

# **March of Dimes Collegiate Council at UCI CONSTITUTION**

## **Preamble**

We, the members of March Of Dimes Collegiate Council at UC Irvine, by the authority of the Chancellor and subscribing to the regulations and policies of the University, establish this Constitution to govern such matters as are delegated by the University to this organization.

## **Article I. Name and Purpose**

### Section A. NAME

Part 1. The official name for this organization is the March of Dimes Collegiate Council at UCI.

Part 2. This organization will use the name or its acronym, MOD, in all publicity materials and correspondence.

### Section B. PURPOSE

Part 1. The purpose of this organization is to spread awareness about prematurity to college students, fundraise for research to help premature babies, and participate in community events.

Part 2. All activities of this organization must be directed toward this purpose.

## **Article II. Membership**

### Section A. REQUIREMENTS

Part 1. All currently enrolled students, both undergraduate and graduate, and UCI staff, faculty, alumni, and alumnae are eligible to be voting members.

Part 2. All members who are not currently enrolled UCI students or UCI staff, faculty, alumni, and alumnae are eligible to be non-voting members.

Part 3. All members are required to demonstrate support for the purpose of this organization.

Part 4. Membership decisions will not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran.

Part 5. There is no membership fee.

## Section B. RIGHTS

Part 1. All members are eligible to attend all meetings and events of this organization.

Part 2. If a fee is charged to attend a particular event, the membership will establish a fee scale for voting members, non-voting members, and others as appropriate.

## Section C. WITHDRAWAL OF MEMBERSHIP

Part 1. Members may have their membership withdrawn for failure to adhere to the requirements for membership as stated above.

Part 2. A simple majority vote of the quorum of membership at a regular or special meeting shall be sufficient to withdraw membership.

Part 3. Members to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.

## **Article III. Officers**

### Section A. OFFICER TITLES

External President

Internal President

Secretary

Treasurer

Event Planner

Publicity Chair

Webmaster

## Section B. DUTIES

Part 1. The External President conducts general and officer meetings, prepares agenda for general and officer meetings, works with council to develop bylaws and job descriptions, oversees activities, develops annual calendar, organizes events, performs committee tasks as needed, assists any committee areas as needed, consults volunteer adviser frequently, and acts as a resource to the March of Dimes chapter as a voting member.

Part 2. The Internal President conducts general and officer meetings in absence of president, prepares agenda for general and officer meetings, works with council to develop bylaws and job descriptions, develops annual calendar, organizes events, and consults volunteer adviser frequently.

Part 3. The Secretary records minutes and attendance of officer and general meetings and distributes to all Council members, sends meeting reminders weekly, keeps roster of current members, updates the bylaws, helps prepare the agenda, keeps record of all written correspondence (meetings, minutes, agendas, committee reports, etc) and provides copies to the local March of Dimes chapter and the National Youth Council member.

Part 4. The Treasurer will organize the distribution and accountability of funds for programs and fundraisers, and organizes fundraisers.

Part 5. The Event Planner helps organize/propose ideas for events and activities; serves as a liaison between March of Dimes Collegiate Council and the chapter at UCLA, in addition to other organizations at the UCI campus.

Part 6. Publicity Chair publicizes club events, activities, and general meetings (through posters, fliers, Anteater Weekly, Marquee, and other creative methods).

Part 7. The webmaster will design and keep the website updated.

## Section C. REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE

Part 1. All officers and candidates for office must be currently enrolled UCI students.

Part 2. All officers must be voting members of MOD.

## Section D. NOMINATIONS AND ELECTIONS

Part 1. Nominations for all offices will be taken from the floor of the third-to-last regular meeting of the spring quarter each year.

Part 2. Any member may nominate any other member, including himself or herself.

Part 3. Elections will be held at the second -to-last meeting of the spring semester.

Part 4. Nominations may also be made during the election meeting itself, prior to closing of nominations and taking the vote.

Part 5. A simple majority vote of the quorum present at that meeting will be sufficient to elect an officer. If there are more than two candidates and no candidate receives a majority, there will be a run-off vote between the top two vote recipients in the general meeting.

## Section E. REMOVAL FROM OFFICE

Part 1. Officers may be removed from office for failure to perform duties or for violation of membership clause.

Part 2. Officers to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.

Part 3. A two-thirds majority of quorum present at a regularly scheduled meeting shall be sufficient for removal from office.

Part 4. Any officer may resign by submitting a letter to both the External and Internal Presidents. The President may resign by submitting a letter to the Vice President.

## Section F. TERMS OF OFFICE AND VACANCIES

Part 1. The term of office shall be from the last meeting of each spring semester until the end of the second-to-last meeting of the subsequent spring semester.

Part 2. Should a vacancy in office occur, there will be another nomination procedure and election for the vacant office.

Part 3. In the meantime, the Internal President will assume the duties of the External President, the Secretary will assume the duties of the Internal President, the Treasurer will assume the duties of the Secretary, the Event Planner will assume the duties of the Treasurer, the Publicity Chair will assume the duties of the Event Planner, a designated member of the Publicity committee will assume the duties of the Publicity Chair, and the Webmaster's intern will assume the duties of the Webmaster should those offices be vacant.

## **Article IV. Meetings**

### Section A.

Regular meetings will be held at least every other week unless more is needed and called for. Meeting dates and times for the next quarter will be determined at the end of the previous quarter based on the availability of members.

### Section B.

Special meetings may be called by any combination of three of the officers. Notice of special meetings must be communicated to all members at least 72 hours in advance of the meeting.

### Section C.

To conduct business at any meeting, one half of the entire voting membership must be present to form quorum.

## **Article V. Committees**

### Section A. PROGRAM COMMITTEE

Part 1. The only standing committee of MOD is the Publicity Committee, whose purpose is to plan events and programs for the organization.

Part 2. All decisions of the Publicity Committee involving committing organization funds in Amounts greater than \$25.00 will require the approval of the majority of those members present at the regular or special meeting of MOD. Similar decisions, but for \$25.00 or less may be approved by the Program Chair with consent from two officers.

## Section B. OTHER COMMITTEES

Part 1. Other committees may be appointed by a majority vote of the members at a regular meeting of MOD.

Part 2. In appointing such committees, MOD members must specify the purpose and chair or co chair of that committee, and establish its duration.

## Article VI. Affiliations

### Section A. UCI

Part 1. This organization is a recognized student organization at the University of California, Irvine, but is not part of the University itself.

Part 2. In all correspondence and business transactions, it may refer to itself as an organization at UCI, but not as part of UCI itself.

Part 3. MOD accepts full financial and production responsibility for all activities it sponsors.

Part 4. MOD agrees to abide by all pertinent UCI policies and regulations. Where UCI policies and regulations and those of MOD differ, the policies and regulations of UCI will take precedence.

Part 5. This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization.

### Section B. NATIONAL AFFILIATION

Part 1. MOD is the UCI chapter of the March of Dimes Organization.

Part 2. Where the March of Dimes Organization guidelines, regulations, or policies differ from those of UCI, UCI's policies, regulations, and guidelines take precedence.

## **Article VII. Faculty/Staff Advisor**

### Section A. ADVISOR REQUIREMENTS

Part 1. This organization may appoint a primary advisor by majority vote of membership.

Part 2. Other persons may serve as special advisors as needed.

### Section B. DUTIES

Part 1. The advisor must sign the recognition application each year.

Part 2. Officers should meet with the advisor three times per quarter.

Part 3. An advisor may not vote in MOD matters, hold office or unduly influence decisions of the student organization.

## **Article VIII. By-Laws and Amendments**

### Section A. BY-LAWS

Part 1. By-laws can be added to this constitution by a simple majority vote of the entire membership at a regular meeting of MOD.

Part 2. This constitution takes precedence over any and all by-laws.

Part 3. University policies and state and federal laws take precedence over constitution and any and all by-laws.

### Section B. AMENDMENTS

Part 1. This constitution can be amended by a two-thirds vote of the entire membership at a regular meeting of MOD.

Part 2. Notification of such a motion must be made to members at least one meeting in advance of the one in which the actual vote is taken.

Part 3. All amendments shall be in consonance with University regulations and policies and shall be filed with the University through the Office of the Dean of Students within one week of adoption by the organization.

## **Article IX. Financial Matters**

### Section A. RESPONSIBILITES

Part 1. Registered campus organizations must follow the University of California Policies Applying to Campus Activities, Organizations, and Students in all financial matters and accept full responsibility for all activities that bear the organization's name as official sponsor.

Part 2. The University shall have the right to audit the financial records of this organization.