

# UNO Student Organizations Constitution Template

## Article I. Organization's Name

UNO Students for Microenterprise Development

## Article II. Organization's Description

The purpose of this organization is to promote the development of microenterprises around the world. Students will examine issues related to microenterprise development and operations, and promote economic development through microenterprises. The organization will engage in activities designed to support and grow international microenterprises. The overall goal is to provide practical experience and promote the professional development of students interested in international microenterprises.

## Article III. Membership

### Section 1. Eligibility

A. All currently enrolled students of the University of Nebraska who pay University Program and Facilities Fees (UPFF) at UNO are eligible for membership.

### Section 2. Method of Selecting Members

All students interested in becoming a member may do so by completing the application through MavSync.

### Section 3. Types of Membership

A. Voting members will be those members who are present for at least three of the four full group meetings per semester.

B. Non-voting members may attend meetings and events but will not be able to vote in organizational elections or decisions.

### Section 4. Membership Revocation

#### A. Membership Will Be Revoked If:

- a. The member fails to attend the required number of meetings without prior permission from the Executive Council.
- b. The member violates the "UNO Student Code of Conduct."
- c. The member represents the organization in a way that is inappropriate or damaging.

#### B. Membership Will Be Revoked By:

- a. Written complaint presented to the Executive Council by the Vice President due to non-fulfillment of membership duties; **OR** written complaint presented to the Executive Council by any member in good standing.
- b. Executive Council will determine if there is sufficient cause to hold a hearing.

- c. If the Executive Council determines such cause, a hearing would be held to determine whether or not the person is responsible for the violation and determine appropriate action.

#### Section 5. Discrimination Policy Statement

No student shall be refused membership in this organization on the basis of race, creed, religion, sex, sexual orientation, gender, gender identity, disability, socio-economic status, national origin, or any other protected status.

### Article IV. Officers

#### Section 1. Elections

##### A. Nomination Procedures

Members may run for office by either self nomination or the acceptance of a nomination from another member.

##### B. Qualifications

Students must have at least three semesters remaining at UNO to serve in an officer capacity.

##### C. Election Procedures

Officers shall be elected by a plurality of the votes cast by voting members at the annual election to be held during an official meeting that has been announced at least one week in advance of the election. Elections would ideally take place towards the end of the spring semester with a term lasting for one year, providing continuity of management and planning between chapter members over the summer.

##### D. Term of Office

No member may serve in the office of President or Vice President for more than two consecutive years. Officers hold their position for one academic year, including both a fall and spring semester.

#### Section 2. Duties of Officers

A. President – shall be responsible for leading the organization and managing its activities in accordance with this constitution and the pursuits and aims of this group. The President is also in charge of creating additional officer positions, committees, and allocation of responsibilities to maintain the organization.

B. VP of Membership and Recruiting shall be responsible for new membership recruiting, including organizing and planning all events and information tables, presentations to classes, etc. The VP of Membership and Recruiting is responsible for responding to inquiries from potential new members (through Mavsync, email, or other means), record keeping of attendance at all meetings, and communication to members about membership renewal. The VP of Membership and Recruiting shall preside at meetings in

the absence of the President, and assist the President in managing the activities and meetings of the chapter. The VP of Membership and Recruiting also performs other duties as assigned by the President.

C. VP of Communications – shall keep the minutes of all organization meetings and events, present minutes for approval at next meeting, and prepare and maintain technological tools to aid in the communication and organization of the chapter (website, mailing list, etc). The VP of Communications also performs other duties as assigned by the President.

D. VP of Finance – shall keep records of the organization's financial expenses and account balance, collect dues (if applicable), pay bills, and prepare requests for funding and grants from third-parties to support the functions of the organization. In the absence of a Fundraising Officer or Committee, he/she will prepare and maintain a list of fundraising opportunities, manage their action, and record successfulness. The VP of Finance also performs other duties as assigned by the President.

### Section 3. Procedure To Fill Vacancies

A special election shall be held to fill any officer vacancies. They will be filled in the same manner as general elections

### Section 4. Impeachment Procedures

A. Impeachments will take the form of a written complaint to the Executive Council from any member of the organization.

B. If Executive Council finds reason to proceed, an impeachment trial will be held in a fashion similar to that of membership revocation.

## Article V. Organizational Structure

### Section 1. Executive Council

All officers and faculty advisor(s) will make up the Executive Council, which will oversee the organization and its administrative concerns.

### Section 2. Committees

Committees will be created at the discretion of the Executive Council.

## Article VI. Advisors

### Section 1. Selection Procedures

A. Faculty Advisor(s) will be selected from active faculty members of the CBA Microenterprise project.

## Article VII. Meetings and Procedures

### Section 1. Frequency

The organization shall hold regular meetings at least four times per semester. All official meetings shall be announced through official channels at least one week in advance.

### Section 2. Policy for Absences

All members of the Executive Council must be present at all official meetings unless prior arrangements have been made. Failure of an Executive Council member to notify the President of an absence may lead to disciplinary action.

### Section 3. Quorum

At least three members are required to be present to have a meeting.

### Section 4. Procedures

In the event that there is a conflict in the organization that needs to be resolved, Robert's Rules of Order (<http://robertsrules.com/authority.html>) shall be consulted and used inasmuch as they are not in conflict with this constitution.

### Section 5. Voting

Elections shall be determined by a simple majority of all voting members present at any official meeting. The President or presiding officer's vote breaks any tie.

## Article VIII. Finances

### Section 1. Membership Fees

A. Membership dues or fees may be declared by the Executive Council on a semester-by-semester basis in an effort to support the running of the organization.

### Section 2. Fundraising

A. All on-campus moneymaking projects must first be registered with the Milo Bail Student Center Central Scheduling Office / Reservations and Event Planning (<http://mbsc.unomaha.edu>) two weeks prior to any event.

B. Failure to register a fundraising project may result in the project and any future fundraising projects by the organization to be prohibited.

C. Repeated violations may cause revocation of the organization's constitution.

D. Off-campus fundraising activities are also encouraged, as well as creative new means of raising funds as appropriate.

E. The organization's financial account shall be maintained at the University of Nebraska at Omaha.

F. The VP of Finance is assigned to the duties relating to fundraising in the absence of a Fundraising Officer or Committee.

### Section 3. Procedures for Spending and Accounting for All Funds

A. The VP of Finance and the Faculty Advisor(s) are jointly responsible for depositing, expending, and accounting for all of the organization's funds in accordance with the policies authorized by the Executive Council.

B. In the VP of Finance's absence, the Executive Council and Advisor(s) may intervene in the deposit and expenditure of funds. The VP of Finance shall keep accurate records of balance and receipts throughout the semester to be verified and approved by the Executive Council at the end of each semester.

### Article IX. Non-Campus Affiliation

There are no non-campus affiliations for this organization at this time.

### Article X. Amendments

#### Section 1. Proposal of Amendments to This Constitution

A. Once per year the Executive Council will review the constitution. During this review any member may propose amendments.

B. The Executive Council will take these amendments into consideration and make any changes they feel are appropriate.

C. Following the conclusion of the executive review of the constitution they will present their proposed changes to the Office of Student Activities. The office will notify the students on whether or not the constitution was adopted.

#### Section 2. Voting Procedure for Approving Amendments

A. The revised constitution will be presented to the Office of Student Activities for approval.

B. If the revised constitution is not approved, the student organization will be notified with recommendations.

### Article XI. Changes to the Constitution

The Office of Student Activities must approve all changes to this constitution in the same manner as a completely new constitution.