

# **UNICEF Campus Initiative Constitution**

*GEORGE MASON UNIVERSITY*

## ***Office of Student Involvement***

### *UNICEF CAMPUS INITIATIVE*

*Drafted on: (2/15/2015)*

*Article One*      *NAME OF ORGANIZATION*

- “The United Nations International Children’s Fund Campus Initiative” hence forth referred to as UNICEF Campus Initiative.

*Article Two*      *PURPOSE OF ORGANIZATION*

- Purpose of this organization is to uphold and implement the vision and mission of the international program UNICEF Campus Initiative through a GMU chapter of the aforementioned organization.

- “The UNICEF Campus Initiative is a growing grassroots movement rooted in a belief that college students have a vital role to play in helping the world’s children survive. Members of UNICEF Campus Initiative Clubs conduct campus-wide education, advocacy and fundraising activities to benefit UNICEF.

Campus Clubs produce concerts, host international dinners and write letters to the editor about UNICEF’s work. They also set up booths on campus to promote children’s issues and fundraise, participate in Trick-or-Treat for UNICEF campaigns with local elementary schools, and are creative in their support of UNICEF’s child survival work in more than 150 countries.”

- UNICEF Campus Initiative understands and is committed to fulfilling its responsibilities of abiding by George Mason University policies.

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### Article Three MEMBERSHIP:

- Membership in this organization will not be restricted on the basis of race, color, religion, national origin, disability, sexual orientation, veteran status, sex or age.
- Members must be currently enrolled GMU students with a minimum academic achievement record defined as a cumulative grade point average of at least a 2.0.
- Membership shall be limited to persons officially connected with the George Mason University as faculty, staff or registered students.
- *Board Members:* currently enrolled GMU students who make executive decisions about the organization.
- *Honorary Members:* alumni and community members who have provided exemplary service to the organization.
- Their acceptance in the honorary UNICEF sect at GMU is contingent on the decisions of the board members.
- Members have the right to vote on both official and non official matters.
- Board members have jurisdiction over Amendments and final decisions; however votes of the general member population will serve as the guide to this decision- making.
- Membership will be revoked only after all board members have a unanimous or partial decision.

### Article Four OFFICERS

- President
  - To oversee the organization and be a liaison to all members, professors, and/or other schools/organizations.
  - To manage the responsibilities and check the progress of other officers.
  - Shall present all motions to the body present and shall be present at 90% of the meetings.
- Vice President

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- The Vice President's duties shall be to preside at all meetings and functions that the President cannot attend.
  - To assist the president with his or her duties.
- Treasurer
  - To manage the chapter's account, particularly the spending of money allocated by student activities.
  - To consult the president and vice president on fiscal matters.
  - To be in charge of distributing money to events and other club functions.
  - To report and send all donations to UNICEF within 30 days.
- Secretary
  - Responsible for communication with members and honorary members i.e. Email correspondents.
  - To keep minutes at the meetings.
  - To organize member information
  - To be in charge of informing board members of scheduled meetings and/or other important events/tasks that need attention.
- Graphic Designer/Web Master
  - To maintain the website.
  - To post any new information including meeting date and times, special events, donation drives, volunteering opportunities, etc.
  - To add all names to the mail listserv.
  - Create Flyers for online/off-on campus events
- Public relations
  - To be responsible for publicizing chapter events, meetings, etc.

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- To promote the UNICEF campus initiative.
- To come up with creative ideas to promote and educate students and members.
- Forging relationships between off-campus organizations
- Event Coordinator
  - To reserve rooms for all meetings and events.
  - To plan events such as concerts, donation drives, volunteering opportunities, etc.
  - To coordinate volunteers for different events.
- Outreach Coordinator
  - Develop relationships between UNICEF and other Campus Clubs
  - Explore new ways to increase UNICEF club membership
- Officers must have a minimum GPA of 2.0, and must be enrolled at George Mason University as a student.
- The length of an officer's term is 1 year long and may not exceed 2 years. After 2 years that officers must resign from the current position, but may apply and be voted in by the executive board for other positions.

### ADVISOR

- The primary advisor shall be a full time member of the faculty or staff at George Mason University.
- The advisor will be selected at the discretion of the President/Co-President and Vice President and will be voted in by the board members.
- Advisor will be removed of duties:
  - If they are not performing the duties provided to them.
  - If the advisor and board members have opposing visions for the organization and the advisor is no longer giving support and guidance to the mission of UNICEF campus initiative.

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- The advisor may offer guidance and support for the organization, but MAY NOT have a vote.

### Article Five ELECTIONS

- Elections for the Fall will be held in April.
- The method for submitting nominations is via ballot.
- To eliminate bias, the secretary will tally the votes.
- Secret ballots will be used.
- If there is a tie, current board members will decide who gets the position.
- Current board members interviews candidates for each position and then cast a vote. A majority vote will result in the new officer being elected.
- New officers will shadow current officers in the month of April and May.
- In the summer they will be sent all the information needed for transition.

### Article Six Impeachment or Resignation

- Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office. An officer may be removed from his or her duties:
  - If 2/3 of members vote for their removal, or if there is a unanimous board decision.
  - If officer is not able to devote the time necessary to complete the duties of his or her position and is voted off by the executive board.
- If an officer wishes to resign from their position, they must first consult directly with the president and/or faculty advisor to initiate the process
- An officer who wishes to resign from their position must refer atleast two replacement candidates for the position being vacated. The board application will then be re-opened to all referred and interested candidates for two weeks from the date of resignation. When the board application is closed - all applicants will go under review in the next immediate

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board meeting. The applicant with majority vote will secure the vacant position via secret ballot from current board.

### Article Seven      MEETINGS

- UNICEF campus initiative organization will meet weekly and will include executive board and active members.
- UNICEF campus initiative executive board members will meet when necessary
- Officers may call special meetings by first discussing the matter with one another and then sending out emails to all the members informing them of the newly scheduled meeting.
- Parliamentary rules of order that will be based on the latest edition of "Robert's Rules of Order."

### Article Eight      AMENDMENTS

- Student Involvement must review all amendments in the same manner as a completely new constitution.
- Any member of the group may propose an amendment either by written submission to the officers or presenting it at a group meeting. After the amendment has been presented it must be approved by a three-fourths vote of members present.

### Article Nine      RATIFICATION

- This constitution shall become effective upon approval by a  $\frac{3}{4}$  vote of the membership, and the Program Coordinator for Student Organizations.
- The constitution will be ratified after unanimous approval of the board requesting change as well as a  $\frac{3}{4}$  vote from the previous board.