

# **The College Democrats at University of North Carolina, Greensboro**

## **Article I: Name**

The name of the organization set forth in this charter shall be the College Democrats at the University of North Carolina, Greensboro. For all intents and purposes, its acronym is CDUNCG.

## **Article II: Purpose**

The purpose of this club is to educate UNCG students and the Greensboro community about policies and the Democratic Party. This club is based at the UNCG campus, but shall work in the entire community to promote the beliefs and ideals of the Democratic Party and encourage civic responsibility.

## **Article III: Membership**

**Section 1.** Membership of this organization shall be open to all students currently enrolled at UNCG. Non-students are welcome to participate, but unable to hold membership.

**Section 2.** Members of the CDUNCG enjoy the respective rights and privileges of this organization.

**Section 3.** No hazing or discrimination will be used as a condition of membership in this organization

**Section 4.** This organization agrees to adhere to the University nondiscrimination statement: No university student may be denied membership on the basis of race, creed, color, sex, religion, national origin, disability, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.

**Section 5.** Members shall have the opportunity to debate or voice their opinion for or against any business occurring among the College Democrats at UNCG.

**Section 6.** In order to be recognized as an official member of the College Democrats at UNCG, one must have paid dues for the semester. However, non-dues paying persons are allowed to participate in most events.

**Section 7.** In order to hold any office in this organization including executive board member, committee member, or caucus representative, and in order to vote in the business of the College Democrats, members must have paid dues.

**a)** In order to be eligible for any of these positions, one must have signed-in at NO LESS than 4 general body meetings and 1 outside event in the past semester.

**Section 8.** Mandatory Dues may be set by the Executive Board although such dues shall not exceed \$20 and in the event that a member cannot pay dues they must be provided an

alternative mechanism for fulfilling this requirement such as a payment plan or Executive Board sanctioned service to the Organization or its objective.

- a) No university student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made.

**Section 9.** Membership may be revoked if a member, using the rights given by Article III section 4, becomes disrespectful and will not stop after four warnings from the board. At this point the board will have the discretion to decide if the membership should remain or be revoked. A vote for membership revocation needs a majority of the board's approval before it can become effective.

- a) To appeal this decision, the member must make his case to the Executive Board by way of a written statement and wait for a vote by the Board, at their next regularly scheduled board meeting which must be a plurality vote to reinstate the person's status as a member.

#### **Article IV: Meetings**

**Section 1.** This club shall be active during the fall and spring academic semesters, with limited activity during the summer.

**Section 2.** A meeting of the General Body which falls within the last three weeks of the spring semester will be designated by the President as the semiannual meeting for the election of Officers. No business will be conducted at said meeting except that of Elections.

**Section 3.** While active, the club shall hold a minimum of two General Body business meetings per month. The Executive Board shall agree upon meeting times and dates.

**Section 4.** All voting needing General Body attention must be held at regular business meetings and must take place when quorum is present. Secret ballots will be used during all elections and decisions to remove an officer. Secret ballots must be used to conduct a vote on any topic if at least one-third of the members request their use.

#### **Article V: Officers**

##### **Section 1. Officers**

This club shall elect a Chairperson President, Vice-Chairperson Vice President, and Treasurer. This group then appoints a Legislative Officer, a Director of Fundraising, a Director of Communication, a Director of Community Outreach, a Data Person, a Secretary, and other positions as seen concurrent with the environment. This group then appoints a Chief of Staff.

##### **Section 2. Elections**

- a) Regular elections for all officer positions shall be held only once per calendar year unless otherwise called for by a majority of the General Body. In the event of vacancies in any officer positions for any reason, a quorum of the General

Body must elect a replacement within no longer than 4 weeks. Terms in office will start immediately following the election.

- b) Nominations for offices shall be called for by the President no more than four weeks or less than two weeks prior to the planned meeting where the election is to be held.
- c) Officers must be elected by a plurality vote of the assembly where quorum is present.
- d) Officers shall hold office until one week after their replacement is selected in order to facilitate transitions.

e) **Eligibility**

- a. To vote for office in a standard election, an individual must have paid dues and attended two meetings during the current semester prior to the meeting where elections are held. For replacement elections, one prior meeting attendance is required. Should the eligibility of any person seeking office be called into question, a vote of the Executive Board shall determine said person's eligibility to vote.

**Section 3. Removal from Office**

Any officer may be removed from office for gross negligence of their duties, or for missing three General Body and/or Executive Officer meetings without proper notice or a valid excuse by a vote of two-thirds of quorum at the General Body meeting where removal procedures end.

**Section 4.** An officer may resign from office with one weeks notice before the next general body meeting with a formal resignation letter.

- a) In the event of any vacant positions due to removal of office, resignation, or a spot open from the previous election, a two week application process will proceed.

**Section 5.** No officer may incur any indebtedness on behalf of the club without prior club approval.

**Section 6.** Any decisions made by an officer may be overridden by a simple majority vote at a General Body meeting or Executive Board meeting where quorum is present.

**Article VI: Duties of Officers**

**Section 1.** All officers must have a minimum 2.0 GPA and working knowledge of the club's Constitution and bylaws.

**Section 2.** All officers are required to work at least one and a half hours per week in the College Democrats office, unless specified by the Executive Board.

**Section 3.** All officers shall: (a) train their successors; (b) turn over club materials and documents after their term in office; (c) perform any duties beyond those listed in Article V of this document that may be necessary for their office, or as directed by the President, The Executive Board, or the General Assembly.

**Section 4. Responsibility**

Any officers in disagreement may appeal to the Executive Board, and likewise Executive Board directions may be appealed to the General Body.

**Section 5. President**

The President shall: (a) stand as the spokes person for the organization, run board meetings, and lead general body meetings; (b) delegate tasks to board members to accomplish the goals of the organization; (c) work as the liaison between College Democrats and other student organizations; (d) receive and establish the ideas of members of the organization; (e) approve all amendments to the constitution; (f) be the initial signer on all financial records, including but not limited to purchases, reimbursements, checks, and the bank account.

**Section 6. Vice-President**

The Vice President shall: (a) facilitate meetings and goals of the organization in the absence of the president; (b) author and establish all amendments created by the board to the constitution that will then be voted on by the organization; (c) ensure that the constitution is upheld; (d) assist and facilitate all board members in their duties of office; (e) organize the time and setting of all executive board meetings.

**Section 7. Legislative Officer**

The Legislative Officer shall: (a) arrange all relations between College Democrats and Political Figures; (b) communicate with Political Figures concerning presence at meetings and events held by College Democrats; (c) research and deliver a “Political Update” upon the executive board or General Assemblies request (d) stand as a resource for political information for members of College Democrats; (e) work hand-and-hand with the President in selecting political focus of meetings.

**Section 8. Director(s) of Community Outreach**

The Director of Public Relations shall: (a) work to advertise meetings and events for College Democrats through flyers, chalking, and other forms of advertisement; (b) book rooms on campus for College Democrats Meetings; (c) facilitate and organize the College Democrats Market Wednesday Table with the help of others from the organization; (d) organize membership recruitment events; (e) inform the press of events led by College Democrats. (f) maintain the organization’s social media presence.

**Section 9. Director of Fundraising**

The Director of Fundraising shall: (a) draft and sign all fundraising letters and phone scripts; (b) follow up on prior donors

### **Section 10. Director of Communications**

The Director of Communications shall: (a) maintain the listserv; (b) create and distribute a monthly newsletter; (c) create and maintain a website and all social media

### **Section 10. Treasurer**

The Treasurer shall: (a) keep dues records for all members of College Democrats; (b) organize all fundraising activities and make sure they follow university rules; (c) keep track of all spending records and make sure RSO money is spent following the laws of the university; (d) fill out all fund request forms submitted to the SAC offices and have them approved by the President; (e) fulfill yearly accounting requirements that are required by the university; (f) be the secondary signer on all financial records, including but not limited to purchases, reimbursements, checks, and the bank account.

### **Section 11. Secretary**

The Secretary shall: (a) keep records of all Executive Board meetings (b) maintain a spreadsheet of all current members, their contact information, and their activity in the organization.

### **Section 12. Chief of Staff**

The Chief of Staff shall (a) assist all officers in their official duties, (b) enforce and oversee all requirements in all sections of Article V and VI of this constitution.

**Section 13.** For the purposes of adaptation and clarification, duties required of all officers may be increased or suspended by the Executive Board for the duration of that Officer's tenure through the bylaws of this organization pending the objections of the General Body, although a record of such change is to be maintained and made available to all members of the club upon request.

## **Article VII: Executive Board**

**Section 1.** The Executive Board shall be composed of all elected officers. The President shall chair the Executive Board, and shall report all decisions of the board at the following General Body meeting.

**Section 2.** The Executive Board shall meet at least once weekly at a predetermined time, agreed upon by all Executive Board members

**Section 3.** The Executive Board must have quorum present to make a binding decision. The Executive Board shall have the power to act on behalf of the club between General Body meetings.

**Section 4.** All elected officers are required to attend all Executive Board meetings unless an extenuating circumstance arises.

**Section 5.** Decisions of the Executive Board may be overturned by a simple majority vote of the General Body within a month of the executive decision, and this over-turning process must take place at a General Body meeting.

**Section 6.** In cases where the President is unable to chair the Executive Board, the Vice-President shall take his/her place. When the Vice-President is absent, the meeting shall be chaired by the next officer listed in Article V Section 1, and so on.

#### **Article VIII: Finances**

**Section 1.** At minimum, the treasurer and president must both be financially certified. It is urged to also have the executive vice president be financially certified. Any form needing a financially certified board member's signature must be showed to all board members before it is signed in order to ensure all board members understand what is being signed.

**Section 2.** No university student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made.

#### **Article IX: Caucuses and Committees**

**Section 1.** Committee chairs are responsible for appointing members of their committee. Meeting times shall be discussed and determined amongst the committee members.

**Section 2.** All committee decisions must be transmitted to the Executive Board in a timely manner, and may be relayed by the Executive Board at the next General Body meeting where they may be subject to club approval.

##### **Section 3. Ad hoc Committees**

Both the President and the Executive Board may create Ad hoc committees and appoint Ad hoc committee Chairs for a specific purpose and duration to be announced at the time of the committee's creation.

##### **Section 4. Caucuses**

Caucuses shall be created by majority vote in either the Executive Assembly or the General Body and Caucus chairs shall be appointed by the Executive Board with General Body approval. Caucuses will continue until they are dismissed by the Executive Board and chairs will serve a 2-semester term (fall-spring).

**Section 5.** Any Ad-Hoc committee or caucus decisions may be overridden by a simple majority vote at a General Body or Executive Assembly meeting within one month of the decision.

#### **Article IX: Quorum**

Quorum shall be assumed for the first three meetings of the semester after which the specifications for quorum shall be established by the Executive Board through bylaw.

**Article XI: Advisor**

It is the duty of the current president to ensure there is an advisor for the club. Upon a presidency change the departing president must facilitate communication between the new president and the organizations advisor.

**Article XII: Publications**

- a. All advertisements of this organization must comply with the University Posting Policy
- b. All printed media must be approved by the Director of Communications or a majority of the Executive Board

**Article XIII: Amendments**

This Constitution may be amended at any General Body meeting of the club upon a two-thirds affirmative vote, provided that the amendment was submitted at least seven days prior at a General Body meeting where quorum was present.

**Article XIV: Bylaws**

The Executive Board shall compose bylaws that may be amended by a majority vote at any General Body meeting at which quorum is present.