

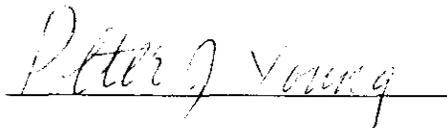
**Creating the Campus Community Service Council:
An Exercise in Organizational Development**

An Honors Thesis (HONRS 499)

by

Katherine H. Frye

**Thesis Advisor:
Peter J. Young**

A handwritten signature in cursive script, reading "Peter J. Young", is written over a horizontal line.

**Ball State University
Muncie, Indiana**

December, 1996

Expected Date of Graduation: May 10, 1997

Abstract

This thesis project created a Campus Community Service Council (CCSC) for the Ball State University campus. This council is a result of a need on campus for a forum for students to discuss service. The purposes of the council are: to organize members of organizations who participate in service activities into one forum, to educate the campus on the value of service experiences, to involve campus organizations in service experiences, to review grant and award applications related to community service, and to organize an annual campus-wide service project. Research was done by contacting the member institutions of the Indiana Campus Compact, an statewide organization that promotes service and service learning on college and university campuses in Indiana. My research indicated that this council, the CCSC, was one of the first of its kind in the state.

A constitution for the organization was created and the first two regular meetings were planned and implemented. An advisor for the organization has been named and two co-chairs have been selected. The CCSC has plans for full operation beginning in the spring semester of 1997.

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Acknowledgments

I would like to thank God, for without His love and guidance, I would not be where or who I am today.

I would also like thank Mr. Peter J. Young, my advisor in this project. His support, guidance and example have been crucial in my success and the success of this project.

I would like to thank my fiancé, Jim, for his constant support and encouragement, especially when it seemed I'd have to start over again and he offered to type.

I would also like to thank my family, for always supporting me in my education, and always challenging me to do my best.

I would like to thank Cameron Stutsman, Ball State's Help Desk, and Norton Disk Doctor©, for finding most of the files that I thought were lost forever on my computer disk.

Thanks also to my friends in Elliott Residence Hall who have been sounding boards and have allowed their rooms to be places of relaxation and support in times of need. This especially goes to my roommate, Mandy, who has heard my sighs of frustration and has supported me from the beginning.

Foreword

Community Service has been an integral part of my life since I was in high school. At that time, the majority of community service activities I engaged in revolved around visiting convalescent homes in my area. When deciding to go to college, I decided to major in Social Work so that I could serve people as my life's work. I haven't changed my major at all in these four years.

Upon arriving at Ball State University, I started volunteering for Student Voluntary Services. I really loved my experiences with the program and continued throughout the rest of my college career. I then joined a service fraternity, Alpha Phi Omega, in order to get to know others who love to do service as much as I do. I became an officer and devoted much of my time to the fraternity, or more specifically, to service.

In addition, I had become a member of Alpha Lambda Delta and Golden Key honor societies, which have a community service focus. I noticed how these groups struggled to find service opportunities around campus and in the community.

I have been involved in the **Excellence in Leadership** program continually since I was a freshman. My favorite phase was the third year because each student was linked with an agency in the community and worked with that agency for the entire academic year. I worked with the Hospital Hospitality House and learned so much about the inner workings of a non-profit agency and how to run an agency in general. It really helped me feel more an active part of the community rather than a passive bystander.

To me, community service should be included as a part of every college students' education. It helps one develop character and gives something valuable back to the community. I have worked with people who have had to do community service for their classes, and although they were reluctant at first to do something extra for their classes outside of class time, I have yet to run into a volunteer who did not feel personally

rewarded for doing the service. Many of these volunteers also returned in subsequent semesters to volunteer because they wanted to and not because it was required of them.

Community service can make one feel good about oneself, seeing the difference one person can make. It's gratifying to know what a difference you have made, and how much the people you've helped appreciate it. Giving of oneself and one's resources to make someone's life better, or their job better, or just make their day brighter is what community service is all about.

The purpose of this council is to bring people who are part of organizations that participate in service activities together. By doing this, these representatives can discuss service opportunities, recognize organizations on campus who do outstanding service, discuss successes and failures with peers who may have suggestions, do service together, and educate the Ball State University campus about the service opportunities that are available to them.

Genesis of the Project & Group Formation

This project was started as a result of a need that both my advisor, Mr. Peter Young, Assistant Director of Leadership and Service Programs, and I saw on the Ball State University campus. This need is for communication between service organizations on our campus. As a member and former officer of Alpha Phi Omega, national service fraternity, I know there was considerable discussion about doing service projects with other organizations on campus, specifically Student Voluntary Services and Epsilon Sigma Alpha, a service sorority. During my active membership in Alpha Phi Omega, we, as a chapter, did not engage in any activities with either of these organizations. When I became a program coordinator for Student Voluntary Services, I noticed that there was also considerable discussion about doing service with other organizations, but again, nothing resulted from the discussions.

When Mr. Young brought the idea of creating a service council to my attention, I was eager to start the planning. There had been a council similar to the one we envisioned that went defunct in 1993. The name of this council was the *Student Caucus for Community Service*. Mr. Young supplied me with a copy of this organization's constitution and by-laws, which proved helpful later when I began writing the constitution for the new group.

Mr. Young and I discussed which organizations were service-oriented on campus and decided to invite members from Alpha Phi Omega, Student Voluntary Services, Habitat for Humanity, Epsilon Sigma Alpha, and Circle K. During my conference for my thesis topic approval with Dr. Joanne Edmonds, Assistant Dean of the Honors College, I was reminded of the difficulties honor societies have on campus finding service opportunities. I am also a member of Alpha Lambda Delta, freshman honor society and Golden Key National Honor Society. I decided to include Alpha Lambda Delta, Blue Key

Honor Society, Golden Key Honor Society, and Mortar Board as members of the service council.

The *Campus Community Service Council* was created in order for organizations who perform service to have the opportunity to share projects they are involved in, discuss service opportunities on campus, do an annual service project together, and to review applications for grants and awards related to service. Many times, these organizations are either short of volunteers for their projects or short of projects for their volunteers. A function of this council is for each organization to have a connection to the other organizations.

On September 13, I sent out a letter of introduction and invitation to the council to all organizations mentioned above through campus mail (see Appendix A). With this invitation, I sent a response form (see Appendix B) and a self-addressed campus envelope. I received positive responses from Alpha Lambda Delta, Alpha Phi Omega, Golden Key Honor Society, and Student Voluntary Services. I received no negative responses, but none of the other above mentioned groups responded to this letter. However, I was not able to contact Circle K at all because their organization went defunct last year.

After contacting these organizations, I started to research other colleges and universities in Indiana via the Indiana Campus Compact to find out if there are any other programs/organizations similar to the one I was starting. I received an Indiana Campus Compact Advisory Board contact list from Mr. Young (see Appendix C) and began calling all the contact people on the list. Information about my research and findings can be found in the section entitled "Research and Findings".

The Indiana Campus Compact has members from twenty-five colleges and universities in the state. The compact's five goals are: to promote presidential and student leadership, support the development of Indiana communities, promote increased civic participation and responsibility, improve the quality of teaching and learning, and prepare students for service to society. To attain these goals, the Indiana Campus Compact

develops programming in four areas. The first programming area is building a sustainable network. This gives the member institutions the benefits of a statewide network, but they also offer individualized assistance tailored to the institution. The second programming area is combining service with academic study. This area includes service learning curriculum and grants, faculty fellows projects, and service learning coordinators projects. The third programming area is connecting K-12 and higher education through service learning. This area unites students of all ages to do service and service learning activities. The fourth and final programming area is developing students through community service. The Indiana Campus Compact gives community service mini-grants through this programming area. It also trains Student Voluntary Service Coordinators on member campuses who are responsible for student service programs. There is a national Campus Compact that includes over 500 member colleges and universities.

At the same time, using the constitution from the Student Caucus for Community Service (see Appendix D) as a guideline, I drafted a constitution for the Campus Community Service Council, as the council is named (see Appendix E). I did this in order to have it affirmed by the members at the first meeting and amended as needed. The amended constitution (see Appendix F).

Prior to the first meeting of the council, I sent out reminders to all the invited organizations. One was a thank-you to all those organizations I had heard from (see Appendix G). The other was a brief letter reminding them of my intentions for the council and the meeting information (see Appendix H).

Research and Findings

In order to do my research, I called all the Community Service Personnel Contacts from every institution belonging to the Indiana Campus Compact. After introducing myself, and describing my project to the contact person, I asked if they had any program or organization similar to the one I was trying to create.

Of the schools I was able to contact, I found that this council is one of the first of it's kind in the state. Many other schools in the Indiana Campus Compact are just starting their service programs and barely have them off the ground. The advisors I spoke with from some these schools seemed embarrassed that their school was not as "revolutionary" as Ball State.

I spoke with Julie Beggs, from the Campus Activities Office at Butler University, and found that Butler does have a organization similar to the *Campus Community Service Council* that they call the *Butler Volunteer Network*. This organization meets monthly to discuss service issues and volunteer opportunities in their area. The membership of this organization is comprised of representatives of all the service organizations on campus along with any organization on campus that has a philanthropy chairperson. She also stated that an e-mail newsletter helps to keep the representatives in contact with the events of the Network. The *Butler Volunteer Network* is having problems with participation and attendance by organization representatives. Ms. Beggs' suggestion for representative's increased attendance is to announce and offer food at the meetings. She stated that the *Butler Volunteer Network* has not been as much of a success as she had hoped, but that next semester she has some new ideas for greater attendance by participants including giveaways and guest speakers.

Jane Williams, the assistant to the director of the Hartman Center for Civic Education and Leadership, at DePauw University, told me that their center has only been open for one year and that at this time their service program is not very extensive. They

do have an organization called the *Volunteer Ambassadors* that meets monthly or bi-monthly, depending on how busy they are. Representatives from sororities, fraternities and residence halls meet to discuss philanthropic things they are doing. They do not do a collaborative service project, but it is a thought for the *Volunteer Ambassadors* in the future.

Theresa Ludwig, in the Office of Service Learning at Earlham College, told me that they have the *Service Learning Advisory Council* at Earlham. This council is comprised of community members, faculty and staff representatives, and student representatives and they meet three times an academic year, at the beginning of each of their terms. This council discusses current programs for service learning at Earlham and possibilities for future programs. Currently, the council is discussing the councils' direction and purpose for the next four years.

I spoke with Brother Chris Dreyer from Holy Cross College, and he told me that Holy Cross College is just starting its service program. The only service-related activity they have at this time is a course about community service.

Petra Roter, assistant director of Student Life Programs at Indiana State University, told me that Indiana State University had just joined the Indiana Campus Compact and they do not have any formalized service program. At the time I spoke to her, they were starting a Service Corps that involves one-time service projects. She was hopeful that next year she'll have more programs to talk about.

I spoke with Margaret O'Gorman at the Student Activities office at Indiana University, Bloomington, and she told me that they do not have a formal council. The volunteer opportunities on campus are routed through their Volunteer Student Bureau. This bureau makes referrals and placements of students into volunteer sites. She also referred me to internet, and service learning home pages for national information.

I spoke with Sarah Hawkins at Indiana University, Kokomo, and she said that their service program is very limited. At IUK, there is one student who focuses on service

opportunities, and spreads the word as much as possible. It is my understanding that they are hoping to expand their service program, but with their small student population, it is difficult.

Mary Ball Brant, at Indiana University Purdue University-Fort Wayne, said that they have no council such as the *Campus Community Service Council*. She said they have no designated office for service, and their service program is "minimal."

I spoke with Jeff Vessely from the Student Activities Office at Indiana University Purdue University, Indianapolis. He told me that they have a small advisory committee that meets twice a semester and is made up of staff, faculty and community members. They discuss campus and community service issues, but students and student organizations are not yet members of this committee.

Nancy Scott, at Marian College, said they have a Service Learning Advisory Board that includes faculty, staff, community and student representatives that meets bi-monthly. She said that this organization discusses the Office of Service Learning and Mentoring. They give grants to campus organizations that do service and offer some training opportunities in leadership and mentoring.

I spoke with Dr. Richard E. Grace, the director of the Undergraduate Studies Program at Purdue University, West Lafayette. He said that Purdue has no organization such as the *Campus Community Service Council*, but he highly suggested that community representatives be invited to be members of the council. He felt that by bringing in both community and faculty opinion that the CCSC would be a greater success.

Mary Rayburn, from Taylor World Outreach, at Taylor University said that approximately two hundred and fifty to three hundred students volunteer in TWO. She told me that there is a Community Outreach program, which has a fifteen member student cabinet. They meet monthly to discuss what is going on with each ministry (what I understand to be service project areas). These fifteen student ministry coordinators do

one big project together with as many of their volunteers as possible, sharing resources and networking in the community.

I spoke to Kathy Royer at the Center for Social Concerns at the University of Notre Dame. Notre Dame has an extensive volunteer program, with over 2,000 students volunteering annually. The Center only deals with the leaders of the student organizations, and then the leaders do the recruiting for service projects and do the transporting, too. There is a committee at the University of Notre Dame that discusses service issues, but it is different than the *Campus Community Service Council*. It is comprised of one student representative, three community representatives, and Ms. Royer. They discuss their leadership development programs, and the Leadership Issues class that is offered there. They also discuss things that can be improved and things that are going well as they are.

Through this research, I found that all of these persons were very supportive of my idea and are very anxious to hear my results. One person even suggested I present my thesis to the Indiana Campus Compact when it is completed. I found that many schools in Indiana are just starting their service programs and are experimenting with different ideas at this time. The schools with the more developed service programs are the schools who either have a council like the *Campus Community Service Council*, or have been thinking of a way to create one themselves.

I also discovered that Ball State University's service program is held in high regard by other people who coordinate service programs across the state. Ball State's Program is older and more developed than the other programs and has a more structured, long-term volunteer program. Hopefully, this project will help the other schools to create their own *Campus Community Service Council*. I intend to make my findings available to these institutions via Mr. Young.

I have learned many useful things and gathered helpful ideas for the future through the contacts I have made with these community service personnel. I think it is a great idea

to include food in the meeting to possibly draw more people. As a result of my conversations, I am also not as discouraged as I was earlier about the low turnout at the first two meetings of the council. First of all, I am starting a revolutionary council in Indiana. In addition, Butler has had the *Butler Volunteer Network* in place for over a year and they still have problems with poor attendance by representatives. From this example, I also learned that creating a new organization and getting people involved is not an easy task, nor is it accomplished quickly.

An idea that I would like to see incorporated into the council in the future is having community representatives in the group as well to allow members to make contacts in the Muncie community and identify other service opportunities. Having a guest speaker at the meetings is also a worthy idea, but because the *Campus Community Service Council* requires no dues it has no budget, so the speakers it would be able to invite would have to be free. Additionally, I feel that it would be a good idea to include representatives from other organizations that have a philanthropic chairperson.

The First Meeting

The first meeting of the Campus Community Service Council was held on Tuesday, November 19, 1996 at 9:00 am in the Student Center Multi-Purpose Room. Those attending were Donmichael Thompson, representative from Alpha Phi Omega, Jennifer Powers, representative of Student Voluntary Services, Peter Young, advisor of the council, and me, Katherine Frye.

We discussed the constitution, and Peter Young had suggestions for revisions, as noted in the revised constitution. I had intended to have elections for chair and secretary of the organization, but without a majority of the council present, it was tabled until the next meeting, which we decided would be sometime in December. It was decided that I would gather information from the others who were not present to decide if Tuesday mornings were a bad time for the others, or if it was the best time for the majority.

I felt discouraged because I had only heard from the Habitat for Humanity representative, who is unable to make almost any meeting time on Tuesdays. I had assumed that the others would attend. After the meeting, however, I spoke with the representative for Alpha Lambda Delta, who had something come up at the last minute, and the representative for Mortar Board, who had gotten ill the night before. They are both able to make it to the meetings on Tuesdays.

I sent the agenda (see Appendix I) and a copy of the unamended constitution to the persons who did not attend the meeting through campus mail. I hoped to hear from the organizations that I hadn't yet heard from to find out whether or not they were interested in the council. I sent a letter (see Appendix J) asking for input on the constitution and an interest response from those organizations that I hadn't heard from at all. I sent a separate letter (see Appendix K) asking for input on the constitution to those organizations from which I had recieved positive responses.

The Second Meeting

The second meeting of the Campus Community Service Council was held on Tuesday, December 10, 1996 at 9:30 am in Student Center room 303. Those attending were Donmichael Thompson, representative from Alpha Phi Omega, Peter Young, advisor of the council, and me, Katherine Frye. Kristen Jones, representative of Alpha Lambda Delta, arrived late.

Due to the low turnout, we did not discuss the issues listed on the agenda. We made introductions, and discussed the continuation of the council next semester. Donmichael Thompson agreed to serve as the co-chair for the group, with the Student Voluntary Services representative Jennifer Powers, and organize the first meeting for next semester by getting all the representative's schedules for next semester and picking a time that works well for everyone. They also agreed to meet with Mr. Young to discuss the agenda for the meeting.

I again felt discouraged because I had only heard from the Habitat for Humanity representative, who is unable to make almost any meeting time on Tuesdays. I had assumed that the others would attend. After the meeting, however, I received an e-mail from Epsilon Sigma Alpha stating that they are too busy to participate in the council at this time.

I sent the agenda and a letter (see Appendix M) describing the meeting to the organizations who did not attend but said they would be interested in being a part of the council. I explained that Donmichael had agreed to chair the first meeting of next semester and that he would be contacting them to get their schedules.

I then filled out the *Intent to Organize* form for Ball State University, and returned it to the Office of Leadership and Service Programs (see Appendix N). Three original copies of the proposed constitution were submitted with the application.

Summary & Recommendations for Future Study

This project was quite a learning experience for me. I did not realize that there was so much planning to starting your own organization. I also didn't realize it would be so difficult to get less than a dozen people to come to the same meeting. Overall, however, I feel that the *Campus Community Service Council* will be a success in the future.

There are many things that I feel factored into the low number of attendees at the CCSC meetings. First of all, the meetings were held late in the semester, so it was difficult for people to make time for them in addition to the other activities going on at this time. I also feel that if I had access to the representatives class and work schedules the meetings would have more likely been held at a time when most, if not all, of the representatives were available.

There are many possibilities for future study with this project. First, the organization could be opened to include a representative from all organizations on campus who participate in philanthropic activities. Similarly, the organization could also invite community and staff/faculty of Ball State University to be a part of the *Campus Community Service Council* for an outside point of view for service, as I mentioned previously in my Research and Findings section.

Another possible area for study is to create an informative "How to" packet that other schools could use to create their own service council. This packet could include a sample constitution, a list of ways to encourage representative attendance, and other ideas for group development and growth. Along these lines, the Ball State University *Campus Community Service Council* could host a statewide conference on service and related issues to help promote service on this campus, and other campuses.

A great amount of research and study could also be done on a nationwide level. The project could generate many helpful ideas for the CCSC as well as give us a better picture of the status of service programs in colleges and universities nationally.

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September 12, 1996

{President Name}
{Organization}
{Campus Address}
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Dear {President's first name}:

Hello! My name is Katherine Frye and I want to tell you about what I am doing for my honors thesis. After I am done, it is my hope that you will want to become involved, too. My thesis project is the creation of a campus community service council. This council will unite service groups and groups which spend a great deal of time doing service to discuss service related issues on campus and to enlist the help of other people who are part of service organization's projects. It is also a goal that the council and the organizations which are represented on it will get the opportunity to do at least one campus or community service project a year together. As a charter member of this council, your concerns and those of {Organization} will be heard

At this point in time, I would like to know if your organization would be interested in being a part of this council. Meetings would be limited to once a month, dates and times are yet to be determined. Please return the enclosed reply sheet to me as soon as possible. It is my intention that the council will meet for the first time in mid- or late October.

Thank you very much for your time. I hope to hear from you soon.

Sincerely,

Katherine H. Frye

Campus Community Service Council

Organization: _____

Contact Name: _____

Contact Telephone Number: _____

The days of the week and times that are best for me to meet are: _____

_____ No, thanks. Our organization is not interested at this time.

Please return to Katherine Frye, Elliott Hall Box 18 by October 4, 1996.
Thank you!

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**INDIANA CAMPUS COMPACT
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SVSC

CSP

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**INDIANA CAMPUS COMPACT
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**The Constitution of the
Student Caucus for Community Service
of Ball State University
(January 1992)**

Article I Name

The name of the organization shall be the Ball State University Student Caucus for Community Service, to be abbreviated SCCS.

Article II Purpose

The goals for the organization include:

1. involving campus organizations in service experiences,
2. assessing needs and concerns in the Muncie community which campus organizations may take an active role in meeting,
3. educating the campus on the value of service experiences,
4. and recognizing student organizations participating in service.

Article III Membership

- Section 1. Membership in SCCS shall be by appointment. **Two members shall be appointed by Student Voluntary Services.** One member each shall be appointed by each Ball State University student organization listed in the by-laws, with additional members being elected from interested parties by a quorum vote. Regular membership in the organization shall not exceed twenty members.
- Section 2. Regular membership in the organization shall be limited to students, faculty, and staff of Ball State University.
- Section 3. The organization shall not discriminate in the membership selection process on the basis of race, sex, sexual orientation, religion, color, national origin, physical or mental disability, age, status as a Vietnam Era veteran, or any other classification as specified by Ball State University policy.

Article IV Officers

- Co-Chairs: SCCS shall be headed by **one or more co-chairs.** The co-chair(s) shall be elected for a one-year term as specified in the by-laws. **The co-chair(s) shall conduct all regular meetings, develop the agenda for such meetings, and serve as spokesperson(s) for the organization.**
- Secretary: A secretary shall be elected for a one-year term as specified in the by-laws. **The secretary shall be responsible for meeting minutes and all internal communications for the organization.**

Article V Executive Committee

SCCS shall have no executive committee, as the size of the organization eliminates the need for a governing board.

Article VI Meetings

- Section 1. SCCS shall hold regular meetings at least once per month. Regular meetings shall not be held more than once per week without a quorum vote. Other meetings may be scheduled at will by a quorum vote at any regular meeting.
- Section 2.. **Regular attendance shall be expected. Variations in attendance shall be arranged beforehand with the co-chairs. Three unexcused absences in any semester shall result in review by the membership.**

Article VII Finances

- Section 1.** No fees shall be required of members.
- Section 2.** SCCS shall maintain a treasury through the Ball State University Accounting office, to be administered by a financial director, as specified in the by-laws. The financial director shall report all transactions at each regular meeting.

Article VIII Amendments

- Section 1.** The constitution shall be amended as follows:
1. Amendment proposals must be announced at two consecutive regular meetings.
 2. A quorum vote must be held at the next regular meeting.
- Section 2.** The by-laws may be amended at any regular meeting by a quorum vote.

By-Laws

1. The student organizations from which representatives shall be appointed are as follows: **Alpha Phi Omega, Black Student Association, Circle K International, Disabled Students in Action, Interfraternity Council, Lesbian and Gay Student Association, Non-Traditional Student Association, Panhellenic Council, Religious Council, Residence Hall Association, Student Association, Student Center Program Board, Student Foundation, and Student Senate.**
2. **Officers shall be nominated during the first two regular meetings of the fall semester. Elections shall be held during the second regular meeting through a quorum vote. Offices shall be assumed immediately, with the terms of office to continue through the end of the following spring semester. Vacancies shall be filled by a two-meeting nomination/election process similar to the initial election process.**
3. **Several standing committees shall exist within SCCS. Committee heads shall be appointed by a quorum vote during the second regular meeting of the school year. All members are encouraged to join a committee. The standing committees shall be as follows:**
 - Finance:** The finance committee shall conduct fund-raising efforts of the organization.. The financial committee head shall serve as the financial director and manage the treasury.
 - Public Relations:** The public relations committee shall be responsible for advertising, Daily News coverage, and other forms of external communication for the organization.
 - Outreach:** The outreach committee shall be responsible for assessing needs and concerns in the Muncie community which campus organizations may take an active role in meeting. The committee shall also coordinate education efforts meant to promote and value service experiences.
 - Recognition:** The recognition committee shall be responsible for award ceremonies and other activities which acknowledge volunteerism within student organizations.

Other ad-hoc committees shall form as needed to coordinate special events and other activities. Ad-hoc committees may be formed at any regular meeting by a quorum vote.
4. **Quorum shall be established when a simple majority of members are present. A quorum vote shall be an affirmation by a simple majority of the membership present at any quorum meeting.**

**The Constitution of the
Campus Community Service Council
of Ball State University**

(November 1996)

Article I Name

The name of the organization shall be the Ball State University Campus Community Service Council, to be abbreviated CCSC.

Article II Purpose

The goals for this organization include:

1. organizing members of other organizations on campus into one forum,
2. educating the campus on the value of service experiences,
3. involving campus organizations in service experiences,

Article III Membership

Section 1. One member each shall be appointed by each Ball State University student organization listed in the by-laws, with additional members being elected from interested parties by quorum vote.

Section 2. Regular membership in the organization shall be limited to students, faculty and staff of Ball State University.

Section 3. The organization shall not discriminate in the membership election process on the basis of race, sex, sexual orientation, religion, color, national origin, physical or mental disability, age, status as a Vietnam Era veteran, or any other classification as specified by Ball State University Policy.

Article IV Officers

Co-Chairs: CCSC shall be headed by one or more co-chairs. The co-chairs shall be elected for a one-semester term as specified in the by-laws. The co-chair(s) shall conduct all regular meetings, develop the agenda for such meetings, and serve as spokesperson(s) for the organization.

Secretary: A secretary shall be elected for a one-semester term as specified by the by-laws. The secretary shall be responsible for meeting minutes and all internal communications for the organizations.

Article V Executive Committee

CCSC shall have no executive committee, as the size of the organization eliminates the need for a governing board.

Article VI Meetings

- Section 1. CCSC shall hold regular meetings once a month. Other meetings may be scheduled at will by a quorum vote at any other regular meeting.
- Section 2. Regular attendance shall be expected. Variations in attendance shall be arranged beforehand with the co-chairs(s).

Article VII Amendments

- Section 1. The constitution shall be amended as follows:
1. Amendment proposals must be announced at the regular meeting prior to voting.
 2. A quorum vote must be held at the next regular meeting by a quorum vote.
- Section 2. The by-laws may be amended at any regular meeting by a quorum vote.

Article VIII Advisor

- Section 1. The advisor(s) of the CCSC shall be assigned by the director of Student Voluntary Services (or may be the director if so desired).
- Section 2. The advisor should attend CCSC meetings and provide guidance in any and all organizational, leadership, and financial matters.

By-Laws

1. The student organizations from which representatives shall be appointed are as follows: Alpha Lambda Delta, Alpha Phi Omega, Blue Key Honor Society, Circle K International, Epsilon Sigma Alpha, Golden Key Honor Society, Habitat for Humanity, Mortar Board, and Student Voluntary Services.
2. Officers shall be nominated and elected during the first regular meeting of each semester. Elections shall be held through a quorum vote. Offices shall be assumed immediately, with the terms of office to continue through the end of the semester. Vacancies shall be filled by a one-meeting nomination/election process similar to the initial election process.
3. Several standing committees shall exist within the CCSC. Committee heads shall be appointed by a quorum vote during the first regular meeting of the semester. The standing committees shall be as follows:
 - Public Relations: The public relations committee shall be responsible for advertising, Daily News Coverage, and other forms of external communication for the organization.
 - Outreach: The outreach committee shall be responsible for assessing needs and concerns in the Muncie community which campus

organizations may take an active role in meeting. The committee shall also coordinate education efforts meant to promote and value service experiences.

Other ad-hoc committees shall form as needed to coordinate special events and other activities. Ad-hoc committees may be formed at any regular meeting by a quorum vote.

4. Quorum shall be established when a simple majority of members are present. A quorum vote shall be an affirmation by a simple majority of the membership present at any quorum meeting.

**The Constitution of the
Campus Community Service Council
of Ball State University**

(November 1996)

Article I Name

The name of the organization shall be the Ball State University Campus Community Service Council, to be abbreviated CCSC.

Article II Purpose

The goals for this organization include:

1. organizing members of other organizations on campus into one forum,
2. educating the campus on the value of service experiences,
3. involving campus organizations in service experiences,
4. review grant and award applications related to community service.
5. organize annual campus-wide service project.

Article III Membership

Section 1. One member each shall be appointed by each Ball State University student organization listed in the by-laws, with additional members being elected from interested parties by quorum vote.

Section 2. Regular membership in the organization shall be limited to students, faculty and staff of Ball State University.

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Article VI Meetings

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 2. A quorum vote must be held at the next regular meeting by a quorum vote.
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- Section 1. The advisor(s) of the CCSC shall be assigned by the director of Student Voluntary Services (or may be the director if so desired).
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3. Several standing committees shall exist within the CCSC. Committee heads shall be appointed by a quorum vote during the first regular meeting of the semester. The standing committees shall be as follows:

Public Relations: The public relations committee shall be responsible for advertising, Daily News Coverage, and other forms of external communication for the organization.

Outreach: The outreach committee shall be responsible for assessing needs and concerns in the Muncie community which campus organizations may take an active role in meeting. The committee shall also coordinate education efforts meant to promote and value service experiences.

Other ad-hoc committees shall form as needed to coordinate special events and other activities. Ad-hoc committees may be formed at any regular meeting by a quorum vote.

4. Quorum shall be established when a simple majority of members are present. A quorum vote shall be an affirmation by a simple majority of the membership present at any quorum meeting.

Thank you for your interest in the

Campus Community Service Council !

The first meeting will be held on

Tuesday, November 19th

at 9AM in the Student Center

Multi-Purpose Room !

For more information, contact the Student Center

Call the Student Center at 314-801-5000

or visit us at www.campuscommunity.org

I am starting a Campus Community Service Council as a part of my honors thesis, and I would like your help! This council will meet once a month to discuss various projects each organization is doing and to elicit help from members of other organizations who do service. There will be a service project each semester in which all the organizations represented on the council can participate in. It will bring fellowship among different service organizations and will give your organization a link to service opportunities, as well as a connection to get volunteers for your projects.

About a month ago, you received a letter from me asking you to send a representative from your organization to be a member of the Campus Community Service Council. I haven't heard back from you, but I am hoping that you are interested. Our first meeting will be on Tuesday, November 19 at 9 am in the Student Center Multi-Purpose room.

I hope to see a representative from your organization there!

Thanks!

Katherine Frye

If you have any questions or you cannot send a representative but are interested, feel free to contact me through e-mail at OOKHFRYE or call at 214-8921.

**Campus Community Service Council
First Regular Meeting Agenda
Tuesday, November 19, 1996**

1. Introductions
2. Genesis of CCSC
3. Presentation of the constitution and feedback
4. Sharing of service projects coming up
5. Brainstorming for campus-wide service project
6. Nomination and Election of (Co-) Chair and Secretary
7. Set date for next meeting

November 20, 1996

Hello! I was sorry that you could not make the Campus Community Service Council Meeting yesterday, Nov. 19. I was wondering if 9 am on Tuesday morning was a bad time for you, or if your organization is not interested in the council. I would like to ask you to ~~please~~ call me at 214-8921 or e-mail me at 00KHFRYE if you are not interested in the CCSC, and I will remove your organization from my list. I look forward to hearing from you soon.

Thank you,

Katherine H. Frye

P.S. Since I haven't heard from you one way or the other, I have enclosed yesterday's agenda and the preliminary constitution. Some changes have already been made to it. In Article II, two purposes have been added;

4. review grant and award applications related to community service;
5. organize an annual campus-wide service project.

If you have any other suggestions for improvement, please let me know.

November 20, 1996

Hello! I was sorry that you could not make the Campus Community Service Council Meeting yesterday, Nov. 19. I was wondering if 9 am on Tuesday morning was a bad time for you, or if you had prior plans. I would like to ask you to ~~please~~ call me at 214-8921 or e-mail me at 00KHFRYE to let me know the best times and days of the week for you to meet. I look forward to hearing from you soon.

Thank you,

Katherine H. Frye

P.S. I have enclosed yesterday's agenda and the preliminary constitution. Some changes have already been made to it. In Article II, two purposes have been added;

4. review grant and award applications related to community service;
5. organize an annual campus-wide service project.

If you have any other suggestions for improvement, please let me know.

**The next regular meeting of the
Campus Community
Service Council
will be held on
Tuesday, December 10 at 9:30 am
in Student Center room 303!**

**Can't be there or have questions? Call
Katherine 214-8912, or E-mail 00KHFRYE**

**Campus Community Service Council
Second Regular Meeting Agenda
Tuesday, December 10, 1996**

1. Introductions
2. Genesis of CCSC
3. Sharing of service projects coming up
4. Brainstorming for campus-wide service project
5. Nomination and Election of (Co-) Chair and Secretary
6. Set date for next meeting

December 12, 1996

Hello! This is a quick summary of the Campus Community Service Council Meeting that took place on December 10. Donmichael Thompson, representative from Alpha Phi Omega will be acting as chair of the council next semester while I am doing my social work practicum. He will be contacting you early next semester to get your schedule for next semester and set up the first meeting of the spring semester. If the contact person is not the president of your organization, please contact Donmichael at 05DJTHOMPSON, or 284-9415.

Thank you,

Katherine H. Frye

P.S. I have enclosed the amended constitution. If you have any other suggestions for improvement of the constitution, please bring those suggestions to the next CCSC meeting.

Ball State University

INTENT TO ORGANIZE

Name of Group: Campus Community Service Council

Purpose: organize representatives from organizations who do service into one forum, educate the campus on the value of service, review grant and award applications related to community service, involve campus organizations in service experiences, and organize annual service projects.

Acting President or Chairperson: Donmichael Thompson

Address: 1111 Locust Muncie, IN 47303 Phone: 284-9415

Other Officers: Jennifer Powers, co-chair Phone: 287-8965

Phone: _____

Phone: _____

Organization's on-campus mailing address Office of Leadership and Service Programs

Faculty Advisor: Peter J. Young

Dept. or Office: Office of Leadership and Service Programs Phone: 285-2621

Signature of President or Chairperson: _____ Date: _____

Signature of Advisor: _____ Date: _____

The privileges accorded a temporary group will be in effect until _____ Date _____

Date ITO received: _____

Date constitution received: _____

Date sent to Student Activities Committee: _____

Action: