

University of Dubuque – Students in Free Enterprise Constitution

Mission Statement:

SIFE members strive to fulfill the objectives of the student organization within the guidelines presented in this constitution. In doing so, they work to improve their peers, the community in which they live, and ultimately themselves.

Objectives:

- Organizational: Create economic benefit through teaching within the criteria of the National SIFE Organization
- Strategic: Prepare and compete with other SIFE teams to improve and further our personal and organizational reputations
- Operational: Act on the planning and knowledge. Close the knowing/doing gap.

Self Improvement:

- Each SIFE member is expected to improving themselves:
 - The ultimate objective of every member and student is to gain a career/job, and work on skills that will help you obtain this objective while in SIFE.
 - Self Assessment: The SIFE course is graded on participation and attendance. SIFE members are challenged to assess their own contribution and write down their own assessment. “You don’t know how lost you are, until you look at a map.”

Guidelines and Principals of UD SIFE membership:

- Respect: SIFE members respect their peers and those appointed to authority roles. This is a team effort, and without respect, the team is hindered.
- Prevent waste: SIFE members motivate peers and self to perform at optimum effectiveness while challenging peers and self to do better.
- Maintain Relevance: Consistently re-evaluate the pertinence of actions with relation to established objectives. Develop alternate recommendations for improved relevancy.
- Establish goals: Establish goals that are specific, measurable, attainable, and relevant.
- Plan, Prepare, and Act: **Proper Planning Prevents Poor Performance**. The 5Ps are helpful, but are meaningless without execution.
- Use common sense: SIFE members are expected to act effectively in the absence of leadership. The executive board relies on their judgment to make a decision and act in a timely manner to achieve organizational objectives.
- Maintain professionalism: SIFE members are representatives of both the school and the organization. Members are to conduct themselves in a professional manner.
- Responsibility: Perform duties assigned or requested in an efficient and effective manner. If in a position of authority/leadership, be an active team member in project execution.

Complaints and Compliance:

- Complaints of disrespect or lack of performance will be communicated to the executive board through email or any other form of communication.
 - The executive board will investigate and evaluate each issue.

- If the complaint is about a board member, the faculty advisor will take a direct role in the investigation and evaluation of the issue.
- The executive board and faculty advisor are given the authority to apply administrative actions.

Administrative Actions:

- Administrative actions will include a step process to correct deviations from membership guidelines and principles:
 - First Offense: Verbal counseling: individual counseling session to identify and develop solutions to issues.
 - Second Offense: Written counseling: written counseling to be used as a reminder.
 - Third Offense: Administrative action: exercise administrative action taken after commission of third offense
- The board or faculty advisor are authorized to take the following actions appropriate for the organization objective and the issue at hand:
 - Removal of position: Leadership roles can be taken from members who fail to adhere to the discussions in counseling sessions and membership guidelines/principals.
 - Removal from SIFE: In rare or serious cases, the board and faculty advisor are authorized to remove a member that is detrimental to the team and organizational objectives. The faculty advisor has final say on this administrative action.

Authority and Executive Responsibilities

- All Executives:
 - Must attend executive meetings for decision-making purposes.
 - Support organization objectives, initiatives and projects to fullest extent.
 - Critique documents and standard operating procedures to ensure organization functionality.
 - Review project/initiative budget approvals.
 - Review position applications.
 - Stipends will be determined by each executive board.
 - Stipends must be included in the budget prior to the beginning of each semester.
- President:
 - Ensure organization is running efficiently and progressing to achievement of objectives.
 - Plan and approve timeline for projects and organizational operations.
 - Review work of executives and project leaders.
 - Fulfill or delegate all duties of other executives in their absence.
 - Mentor and promote for the organization membership.
 - Motivate membership to follow guidelines and principals.
 - Primary liaison for position applications.
- Vice President:
 - Assist in president duties.
 - Develop new initiatives for the organization.
 - Primary liaison for conflict management/resolution.

- Fulfill or delegate all duties of other executives in their absence.
- Secretary
 - Format, verify, and file organization documents.
 - Maintain contact list information for organization membership.
 - Take minutes for organizational and executive level meetings.
 - Gather and sort organization mail.
 - Primary liaison for issues in documentation and competition preparation.
- Treasurer
 - Maintain financials and report financials to executive board.
 - Primary liaison for project/initiative budget approval.
 - Develop projected budgets for next fiscal year.
 - Develop fundraising initiatives and collection processes from membership.

Applying for Positions

- Project Leader position:
 - Group members will nominate a project leader from their group.
 - Executive team will review the nominations and make final decisions.
 - All members are encouraged to develop resume and cover letters to assist in career placement after college.
- Executive Board member:
 - Executive board members are elected by the membership body.
 - Members may volunteer their candidacy.
 - Members may nominate a fellow member for a position, but the nominated party must agree to run for the position before being considered a candidate.
 - Elections are to be held two to three months before end of operational year for training and indoctrination purposes.
 - Elected by major vote of non-executive members.

Meetings

- Organizational meeting:
 - Held weekly and for all membership.
 - Will include project status reports and other operational activities.
- Executive meeting:
 - Held weekly and project leaders are authorized to attend.
 - Coverage of executive responsibilities and fulfillment of duties.
 - Vote on organizational decisions.
- Project team meeting:
 - Delegate work and disseminate information to team.
 - Held when necessary; communication with executive leader required weekly.
 - Training for completion or conducting the project.

Grades

- Percentage Breakdown:
 - Attendance – 60%
 - Project Review – 30%
 - Communication – 10%

- The executive team along with advisor will determine the final grade for each student.

Standard Operating Procedures

- Are to be developed for administrative functions or operational activities.
- Must include data collection procedures for projects.
- Are separate documents from the constitution to allow quick and easy modification.

Amending the Constitution

- Amending the constitution requires $\frac{3}{4}$ vote of membership body for each individual item.
- Be mindful that no document can be prepared with every potential contingency.
- Cooperation and good judgment are far more valuable than rules for every situation.
- Executive board members can be quickly contacted to evaluate and make necessary decisions promptly.