

## Sample Constitution

### Article 1

#### Name and Definition

The name of this organization shall be (*Insert Name of Organization here*). This philanthropic organization is non-profit and recognized by the University of Kemper (henceforth known as the University) and adheres to the University's regulations for a Contracted Independent Organization. (*Insert Organization*) at the University is committed to providing funding to an organization to be chosen by the Executive Board at the beginning of their term.

### Article II

#### Purpose

(*Insert Organization*) is philanthropic and its purpose is to raise money for the chosen organization. (*Insert Organization*) does this by putting on an exciting 24 hour dancing event by which we will encourage public attention and philanthropic giving to chosen Fund.

### Article III

#### Membership

Section 1: Eligibility. (*Insert Organization*) allows membership on any of its ten committees by all students, faculty, administrators, and community members that have interest in our purpose. (*Insert Organization*) does not discriminate against age, citizenship, color, disability, gender, race, religion, national origin, political affiliation, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era.

Section 2: Responsibilities. Members are expected to abide by guidelines set forth by their respective Committee Chair concerning attendance policies and involvement in activities and planning.

Section 3: Non-Discrimination Clause. The organization will not restrict membership and/or activity by reason of age, citizenship, color, disability, gender, race, religion, national origin, political affiliation, sexual orientation, or status as a disabled veteran or veteran of the Vietnam eras. Notwithstanding these requirements, the organization may restrict membership based on an ability to perform the activities related to the organizations purpose.

### Article IV

#### Officers and the Executive Board

Section 1. Officers. All officers are active members of (*Insert Organization*). These individuals have policy-making powers and are responsible for organizing the affairs of (*Insert Organization*). Officers also serve on the Executive Board ("Exec") and have voting privileges. Officers may be added at the will of Exec and this constitution will be amended as such.

A. Chair. The Chair is the chief spokesperson for (*Insert Organization*). The Chairman presides over the Executive Board meetings and hold a vote only in times when the Executive Board casts a tie-vote or if he/she so deems to execute executive decision. The Chair and the two Vice Chairs will meet regularly to discuss the Overall Committee, its organization, and administering its affairs.

B. Vice-Chairs. There will be two Vice Chairs designated to share the responsibilities of the Chairman in his/her absence. The Vice-Chairs are responsible for aiding the Chairman ant the Executive committee in decision-making and helping to raise issues of concern. One vice-chair will be responsible for overseeing pre-marathon preparation. The second vice-chair will be responsible for overseeing logistics during the event.

## Article V Committees

The following are the ten committees that oversee particular affairs of (*Insert Organization*). One Chairperson who will serve on Exec and have voting privileges will run each committee. These Committee Chairs are responsible for delegating tasks the committee has set to member of that committee and reporting the committee's affairs to Exec. Committees are required to form relationships between each other as tasks often overlap.

Section 1. Accounting. Charged with the general accounting of all money and participants (i.e. reimbursements and dancer registration). The Chairman will act as the Treasurer and he/she must approve all purchases.

Section 2. Corporate Giving. Charged with soliciting and receiving both monetary and in-kind donations from both local and national corporations. (Please see Article II Finances for more info regarding Corporate Giving.)

Section 3. Entertainment. Charged with planning and implementing entertainment of the 24-hour marathon.

Section 4. Family Relations. Charged with maintaining relations between participants, organization members, and the families who have or do benefit from the fund. Responsible for relations with the hospital and the organization of Family Hours at the event.

Section 5. Fundraising. Charged with all fundraisers for (*Insert Organization*) including, but not limited to, canning and the silent auction.

Section 6. Morale. Charged with the upkeep of morale among (*Insert Organization*) members and participants before and during the event.

Section 7. Operations. Charged with security and building affairs of the building in which the event will occur and all other buildings to be used for its purposes. Operation is also in charge of serving goods during the 24 hours of the event to participants.

Section 8. Public Relations. Charged with On-Grounds and Off-grounds publicity through any and all media available.

Section 9. University Relations. Charged with increasing the involvement of University students, faculty, administration, and alumni through teams, dancer packets, etc.

Section 10. Media. Charged with the upkeep of the (*Insert Organization*) website. Will work with other committees to integrate video and other forms of media.

Section 11. Alumni and Faculty Relations. Charged with maintaining an alumni database and correspondence between alumni and faculty.

#### Article VI Elections

The Chair will be selected yearly through an application and interview process to the Exec board from the previous year. Two-thirds of the Board must be in agreement with the decision. The Chair will select by application and interviews two Vice-Chairs (at the discretion of the current Chair, the interviews may or may not be conducted with the assistance of the previous year's Chair and Vice Chairs). The Chair and Vice Chairs will select by application and interview the committee chairs.

#### Article VII Impeachment

Any Exec member may move for the impeachment of any member of Exec and the Board must unanimously approve the movement.

#### Article VIII Finances

Finances will be accounted for through the Accounting Committee

Section 1. The Treasurer must approve all expenditures. Exec must approve any expenditure exceeding \$200.

Section 2. Corporate donors must comply with regulations set by the organization and the University regarding advertising limitations for Tobacco and Alcohol related products.

#### Article IX Amendments

Any member of (*Insert Organization*) may bring amendments to this Constitution to Exec for approval. Exec must have full attendance in order to consider amendments and approval requires a two-thirds vote.