

CONSTITUTION FOR STEER CLEAR

I. Name of the Organization

This organization will be known as “Steer Clear.”

II. Purpose of the Organization

Steer Clear will be a safe-ride program that will provide a reliable, secure and, most importantly, free means of travel for students on weekend nights when school is in session. The organization will aim not to provide an excuse for irresponsible behavior, but rather to offer a reduction of further risky behavior, namely driving under the influence and traveling unescorted during late hours.

III. Positions

A. Executive Board

1. Director

i. Assistant Director of Administration

- a. Treasurer
- b. Public Relations Chair
- c. Outreach Chair

ii. Assistant Director of Operations

- a. Scheduling Chair
- b. Operations Chair

B. General Board

1. Drivers

2. Copilots

The Director will be the chief administrator of the organization. He/she will serve as the liaison between the organization and the college administration, as well as the Williamsburg community. His or her job will be to ensure the continuity and longevity of the program as well as to oversee all the other positions within the organization and their individual tasks and operations. The Director will be expected to work with his or her staff to solve any problems that occur during the year; however, it will be in his or her power to have the final word in all possible disputes. The Director will lead all meetings of the Executive Board, scheduling the time and locations of said meetings in the beginning of his or her term.

The Assistant Director of Administration (ADA) will work directly with the Director to assist in all administrative issues throughout his or her term, to ensure the continuity and longevity of the program. He/she will handle all administrative aspects of Steer Clear, including but not limited to updating and maintaining Steer Clear policy guidelines and filling out the room reservation forms. He/she will organize and run general board meetings. The ADA is also in charge of corresponding with employees about violations of employee expectations. He/she will be responsible for overseeing the application and hiring process of Steer Clear employees each semester. The ADA will support other Executive Board members. The ADA is a liaison to the

general community – meeting or partnering with local businesses, student groups, or administrators, if need be.

The Treasurer will be the overseer of all monetary concerns within the organization. Working with the Assistant Director of Administration and Director, the Treasurer will be in charge of creating the annual budget with the Student Assembly and calculating all the funding the organization will need for the upcoming year including, but not limited to, wages for drivers and copilots, the cell phone bill, and any unforeseen expenses. The Treasurer will also be in charge of overseeing payroll with the Student Activities Accountant. He/she will also handle the Steer Clear private account and file for any reimbursements needed from the Student Activities Accountant.

The Public Relations Chair will work under the Assistant Director of Administration and will be in charge of maintaining a positive reputation of the organization within and around the college community throughout the course of the year. The chair will also be in charge of publicizing the name of the organization, raising awareness of its service to the college community, especially to incoming students in the beginning of each academic year. The chair is responsible for organizing and publicizing the organization's events, programs, and fundraisers throughout the year. He/she will also be in charge of taking minutes at Executive Board meetings, as well as maintaining the Steer Clear website.

The Assistant Director of Operations will be the chief overseer of the organization's safe-ride program, ensuring that service runs consistently and reliably throughout the year. The ADO will be responsible for training new employees and ensuring that all current employees understand their responsibilities as employees of Steer Clear. If there is ever a change to Steer Clear procedure, the ADO is responsible for notifying all affected employees. The ADO is in charge of checking Steer Clear voicemails and emails, as well as sending out shift summaries to all employees. He/she will also oversee both the Scheduling Chair and Operations Chair with their individual tasks and operations.

The Scheduling Chair will work under the Assistant Director of Operations to ensure that the safe-ride program is consistently and reliably running during its prescribed hours of operation. The Scheduling Chair is in charge of overseeing the scheduling process for all drivers and copilots, as well as utilizing the e-mail listserv for employees to exchange shifts in the case of an unexpected obligation. He/she is responsible for keeping track of the employee roster, contact information, and working history. He/she will be in charge of informing the Director of employees who have not worked the required number of shifts per semester. The Scheduling Chair also submits employee's hours worked to payroll.

The Operations Chair will work under the Assistant Director of Operations to ensure the safe-ride program is prepared to run effectively and reliably during its prescribed hours of operation. The Operations Chair will be in charge of maintaining the box of required materials for the drivers/copilots, which includes checking the box to make sure all necessary materials are there, and if not, is responsible for procuring new items. The items include, but are not limited to, call logs, book lights, pens, batteries, cleaning supplies and buckets. He/she will also be in charge of

filling the vans with gas before Thursday evening of each working weekend, as well as ensuring that the vans are in good, clean condition.

General Board: The roles of members of the General Board become more specific during a working shift. Both the Driver and Copilot are expected to arrive on time and drive for their entire shift, unless in the case of emergency. Drivers are responsible solely for operating the vehicle, while the Copilot will handle all other administrative matters inside the van. Copilots will be required to take calls and fill out the log sheet to keep track of mileage, number of passengers, and pick up and drop off locations. Should a situation arise during the shift that prohibits an employee to complete their shift, the Copilot will telephone the designated on-call employee (listed on the in-van schedule) to fill in. If an emergency should occur, the Copilot will be expected to contact the Director.

IV. Executive Committee Meetings

A. Officer Selection

1. The schedule of the officer selection process will be rooted in the calendar year rather than the academic year. Accordingly, old members will be encouraged to aid new members in the transition by helping them to understand the responsibilities of their positions.
2. The selection process will begin before Thanksgiving break when the Director will collect applications from existing members as well as from students outside the organization who wish to be considered for the position of Director for the following calendar year. The Director, with the help of the Executive Board, will subsequently interview applicants and select someone to follow him or her as the next Director. Once the appointment is finalized, the current Director and newly selected Director will work together to select the new members for positions of the Executive Board. Other members of the Executive Board are welcome to participate in the interviews at the Director's discretion. Again, selection will begin with an application process followed by interviews. The current Director and the newly selected Director will then select new members before the last class of the first semester. If a current member of the Executive Board wishes to retain their position they will be required to reapply. If the organization accepts to have a faculty advisor, he or she will also be included in selecting the new Director as well as the other positions on the Executive Board.

B. Officer Overrides & Removal

1. If, at any point within their term, an Executive Board member makes an unfavorable decision, the decision can be overridden by an opposing vote from 5 of the 7 remaining Executive Board members.
2. If, at any point within their term, the Director feels that a member of the Executive Board has repeatedly been ineffective in his or her position, the Director retains the right to discharge the member of his or her position with consent from 5 of the 6 Executive Board members. The Executive Board will then elect a new officer to fill the position.

C. Employee Selection

1. New Drivers and Copilots will be selected at the beginning of each semester. The entire Executive Board will review applications; however, the Director and Assistant Director of Operations will make all final hiring decisions. The organization may reopen applications as needed during the academic year. There will be one application for both Drivers and Copilots selections to be based on.

V. Amendments

- A. Amendments or changes to the constitution and by-laws of the organization can only be made when there is unanimous consent among the Executive Board confirmed by the Director in a vote held in meeting. Amendments are to be voted on at least one week but no more than three weeks after being presented.
- B. If Drivers and Copilots wish to make an amendment or change to the constitution and by-laws of the organization, they will be able to do so by making a recommendation to the Assistant Director of Administration who will present their request to the board in meeting.

Bylaws FOR STEER CLEAR

I. Membership

- A. Membership in this organization will be open to all interested students of the William and Mary college community. Drivers will be required to have a valid driver license (any state), to be over 18 years of age, to be defensive driving trained, to have at least two years of driving experience, to have a good driving record, and knowledge of the main college campus and surrounding Williamsburg area.
- B. Members with administrative positions within the organization will need to attend a majority of the weekly meetings as well as perform their job effectively. If they do not, the Director retains the right to discharge the member of his or her position and elect another student in his or her place.

II. Expectations of Employees

- A. Any employee or perspective employee of Steer Clear may not have a revoked or suspended driver's license in any state, one or more moving violations in the last 12 months, or any DWI or DUI violation within the last 24 months. If an employee's driving record changes within their term of employment, they are required to notify the Director and the Assistant Director of Administration immediately.
- B. Employees must not consume any alcohol, drugs, or other mind-altering substances that would prohibit the employee from properly executing their duties the day they are working a shift. If an employee is found to have violated this rule, their employment will be immediately terminated.
- C. Employees are required to work a shift once every three weeks. If the Scheduling Chair finds that an employee is not fulfilling their duties to the organization, the employee will be contacted by either the ADO or the Director and offered a chance to petition their employment. If the employment or work a shift as soon as possible, their employment will be terminated at the discretion of the Director.
- D. Employees are also required to work on On-Call shift a semester. An On-Call shift is from 10 PM – 2 AM on Thursday nights and from 9 PM – 3 AM on Friday and Saturday nights. The employee must remain sober and readily available throughout their On-Call Shift. The employee does not have a report anywhere at the start of the shift, but, if contracted, must be ready to work immediately. Reasons the On-Call driver will be contracted included, but are not limited to, an employee not showing up for their shift or feeling unable to complete a shift for health reasons.

- E. Employees will be required to contact the Scheduling Chair as soon as possible if they find they cannot work their shift. However, it is not the Scheduling Chair's responsibility to find a replacement worker. The employee must contact other employees personally or by listserv to find someone to cover their shift. If no replacement can be found, he or she is required to work their shift. If the employee continues to skip or reschedule shifts or fails to show up for a shift, the Scheduling Chair will inform the Assistant Director of Operations and the Director, who will then consider dismissing the worker for his or her inadequate performance. In the case of any disturbances or an emergency, the Driver will be expected to contact the ADO or the Director.
- F. Employees are expected to maintain a high degree of professionalism during their working shifts. If an employee is found to have been unprofessional, through action or speech, they will be issued a warning by the ADA. If the instance reoccurs, the employee will be placed on probation for one month, during which the employee is prohibited from working any shift.
- G. If an employee has unique circumstances that prohibit him/her from working for a semester, the employee may petition the Executive Board to be put on associate status no less than one month after the start of the semester. This status is reserved for employees in good standing with the organization that have extreme and unavoidable circumstances or those that are traveling abroad. If the employee receives associate status employment, they will be unable to work for the entire semester. Their employment will be completely reinstated the following semester, and they will be expected to fulfill all duties of a Steer Clear employee. A single employee may not be on associate status for two consecutive semesters and for more than 3 semesters during their entire employment. The Executive Board retains the right to revise these policies on a case-by-case basis.
- H. Employees are required to fill out their time sheet within the required window stated for each pay period. This includes clicking the submit button. Extended hours will be mentioned in the shift summary and the employee must have worked no less than 30 minutes overtime.
- I. New hire employees are required to get van certified at the earliest convenience. They must also attend a training session with the ADO. If the ADA or ADO believes that the new hires are not meeting expectations, the ADA and ADO will consult with the Director in terms of what steps to take including termination of the new hire employee.
- J. If an employee is in an accident while driving for Steer Clear, their own personal insurance, or that of their legal guardians, would cover any costs associated with an accident, other than the damage to the Steer Clear vehicle. The employee will hold the College, the Commonwealth of Virginia, and the Office of Student Activities harmless for any injury to themselves or those in the van in which they are operating.

- K. Employees are required to sign the Hiring Contract and abide by those expectations listed in the contract.
- III. Dues
 - A. There will be no dues for the organization. Funding will be provided by and through the Student Assembly.
- IV. Committees
 - A. There will be no committees within the organization. The only distinction within the organization will be between those members on the Executive Board in charge of the administration of the program and the Drivers and Copilots on the General Board.
- V. Meetings
 - A. Executive Board Meeting
 - 1. The Director will lead all meetings of the Executive Board, scheduling the time and locations of said meetings in the beginning of his or her term. There will be a minimum requirement of two meetings per month while school is in session. The first meeting of each semester will be required to be held no later than the second week of class.
 - B. General Board Meeting
 - 1. The Assistant Director of Administration is required to schedule and lead at least one meeting with the Drivers and Copilots each semester. During this meeting, he or she will engage other Executive Board members to discuss topics on the agenda. The Executive Board reserves the right to require employees to complete an additional On-Call shift for not attending this meeting.
 - C. New Employee Training Meeting
 - 1. All new Drivers and Copilots will be required to meet with the Assistant Director of Operations, the Scheduling Chair, and the Operations Chair to review in more depth the responsibilities and rule of their job.
- VI. Special Information in regards to Hiring
 - A. Any perspective employee of Steer Clear may not have a revoked or suspended driver's license in any state, one or more moving violations in the last 12 months, or any DWI or DUI violation within the last 24 months. They may not have any moving violations (tickets) or been in an accident within the last 12 months.
 - B. Steer Clear is not a campus job that can apply to a work study program.