into Google documents system
7. Work with other chairs to update Y-IMPACT bulletin board
8. Be available to take the place of another chair if they are unable to attend one of their events
9. Be available to take the place of the Vice President in the event of a resignation or removal from office

**Y-IMPACT Executive Board Expectations**

1. Transparency (Don’t be afraid to ask for help)
2. Communicate
3. Be on time
4. Be enthusiastic
5. Always be constructive
6. Keep others informed
7. Remember your responsibilities
8. Be welcoming
9. Every Executive should keep track of his or her own performance of duties, so that they can be given to the graduate mentor at the end of the year for transition letters
10. Monitor small groups for involvement and attendance
Meeting Attendance Policy:
1. Excused absences include unavoidable and urgent academic commitments, emergencies, or pre-arranged and communicated commitments approved by the President and/or Advisor
2. First unexcused absence will result in follow-up from the Advisor and an explanation of absence
3. Second unexcused absence will result in 1:1 meeting with the Advisor and President to discuss absence and commitment to Y-IMPACT
4. Third unexcused absence will result in removal from the Executive Board

Y-IMPACT Advisor Expectations
1. Transparency (let executives know what is needed of them)
2. Be available
3. Keep us accountable
4. Respond to emails within 48 hours
5. Be able to listen in meetings for questions that the President is unable to answer
6. Work with President to ensure optimal group function

Y-IMPACT Member Expectations
1. Attend all meetings (unless excused by President and Advisor)
2. Respect the vision and mission of Y-IMPACT
3. Attend as many Y-IMPACT sponsored events as your schedule permits
4. While Y-IMPACT sponsored events are priority, you are encouraged to engage in outside community service opportunities
5. Be present and pleasant!
6. Maintain 5 hours of Y-IMPACT related community service each semester