Constitutions/Bylaws of Adopt a Grandparent Organization

Purpose of Organization: Adopt a Grandparent matches each student with an elderly patient in a nursing home that has limited contact with family or friends. We hope to give nursing home patients and students a great socialization experience through crafts, games, and activities, while creating a meaningful relationship with one another.

Membership Criteria:
- 75% of members must be UW-Madison Student
- Fill out necessary information to volunteer in nursing home
- Can only miss one scheduled visit with unexcused absence, and can only miss two scheduled visits with notification to executive member before visit
- No dues

Nominations:
Members with an interest in a position can nominate themselves; other students can nominate a candidate in which they may accept or decline.

Elections:
Running Officers Must:
- Be a UW-Madison Student
- Have at least 6 credits during a semester
Elections for Adopt a Grandparent Officers must occur before May 1, and the candidates must take their positions on June 1, where they will be “in office” for one calendar year. Fifty percent of AGO Organization must vote, and candidates will be elected by popular vote. Voting will occur by handing out a ballot, after candidates present an address, and checking a box by the name that the voter believes is the best candidate. Members may vote for themselves. Executive members may count votes after election occurs.

General Duties of Officers:
Duties may change according to needs during a semester-
- **President**-Organize Schedule for when each patient and student meet, Plan Events, Run Meetings,
- **Vice President**
  - Oversees President’s decisions, helps organize events and activities, monitors website, oversees executive board, and coordinates with Nursing Home/volunteer location
- **Secretary**
  - Keeps track of student volunteer hours, helps organize events, sends out emails
  - Help plan events
  - Coordinate with nursing home/volunteer location
**Historian**
- Takes pictures of events, monitors and updates Facebook page and website, and promotes our organization
- Updates documents on the WIN page
- Coordinates with volunteer locations to set up volunteer events

**Decision Making:**
The officers will make major decisions about funds, decisions involving events, meeting times, and activities as a group. All organization members will determine final decisions.

Decisions to be made by Officers
- Schedule
- Meetings
- Membership

Decisions to be made by Members
- Activities
- Officer Positions

**Meetings:**
We will hold meetings once at the beginning of the semester. Meetings will cover important information including etiquette and safety procedures in a nursing home setting. We will also brainstorm and plan events and ideas for our “grandparents” and make decisions for the organization as a whole. Members can sign up for a location to volunteer at, and will continue monthly communication with a representative at that location. Officers must attend every meeting. At least three days notice will be given for an upcoming meeting. There will be an additional meeting in the spring semester to elect executive members for the upcoming year.

**Amendments:**
Amendments can occur at any time, but must be approved by officers as well as confirmed by popular vote of the group.

**Removing Officers:**
If officers are not conducting duties, or making poor decisions for the group, officers can decide to terminate their position, and find a new member.