The Student Foundation at OSU

The Student Foundation is a student-led organization dedicated to the growth and advancement of Oregon State University. It was established in 1973 in order to:

- Channel private funds in the form of small grants to student sponsored organizations for the direct aid and improvement of OSU and its students.
- Give students a better understanding of the need for, and importance of, private financial support so that they may learn to be active donors as alumni.
- Serve as a resource to the OSU community.

The funds used to support such activities are provided via a grant from the Foundation and occasional fundraising activities. Members of the Student Foundation also act as ambassadors of the University, attending a variety of events and participating in community service as representatives of the student body.

2015 – 2016 Officers:

President: Vivian Chau
Vice-President: Kevin Bui
Treasurer: Tiara Hernandez
Funding Request Director: Hayley Crawford
Recruitment Chair: Michelle Atchison
Secretary: Brenda Hwang
Public Relations Chair: Savanna Schreiner
Post Funding Accountability Director: Bryn McCarthy

Faculty Advisor: Michael Henthorne
Constitution of the Student Foundation at Oregon State

ARTICLE I: NAME AND MISSION

Section 1: Name
The name of this organization shall be the Student Foundation at OSU.

Section 2: Mission
The mission of the Student Foundation shall be to:
1. Influence the growth of Oregon State University through the funding of student sponsored organizations exemplifying diversity, talent, leadership, and service;
2. Provide a better understanding of the need and importance of financial support for OSU on the part of students, so that they may be active contributors as alumni; and to
3. Offer its services as a resource to the University

ARTICLE II: ORGANIZATION AND QUORUM

Section 1: Organization
The Student Foundation shall be autonomous in terms of decision-making concerning its organizational structure, fundraising projects, expenditure of funds, and service-related activities, but will be subject to OSU Foundation and Memorial Union policy governing its financial operations.

Section 2: Quorum
Quorum shall be defined as fifty percent, plus one, of all current members, and must be met in all voting situations.

ARTICLE III: MEMBERSHIP, NON-DISCRIMINATION, MEMBERSHIP EXPECTATIONS, & ATTENDANCE:

Section 1: Membership
1. The Membership Application is attached to this Constitution as Appendix A.
2. Eligibility: any student may be considered eligible for membership if that student meets the university standard of 6 credit hours, full or part time undergraduate student, is considered in good academic standing with the university and holds a cumulative GPA of 2.0 or higher.
3. Selection Criteria:
   3.1. Candidates for membership must apply, be interviewed, and approved by a simple majority.
   3.2. Membership selection will be held on a rolling basis.
   3.3. Members shall be considered in good standing provided they meet the membership expectations in Article III Section 3.

Section 2: Statement of Non-Discrimination
Membership shall not be denied to any student on the basis of race, color, national origin, religion, sex, sexual orientation, age, marital status, disability, or disabled veteran.

Section 3: Membership Expectations
1. There will be no membership dues.
2. Code of Conduct:
   2.1. There shall be no use of profanity, sexual, racial, or other degrading comments during any scheduled meeting.
Section 4: Attendance
1. The Secretary will take the attendance at every meeting.
2. Attendance at meetings is mandatory for all members.
3. Excused Absences:
   3.1. Excused absences shall include class, tests, illness, and unforeseen emergencies, as well as absences deemed appropriate by the Executive Board. Excuses must be given to the President or Vice President at least three days in advance of the scheduled meeting.
4. Unexcused Absences:
   4.1. Unexcused absences include arriving 10 minutes late or leaving early more than three times per term and all other absences not excused under Article III Section 3.
   4.2. The Secretary will take roll call during the meeting.
   4.3. Missing required retreats or fundraising activities would be considered an unexcused absence.
   4.4. Members accumulating two or more unexcused absences per term shall appear before an Executive Board for a review of membership.

ARTICLE IV: DECLARATION OF AUTONOMY, EXECUTIVE TITLES, BOARD SELECTION, OFFICER REMOVAL, AND OFFICER GUIDELINES

Section 1: Declaration of Autonomy
Direction of the Student Foundation shall be the responsibility of the Student Foundation Executive Board.

Section 2: Executive Titles
The Student Foundation Executive Board shall consist of at least eight members including: the President, Vice-President, Funding Request Director, Treasurer, Secretary, Public Relations Officer, Recruitment Chair, and Post-Funding Accountability Director. One faculty advisor must also be present, but shall not be considered a voting member or member of the Student Foundation Executive Board.

Section 3: Board Selection
1. Selection of the Executive Board shall be determined via general election Week 1 spring term. Officers shall assume office immediately following training by the outgoing officer.
2. Any vacancy on the Executive Board shall be filled by a general election, with the exception of the office of President, which will be filled by the Vice-President.

Section 4: Officer Removal
1. Officer removal can occur due to attendance violations outlined under Article III Section 3, or an otherwise failure to perform the expected duties of his or her elected position as outlined under Article IV Section 3.
   1.1. Any violation of these conditions can lead to officer impeachment, called subjectively by the President, or suggested to the President by another officer.
2. Officer Impeachment Process:
   2.1. The President must call an officers meeting to order, where all officers must be present in order to hold an impeachment vote.
   2.2. Discussion of the circumstance in question must take place via an open forum.
2.2.1. Provided the officer under impeachment wishes to retain his or her position, he or she must be allowed to fairly state their case.

2.3. For an officer to be officially removed, an anonymous vote receiving at least 2/3 majority in favor of removal must be reached.

2.4. Officers under impeachment shall not receive a vote.

**Section 5: Officer Guidelines**

1. **President:**
   1.1. Plan and organize Student Foundation events and activities
   1.2. Prepare for all general and executive meetings
   1.3. Lead all general and Executive Board meetings
   1.4. Provide support, advice, and direction for all members
   1.5. Attend all general, executive, and outside meetings including:
      1.5.1. Fall student organization registration meetings through the Student Leadership and Involvement office
      1.5.2. Annual budget and operational presentation to the OSU Foundation as part of a committee consisting of the President, Vice-President, and Treasurer or Funding Request Director
   1.6. Maintain all Student Foundation records (minutes, funding request applications, membership information, budgetary information including receipts, all electronic records/documents, etc.) in the designated Student Foundation file-folder
   1.7. Maintain and periodically update the Student Foundation website
   1.8. Allowed to approve account transfers and funding allocations through the MU Business Office
   1.9. Update all documents at the beginning of each academic year including up-to-date contact information on all paper/electronic funding request forms
   1.10. Maintain the list-serve with current member rosters and emails
   1.11. Maintain current Student Foundation information and registration status with the office of Student Leadership and Involvement

2. **Vice President:**
   2.1. Lead all meetings and other affairs in the absence of the President
   2.2. Oversee, advise, and support all members
   2.3. Attend all general and Executive Board meetings
   2.4. Assist the President in planning and organizing Student Foundation events and activities
   2.5. Attend any outside meetings in the event the President cannot attend
   2.6. Make arrangements (room and time) for general and executive meetings before the end of each term
   2.7. Oversee and record all voting processes including elections, funding request allocations, and the Cody Thompson Memorial Scholarship
   2.8. Collection, follow-up, and oversight of group allocation documentation.

3. **Treasurer:**
   3.1. Attend all general and Executive Board meetings
   3.2. Maintain accurate account of all Student Foundation expenditures
   3.3. Approve and submit all transfers from the Student Foundation’s Foundation Account (FS3660) in the Auxiliaries and Activities Business Center (AABC) into the MU account of all approved student organizations and for other fiduciary purposes deemed appropriate by the President and Executive Board.
   3.4. Serve as the contact between the OSU Foundation and Student Foundation for changes with Foundation processes governing the Student Foundation account and the transfer/reimbursement process
   3.5. The Treasurer shall be the primary signature on the MU account (MUNX96) and the Foundation Account (FS3660) along with the President as the secondary signer
   3.6. Provide weekly updates to the Executive Board regarding all allocations, year-to-date, as well as a summary of all budgetary expenditures
3.7. Attend the annual meeting with the OSU Foundation in the Spring explaining the utilization of funds and the benefits perceived to the OSU community

4. Funding Request Director:
   4.1. Attend all general and Executive Board meetings
   4.2. Check the Student Foundation mailbox (SEC Front Desk) at the beginning of each week
   4.3. Check and reply to all emails regarding the Student Foundation and the funding request process (should be done daily)
   4.4. Communicate with the President about scheduled funding request presentations during the scheduled meeting time
   4.5. Contact every student organization representative and explain the funding request process (eligibility, presentation requirements, stipulations for receiving funding, and follow up)
   4.6. Inform all applicants of the Student Foundation’s decision
   4.7. Oversee and facilitate post-funding allocation presentation following each funding request as outlined under Article VII Section 1.5.

5. Secretary:
   5.1. Attend all general and Executive meetings
   5.2. Take minutes: record a summary of each general meeting, including funding request presentations, and send an email to all members through the list-serve (sf@lists.oregonstate.edu) with an attached copy of the minutes
   5.3. Take attendance at every meeting and record absences in the minutes
   5.4. Communicate absences with all Executive members to account for excused absences

6. Public Relations Chair:
   6.1. Attend all general and Executive Board meetings
   6.2. Coordinate publicity for all Student Foundation events and activities (news releases, flyers, banners, designs, and various advertisements)
   6.3. Assist recruitment chair with membership recruiting events
   6.4. Whenever necessary, the Public Relations Officer must purchase and distribute the official Student Foundation polo
   6.5. Communicate all Student Foundation activities and progress to the OSU Foundation
   6.6. Assist the Foundation in the development of future donor education, whether through direct communication with organizations funded or scholars of the Cody Thompson Memorial Scholarship
   6.7. Update all Student Foundation Social media
   6.8. Archive all photos/media given to Student Foundation by funded groups.

7. Recruitment Chair:
   7.1. Attend all general and Executive meetings
   7.2. Coordinate membership and recruiting events
   7.3. Organize membership selection processes (schedule interviews, collect membership applications, and turn them into the President for record keeping)
   7.4. Notify applicants after their interview with the Student Foundation’s decision

8. Post Funding Accountability Director:
   8.1. Attend all general and Executive meetings
   8.2. Follow up with funded student organizations a week after funded event has occurred or after funds have been used. In follow up, obtain applicable receipts of expenditures and give them to the Treasurer to have on file.
   8.3. Create PowerPoint presentation that will be presented to the foundation with all the photographs received in the follow up.
ARTICLE V: GENERAL, EXECUTIVE, AND ADDITIONAL MEETINGS

Section 1: General Meetings
General meetings shall be held weekly, unless otherwise specified by the President

Section 2: Executive Meetings
Executive Board meetings shall be held weekly, prior general meetings, if deemed necessary by the President

Section 3: Additional Meetings
When necessary, additional meetings may be called to order by the President

ARTICLE VI: MAJORITY AND CONFLICTS OF INTEREST

Section 1: Majority and Quorum
All decisions, including elections, funding requests, and general business must be made with quorum of members present, and a majority approval. Proxy votes will not be allowed.

Section 2: Conflicts of Interest
1. In funding decisions, any member affiliated with the organization before the Student Foundation shall not be in attendance during that presentation. Exceptions may be made for large organizations or committees in which a member works on a separate budget or will not directly benefit.
2. Exceptions may be made with 100% approval from the Executive Board.

ARTICLE VII: THE FUNDING REQUEST PROCESS, ELIGIBILITY, AND STIPULATIONS FOR RECEIVING FUNDS

Section 1: The Funding Request Process
1. The Funding Request Application is attached to this Constitution as Appendix B.
2. Applications must be filled out or typed and submitted to Student Leadership and Involvement (SEC Front Desk) or electronically via the Student Foundation website. All applications must contain a detailed description of the group requesting funds, the potential benefit to the OSU community as it relates to the mission of the Student Foundation, and contain a detailed and itemized budget for the event or situation requiring funds.
3. Groups must be prepared to present on the date specified by the Funding Request Director and be able to answer questions regarding their group as well as their budget.
4. All groups will be judged subjectively by the members of the Student Foundation, based on the quality of information provided, commitment to their organization, the University, and the mission of benefiting the OSU community.

Section 2: Eligibility for Receiving Funds
1. Student organizations must be recognized student groups through the University with open membership.
2. The Student Foundation will fund open membership, student-fee-funded groups, provided that Foundation allocations do not directly benefit individuals in the form of wages or salaries.
3. New student organizations are eligible to receive funding from the Student Foundation for one academic year, provided that the allocations are utilized to promote the membership, awareness, and sustainability of the organization within the OSU community.
4. Groups ineligible for Funding Through the Student Foundation:
   4.1. The Student Foundation shall not fund activities explicitly promoting a particular religion, social fraternities and sororities, varsity athletics, any closed-membership group.
Section 3: Stipulations for Receiving Funds

1. Directly following each funding request presentation and corresponding Student Foundation decision, said group shall be immediately brought back to be informed of the Student Foundation decision, ask questions, and will be informed of the terms of the funding agreement. This presentation shall consist of educational information regarding the source of Student Foundation funds and the general importance of continued and sustainable private, financial support.

2. If any student group funded by the Student Foundation fails to provide evidence to said post-funding presentation, that group shall be considered ineligible to receive funds from the Student Foundation for the academic year.

3. In follow up process, funded groups will provide photographic evidence and receipts of applicable expenditures of the funds used as well as a short paragraph about how the funding helped their organization.

ARTICLE VIII: THE CODY THOMPSON MEMORIAL SCHOLARSHIP, DISCLOSURE CLAUSE, VOTING PROCEDURE, AND ELIGIBILITY

Section 1: About Cody

For two years, from 2008 to 2009, Cody Thompson was a member of the Student Foundation. For 20 years, he was an incredible, oft admirable human being. His legacy will far outlive that of the Student Foundation, and yet his mission in life was very much the same: to help put others in a position to succeed. He was a fearless leader; someone who enjoyed every aspect of life, success, failure, and the in between; an idealist who always stood up for his beliefs; and above all else, a wonderful brother, son, and friend. He will forever be loved and remembered by those fortunate enough to have met him and the lessons he shared with us in his death shall be shared with you for as long as there is a Student Foundation.

Section 2: The Cody Thompson Memorial Scholarship

The Student Foundation shall award one $2,500 scholarships and two $1,250 scholarships per academic year to students exemplifying Cody’s legacy. A copy of the Cody Thompson Memorial Scholarship is attached to this constitution as Appendix C. Per Cody’s legacy, applicants will be judged subjectively based on the leadership and positive character they demonstrate, both in the classroom, community, and throughout their respective lives.

Section 3: Disclosure Clause

1. Student Foundation members will not be eligible to apply for the Cody Thompson Memorial Scholarship

2. All members must fully disclose any relationships with potential scholarship applicants prior to the application review.

Section 4: Voting Procedure

1. Any member in good standing with the Student Foundation and the University shall be allowed to vote for the applicants of the Cody Thompson Memorial Scholarship.

2. Voting will consist of a silent reading of each individual scholarship application, followed by an open forum for discussion. Multiple rounds of voting via elimination may be necessary and will be based on the number of applicants.

   2.1.1. A point system is assigned to this reading process. Four categories: letter of recommendation, resume, and the two essays will each be awarded 0-10 points based on the member’s judgment.

   2.1.2. After the points have been assigned, the applicant with the highest average based on the point system will be awarded the $2,500 scholarship, and the next two highest applicants will be awarded the $1,250 scholarships.
Section 5: Eligibility

1. Eligibility requirements are to be followed as outlined in the Cody Thompson Memorial Scholarship application attached as Appendix C to this constitution.
2. All applicants are allowed and encouraged to re-apply for the Cody Thompson Memorial Scholarship the following academic year.
3. Recipient must be enrolled full time at the university to receive scholarship funds.

ARTICLE IX: COMMUNITY SERVICE

Section 1: Community Service
Sufficient with the mission of the Student Foundation, the Public Relations officer shall be responsible for organizing at least one community service project per year.

ARTICLE X: PARLIAMENTARY PROCEDURE

Section 1: Parliamentary Resources
The rules of the current edition of Robert’s Rules of Order, Newly Revised, shall govern the Student Foundation in all cases to which they apply and in which they are consistent with the constitution and special rules or order the Board may adopt.

ARTICLE XI: AMENDMENT PROCEDURE

Section 1: Amending the Constitution
This constitution may be amended at any executive meeting called to order by the President by a two-thirds majority approval by the Executive Board, provided that previous notice has been given at the last regular meeting.