

LINC Mentoring Program –LINC Connections

CLUB CONSTITUTION

Article 1: Name

- LINC (Looking into New Choices) Mentoring Program
 - a- LINC Keyboard Connections
 - b- LINC Campus Connections
 - c- LINC Alumni Connections

Article II: Objectives

- Provide 3 programs that are run by Acadia students for Acadia students. These programs will enable students to be mentors and/or have a mentor to aid with the transition to university life, involvement on campus, and life after Acadia.
 1. The aim of the **LINC Keyboard Connections** program is to match potential Acadia students with current students who will answer questions about Acadia, providing a student's perspective. This informal mentoring is conducted via email correspondence. LINC Keyboard Connections is affiliated with the Office of Student Recruitment.
 2. The aim of the **LINC Campus Connections** program is to match first year students with upper year students. This matching will help new students transition to university life, locate resources on campus and get involved with extra-curriculars in the Acadia and entire Wolfville community. This informal mentoring conducted face-to-face as well as via email, depending on the involved student's preferences. The LINC Campus Connections mentors will also promote and support students in pursuing the Co-Curricular Transcript (CCT). This program is affiliated with the First Year Advisor in the Residence Life Office and the VP of Student Affairs on the ASU.
 3. The aim of the **LINC Alumni Connections** program is to match upper year students with alumni in their career area of interest. This mentoring is more formal and will occur mostly via email correspondence. LINC Alumni Connections is affiliated with the Acadia Alumni Office.
- **LINC Vision Statement**
 - o Acadia students growing as leaders, realizing personal potential, valuing student life and using their skills to become creative members of their community.

- **LINC Mission Statement**
 - Through mentorship, recognizing and supporting student leadership by encouraging social, academic and skill development, and rewarding accomplishments of Acadia students—past, present and future.

Article III: Membership

- **Executive**
 - All executive members cannot act as mentors in any LINC program, unless express permission is given by the executive.
 - The executive represents the only voting members.
- **Mentors**
 - Membership is open to all Acadia University students and Alumni who have an interest in mentoring and who have undergone the necessary training.
- **Mentees**
 - Membership is open to all Acadia University students and potential Acadia students (i.e. those who have an Acadia 4U account) who have an interest in having a mentor.
- Active members are those who express an interest in the program, attend the training sessions (if necessary) and participate actively in the mentor/mentee relationship.

Article IV: Executive Officers

- President
- VP LINC Keyboard Connections
- VP LINC Community Connections
- VP LINC Alumni Connections
- VP Marketing and Communications

Article V: Duties

- **The President shall:**
 - Be ultimately responsible for the direction of the program and therefore must approve all directional initiatives.
 - Ensure the enforcement and observation of job descriptions of the rest of the executive, and of all policies and procedures of the LINC Mentoring Program.
 - Be responsible for appointing the VP executive members.
 - Be the official spokesperson of LINC.
 - Represent the interests of LINC at meetings.
 - Act as chair of LINC executive meetings.
 - Act as a liaison between LINC and ACSBE.
 - Be responsible for other duties as needed.

- **The Vice-President LINC Keyboard Connections shall:**

- Be responsible to the President for overseeing the activities of LINC Keyboard Connections.
- Ensure that both the mentees and mentors of the program adhere to the policies to which they agreed upon.
- Be responsible for attracting students to participate in the program.
- Be responsible for organizing or coordinating LINC Keyboard Connections involvement in the following events and activities on campus:
 - i. Acadia Open House
 - ii. Acadia Days
 - iii. Welcome Week
 - iv. Club Extravaganza
 - v. Other events or activities
- Be responsible for the training of all mentors.
- Be responsible for collecting feedback information from mentors and mentees.
- Be responsible for all matching within the program.
- Be responsible for all communication between the program and its participants.
- Act as a liaison between LINC and the Recruitment Office.
- Attend all meetings of the LINC executive.
- Be responsible for such other duties as may be determined by the President.

- **The Vice-President LINC Community/Campus Connections shall:**

- Be responsible to the President for overseeing the activities of LINC Community/Campus Connections.
- Ensure that both the mentees and mentors of the program adhere to the policies to which they agreed upon.
- Be responsible for attracting students to participate in the program.
- Be responsible for organizing or coordinating LINC Community Connections involvement in the following events and activities on campus:
 - i. Welcome Week
 - ii. Club Extravaganza
 - iii. Acadia Open House
 - iv. Experience Acadia Days
 - v. Other events or activities
- Be responsible for the training of all mentors.
- Be responsible for collecting feedback information from mentors and mentees.
- Be responsible for all matching within the program.
- Be responsible for all communication between the program and its participants.
- Act as a liaison between LINC and Student Affairs.
- Act as a liaison between LINC and the Acadia Students Union.
- Attend all meetings of the LINC executive.
- Be responsible for such other duties as may be determined by the President.

- **The Vice-President LINC Alumni Connections shall:**

- Be responsible to the President for overseeing the activities of LINC Alumni Connections.

- Ensure that both the mentees and mentors of the program adhere to the policies to which they agreed upon.
 - Be responsible for attracting students to participate.
 - Be responsible for organizing and/or coordinating LINC Alumni Connections involvement in the following events and activities on campus:
 - i. Club Extravaganza
 - ii. Other events or activities
 - Be responsible for collecting feedback information from mentors and mentees.
 - Be responsible for approving the matches made by the Alumni Office or directly making the matches themselves.
 - Be responsible for all communication between the program and its participants.
 - Act as a liaison between LINC and the Alumni Office.
 - Attend all meetings of the LINC executive.
 - Be responsible for such other duties as may be determined by the President.
- **VP Marketing and Communications**
- Be responsible for recording the minutes at all executive meetings and forwarding them to all members of the executive.
 - Be responsible for publicizing and advertising the LINC program with help and direction from of the VPs.
 - Be responsible for creating a marketing plan for the program.
 - Be responsible for aiding the three VPs with program specific marketing
 - Be responsible for such other duties as many be determined by the President.

Article VI: Appointment of Executive

- The President and VP executive positions will be filled based on previous involvement in the LINC program, resume submission and an interview process, which will take place in February of each year.
- Following appointment in February, the month of March will be a month of transition and shadowing for the newly appointed executive and in April the official “hand-over” will occur.
- The interview for the position of President will be done by the current LINC President with the help of an ACSBE representative.
- The interviews for the three program VP positions will be done by the current and incoming Presidents with the help of an ACSBE representative, as well as the department liaison for the specific program (if possible).
- The interview for the position of VP Marketing and Communications will be done by the current and incoming Presidents with the help of an ACSBE representative.

Article VII: Advisory Function

- ACSBE will play an advisory role, supporting the overall function of the LINC program and its executive.
- The ACSBE advisor has a non-voting role and their attendance is not mandatory at executive meetings.

Article VIII: Meetings

- Most correspondence between the president and VPs will occur via email; however, the executive members will meet on a biweekly basis to touch base, recap and share information regarding the three LINC programs. Additional meeting times may be arranged between the president and the VPs when deemed necessary.
- Majority of the executive members are required for quorum.
- Meetings will be publicized via email.

Article IX: Impeachment of Officers

- Impeachment shall occur if an executive member is neglectful of duties, if they fail to co-operate with the designated departments (i.e. Recruitment and Alumni) and/or are consistently absent from meetings.
- A motion for impeachment must be brought forward by an executive member to the President, who will make all the executive members aware of the motion prior to the meeting.
- The member motioned for impeachment will have a chance to defend themselves and then the executive will vote.
- A motion of impeachment shall only carry if a majority of the executive members vote in favor of it.

Article X: Finance and Audit

- The Majority of funds for the LINC Mentoring Program come from the fundraising efforts of the executive.
- The President is responsible for all fundraising and finances with the support of the VPs.
- Signing officers are the President and the VP Marketing and Communications with the fiscal year running from March 1st – Feb 28th.
- The executive members collectively pass the LINC program's budget.

Article X1: Constitutional Amendment

- Any constitutional amendments must be circulated via email to all members of the executive one week prior to meeting and discussing said amendment.
- Majority of the executive members are required to pass a constitutional amendment.
- If an executive member cannot be present they are entitled to arrange for another executive member to proxy on their behalf.

Article X11: Property

- The President and program VPs are responsible for the property of the LINC Mentoring Program until the end of each fiscal year (i.e. March 1st).