

Early College Awareness (ECA) Constitution and By-Laws

Article I: Organization

1. The name of this organization shall be Early College Awareness, (hereby referred to as its abbreviated name, “ECA”).
2. Our organization is a program of Cornell’s Public Service Center.

Article II: Purpose

1. This organization will be committed to serving disadvantaged and underserved students by providing greater agency to higher education by informing grade school students about the different aspects of attending and applying to college.
2. This mission will be conducted through partnerships with students among all grade levels and locations, with a focus on local Ithaca and Tompkins County schools. These partner schools include:
 - a. Ithaca High School’s Advancement Via Individual Determination (AVID) program.
 - b. Spencer Van-Etten Middle School
 - c. Waverly Middle School
3. The organization will inform partner students of college opportunity, structure, and preparation.
4. The organization will provide engaging and interactive curriculum on postsecondary education.
5. The organization will aim to provide as much choice and preparation to education opportunities in doing our part to foster equity in our community.

Article III: Membership

1. Any registered student, undergraduate or graduate, with an interest in public service is eligible to become a member of ECA.
2. Members will be considered volunteers of the organization, and not be financially compensated for their time with the organization, including scheduled sessions with partner schools. In some cases, members may receive reimbursement for necessary expenses taken in service to ECA’s mission
3. General body members may join ECA by registering through campus groups or mailing list. No formal application is necessary.

4. Membership to the “Executive Board” is subject to the application process outline in Article V.

Article IV: Membership Expectations

1. Members are expected to attend weekly general body meetings to discuss upcoming curriculum and volunteer schedule. If a member is unable to attend, they must inform a member of the Executive board.
2. Members are expected to attend their scheduled volunteer sessions with schools. This includes, but is not limited to, travel to volunteer location, trainings, and virtual meetings.
3. All members must sign the Public Service Center volunteer waiver and working with minors policy.
4. Missing a majority of weekly meetings or any scheduled volunteer sessions could result in removal from the organization, as determined by a majority vote of the Executive Board.
5. Each member is expected to abide by rules outlined for each volunteer session. They must also continue to abide by the Cornell Code of Conduct while serving off-campus. They may also be subject to requirements given by our partner schools.
6. Members must not take photos of, share personal information with, or separately communicate with students of our partner schools without explicit permission and release forms from ECA and Cornell.
7. ECA members are expected to work in collaboration with partner school students, as well as teachers and staff. ECA is *not* for a tutoring purpose, and therefore all ECA members will focus on the engaging students with a focus on postsecondary education opportunity and providing mentorship.
8. ECA members are expected to collectively develop programming of ECA curriculum alongside partner teachers and staff. This programming includes organizing of field trips, topics on postsecondary education, and interactive projects or activities. Members are encouraged to create presentations that are engaging for ECA students, with consideration to the following goals:
 - a. Understand the basics in lesson and presentation creation.
 - b. Identify learner needs.
 - c. Engage and involve the audience.
 - d. Research relevant and appropriate material to create informative presentations.
9. Members are asked to establish a safe space during weekly meetings and volunteer sessions. This requires the development of an openness of mind and openness to feedback and critical reflection. Members should take note to be courteous and respectful to our students, partner teachers and staff, and fellow ECA members.

Article V: Executive Board

1. Each semester, the current membership will review applications to open Executive Board positions for the following semester. Any member that has been involved with ECA for one full semester and has participated in our service with partner schools is eligible to apply for a position with the Executive Board. The current membership will vote on the members for the new Executive Board, with the exception of President and Vice President.
2. The Board will contain the following positions: President, Vice President, Secretary, Treasurer, and School Coordinators. Additional Board positions can be added if the Board reaches a unanimous decision in favor of expansion.
3. The positions of President and Vice President will be voted on by all members of ECA.
4. The advisor through Cornell's Public Service Center will act as a consultant and assist in executive oversight of ECA. The ECA membership and Executive Board will abide by any trainings or oversight that this advisor deems necessary.
5. The Executive Board is not only responsible for the following responsibilities as detailed for each individual position, but also for the general oversight – including providing avenues for support and reflection – for ECA membership.
6. President
 - a. Serve as the chief liaison between ECA staff and students, the Public Service Center, and other professors, students, organizations, or staff that are involved with ECA organizations.
 - b. Coordinate and maintain strong communication channels with ECA partner schools.
 - c. Work in collaboration with Cornell's Public Service Center programs with respect to membership recruitment, retention, training, and programming.
 - d. Oversee the agenda for general body and executive board meetings and facilitate them (though the president does not have to be the only one to run these meetings).
 - e. Sets the goals for the upcoming semester and direction of curriculum for partner school service.
 - f. Delegates responsibilities to respective general body and executive board members.
 - g. Leads board and general body meetings.
7. Vice President
 - a. Assumes role of President if President is absent.
 - b. Assist in the coordination between ECA and partner schools alongside the President.
 - c. Oversee new membership advertising, recruitment, and necessary applications.

- d. Main director for campus groups maintenance, including member records, necessary advertising, and registration.
 - e. Advise the President in goal setting and curriculum focus for school service.
 - f. Serves as the main point of contact between ECA and the Engaged Center.
8. Treasurer
- a. Applies for and keeps track of SAFC funding.
 - b. Maintains an organized budget, including assisting in procuring transportation for ECA programming, parking, supplies, etc.
 - c. Oversees any necessary reimbursements.
 - d. Works with the Public Service Center to apply for grants and other funding opportunities.
 - e. Fulfills all other requirements for membership, as outlined in Article IV.
 - f. Attends all necessary trainings and orientations.
9. Secretary
- a. Will write and maintain meeting notes as deemed necessary for both the executive board and general body.
 - b. Handles ECA's member and mailing list and will be responsible for sending update emails for announcements, meeting reminders, and upcoming events.
 - c. Responds to any email inquiries made by general ECA members and general Cornell students.
 - d. Maintains and updates mailing list in campus groups.
 - e. Records and maintains any necessary ECA information in a public google drive folder.
10. School Coordinators (Middle School and High School)
- a. Serves as the main point of contact between ECA and our partner coordinators.
 - b. Maintains strong relationship with specified coordinator.
 - c. Schedules volunteer sessions according to partner school and general body member availability.
 - d. Upholds goals of partner school in service curriculum and provides direction for programming organization.
 - e. In cases where extensive programming takes place, oversees planning process and necessary contacting to partnering schools and organizations. This includes the annual spring semester Cornell tours.
 - f. Oversees volunteer sessions with ECA members and specified partner school.

Article VI: Amendments

1. Any current member of the Executive Board may propose constitutional amendments.
2. Amendments will be passed by a majority vote of the Executive Board.