

Preamble

Engage 360 aims to increase student involvement within the St. Louis Community through service and knowledge. Engage 360 encourages a holistic approach to service through empowering greater awareness of urban difficulties, encouraging more action to address existing problems, and providing reflection opportunities for students to understand their ability to benefit others. Engage 360 will concentrate in, but is not limited to, the 22nd Ward of the City of St. Louis. Engage 360 ultimately aims to build long-term relationships among students, student groups, and the Greater St. Louis community by connecting Washington University students to service centers and projects in St. Louis City.

Articles

Article I. Name and Hierarchy

The organization shall be called Engage 360. The group will be comprised of three groups: Engage 360 Executive, Engage 360 Cabinet, and the Engage 360 General Body. The Executive will be constituted by the President, Vice President, and SU advisor. The Cabinet Positions will be Campus Outreach Chair, Community Outreach Chair, PR Chair, Council Liaisons, Treasurer, and Secretary.

Article II. General Membership

A Member of the Engage 360 General Body is defined as someone who has attended a minimum of one (1) Engage 360 Trip and two (2) general body meetings.

Article III. Selection of Cabinet and Executive Posts

1. The Engage 360 President, Vice President and Treasurer shall serve one (1) year terms, selected in the spring of each academic year
2. The Cabinet (with the exception of the Treasurer) shall serve a term of one (1) semester, and will be selected at the end of the previous semester
3. Any member of Engage 360 who has served at least two (2) semesters in the General Body or one (1) semester as a Cabinet or Executive official and who is returning for another year of school may apply for a Cabinet or Executive position. If there are multiple applicants for any one (1) Cabinet or Executive position, then all active members of Engage 360 will cast a secret ballot in a vote for that one (1) position.
4. The Student Union Vice President of Administration will oversee elections according to general Student Union election procedure
5. A quorum must be present for elections to occur, and a candidate must receive a majority vote of those present in order to win an Engage 360 Executive or Cabinet position.

6. If a candidate receives a plurality, then the candidate receiving the least number of votes from the previous vote will be dropped from the ballot and another vote will take place. This process will repeat until a candidate receives a majority of votes for the position.

Article IV. Powers and Responsibilities of Executive Members

Subsection 1. President

The President will serve as the group's chief executive. The president's responsibilities will be attending SU Leadership meetings, chairing Engage 360 Cabinet meetings, delegating work amongst the cabinet, and making sure all parts of the group are fulfilling their responsibilities.

Subsection 2. Vice President

The Vice President will take the President's place in the President's absence. The VP will also be responsible for making sure that all group activities are within the boundaries of the Engage 360 and SU Constitution.

1. An Executive Officer of Student Union shall serve as ex-officio and advisor to Engage 360.
2. The advisor to Engage 360, President, and Vice President, as described above, shall comprise the Engage 360 Executive
3. A two-thirds majority vote by the general body of the group can create additional executive chairs as needed, which will in turn create additional subsections within Article IV.

Article V. Powers and Responsibilities of Cabinet Members

Each Cabinet officeholder shall oversee the duties of their respective offices. They shall work together for internal Engage 360 matters, such as recruitment, retention, organizing meetings, and future direction of Engage 360.

Subsection 1. Community Outreach Chair

The Community Outreach Chair shall connect Engage 360 to community partners, oversee the continual contact with these partners, educate volunteers on St. Louis' community history, and prepare information for all trips. Further, this chair will work with the Treasurer on arranging buses for trips. The Community Outreach Chair will be responsible for overseeing the Community Outreach committee.

Subsection 2. Campus Outreach Chair

The Campus Outreach Chair shall gauge interest in volunteering among campus student groups, maintain connections with student groups interested in volunteering, oversee all transportation to and from campus, and follow-up with students after an Engage 360 trip. The Campus Outreach chair will be responsible for overseeing the Campus Outreach committee.

Subsection 3. PR Chair

The PR Chair will be responsible for developing the marketing plan for the group. This will include making flyers, managing social media pages, updating the website, taking pictures of all events, and keeping the portfolio page on track. The PR Chair will be responsible for overseeing the PR Committee.

Subsection 4. Liaisons to Class and Individual School Councils

The liaisons to the class and school councils will be responsible for attending council meetings and/or working with the heads of councils to find out which community service activities students are interested in.

Subsection 5. Treasurer

The Treasurer will oversee the group's finances, making sure that money is being spent responsibly and sensibly. Also, he/she will be responsible for bus arrangement and all other contracts.

Subsection 6. Secretary

The secretary's responsibilities will be checking the group's email, recording meeting minutes, taking attendance, making sure the group is fulfilling its responsibilities as an SU entity.

Article VI. General Body Meetings

1. Each Engage 360 member is expected to attend all meetings, unless she/he has been excused by a member of Engage 360 Executive prior to the meeting, or if she/he encounters an emergency.
2. General body meetings will review prior trips and plan upcoming trips.
3. Members who attended the previous trip shall discuss details about how the trip went and any problems or positive moments Engage 360 may have encountered.
4. Each member of Engage 360 is expected to contribute to the planning and discussion of each trip.
5. Any and all information regarding service partners, student groups, and transportation for future trips is expected to be addressed at General Body

Meetings by those responsible as contacts. This information shall be overseen by the two (2) Executive Chairs.

6. Each member will be assigned tasks specific to the execution of planned trips by Engage 360 Executive. Failure to complete assigned tasks shall result in disciplinary action. Actions may not be taken against a Member until a formal and documented meeting between the Member and Engage 360 Executive has occurred. Disciplinary action shall be determined by the Engage 360 Executive.
7. After each individual has become a member of the Engage 360 General Body, as defined above, Engage 360 Executive will assign him/her to either Community Outreach, PR, or Campus Outreach.

Article VII. Duties of Community Outreach Members

1. Each member of Engage 360 assigned to Community Outreach will be overseen by the Community Outreach Chair.
2. Community Outreach Members are expected to maintain community partnerships through the direction of the Community Outreach Chair.
3. The Community Outreach Chair will assign a member the responsibility of contacting a specific service partner prior to a trip.
4. Community Outreach members shall ready all supplies for a trip, including folders for trip participants.
5. Community Outreach members are expected to oversee all activities while on an Engage 360 trip.
6. A member of Community Outreach will be tasked with taking pictures while on a trip.
7. Community Outreach members are responsible for communication with members of the community while on trips. If members of the community approach Engage 360 members while on a trip, Community Outreach is responsible for ensuring a productive and polite conversation ensues.
8. A Community Outreach student will be appointed to inform trip participants about St. Louis' urban history and how suburbanization affected the region.
9. At the post-service meal, a Community Outreach member shall focus a discussion on how the service trip affected trip participants.

Article VIII. Duties of Campus Outreach Members

1. Students within Campus Outreach will contact student groups about trip interest and estimate attendance prior to departure.
2. Student group interest in service shall be gauged by sending surveys to selected student groups at the beginning of each school year.

3. Engage 360's Campus Outreach shall be responsible for maintaining partnerships with campus student groups.
4. An Engage 360 Campus Outreach member shall create a sign-up form and send the form to student groups to estimate the number of students available for a trip.
5. Prior to a trip and after the sign-up sheet, a Campus Outreach student shall send an e-mail with specifics about the Engage 360 trip to expected participants who signed the sign-up sheet.
6. A member of Campus Outreach shall be appointed by the Campus Outreach Chair to organize U-Shuttle transportation for a trip. U-Shuttle is by no means the only source of transportation. Campus Outreach can use any source that it deems cost-effective and reliable. Any new source will have to be approved by the President.
7. Campus Outreach must have all trip participants sign a waiver before leaving campus on the U-Shuttle.
8. After the trip, Campus Outreach shall have all students complete a survey about their experience with Engage 360. This survey will be used to gauge interest in working with Engage 360 in the future and provide valuable feedback on the trip. This information shall be shared in accordance with Article V.
9. Campus Outreach shall send a post-trip e-mail to provide participants who indicated an interest in joining Engage 360 on the survey with more information about the group.
10. Campus Outreach members, under the direction of the Campus Outreach Chair, Box-Top collection.

Subsection 1. Box-Top Collection
Engage 360 collects Box-Tops

Article IX: Duties of PR Committee

1. The PR Committee will work under the supervision of the PR Chair.
2. The members of this committee will shall maintain the Engage 360 website, social media pages, other digital tools, flyers, brochures, and other advertising media.
3. Members will be responsible for getting the pictures taken by the Community Outreach Team onto the website or other materials such as flyers or brochures.

Article X. Accountability

1. If a Cabinet, Executive or General member is absent for two unexcused meetings during a semester, then they will be contacted asking for an explanation.

2. If the contacted member has another unexcused absence, then Engage Exec may remove the member from Engage or decide to take other action at its discretion .
3. If a Cabinet or Executive member is not performing his/her functions properly, then Engage Exec will issue that member a notice specifying the problem and allotting the member three weeks to fix the problem. If the member does not fix the problem within three (3) weeks, then the member will be asked to appear before Engage 360 Executive to explain the situation and answer questions. After that, the Executive Board may remove the member or take other disciplinary action at its discretion
4. If a member of Engage 360 Exec is being questioned, then the cabinet will appoint a member to Executive hearings in their stead to hear the case.

Article X. Amendments

1. A quorum of at least 50% of the Engage 360 membership is needed to amend the Engage 360 Constitution.
 2. The proposed amendment will be presented to the quorum, and the members present will have the opportunity to ask questions and discuss the amendment.
 3. When voting, a majority will be needed to pass the amendment.
 4. A passed amendment will have to be ratified by SU Executive Council to be implemented.
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