

# Mock Constitution

## Center for Campus Involvement

**Preamble:** We, the members of the Center for Campus Involvement, in order to develop effective student organizations and leaders through training and education, do hereby establish this constitution.

### **Article I:** Name

The name of the organization will be Center for Campus Involvement, henceforth referred to as CCI.

### **Article II:** Affiliation with other groups

CCI is affiliated with the Division of Student Affairs at the University of Michigan.

### **Article III:** Purpose, vision, mission, aims, functions of the organization.

Section 1. Purpose: CCI is established for the expressed purpose of developing leadership skills as well as an awareness of social responsibilities to encourage students to be engaged and involved in social justice.

Section 2. Mission: Through campus involvement, our mission is to create meaningful experiences, a vibrant community, and lifelong memories for University of Michigan students.

Section 3. CCI understands and is committed to fulfilling its responsibilities of abiding by the University of Michigan policies and procedures.

### **Article IV:** Membership

Section 1. Active membership shall be limited to persons officially connected with the University of Michigan as faculty, staff, or registered students. In addition, the following requirements are necessary to constitute active members:

- a) Payment in full of financial obligations as determined by CCI.
- b) Attendance of at least 75% of all campus events during a given semester.
- c) Active participation in all activities and events sponsored by CCI.

CCI openly admits students to its membership and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status.

Section 2: Joining the organization: Interested individuals may join the organization by attending a meeting, requesting to be added to the listserv, contacting a member, or emailing the group. To be considered active, the individual must meet the requirements outlined in Article IV, Section 1.

Section 3: A member may voluntarily withdraw from the organization by notifying the executive board of their desire to discontinue membership. Financial obligations previously paid to the organization will not be refunded.

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

CCI will be governed by an executive committee consisting of three officers:

- a) An elected President will preside at all meetings. The President will maintain the power to appoint all committee chairpersons, shall present all motions to the body, and shall be present at 90% of the CCI events and meetings.
- b) CCI shall also elect a Vice President. The Vice President's duties shall be to preside at all meetings and functions that the President cannot attend.
- c) CCI shall also elect a Secretary-Treasurer who will handle all dues, accounts, new members, rule observances at state meetings, protocol, compliance with university policies, etc.

#### **Article VI: Advisor**

The role and duties of the faculty/staff advisor shall include attending meetings, providing counsel to the executive committee, and advising the organization on policies, decision-making, and leadership development. A willing faculty or staff member can be asked to serve in the role by the executive board in consultation with the general body members. The advisor shall not vote on official organization business.

#### **Article VII: Operations**

Section 1. Voting Eligibility: Those members meeting all requirements of active membership as set forth in Article IV, Section 1 will be granted voting privileges.

Section 2: Election process:

- a) All officers shall be elected by a majority vote of the eligible voting members of CCI. All elections will be held on an annual basis during the month of August. Incoming officers will assume their positions one month after elections are held.
- b) The outgoing President will take nominations from the floor, the nomination process must be closer and the movement seconded. The nominated parties will be allowed to vote.

c) All voting shall be done by secret ballot to be collected and tabulated by the outgoing Secretary-Treasurer and one other voting member of CCI, appointed by the outgoing President. If the outgoing Secretary-Treasurer is a nominee for another position, he/she should recuse themselves of tallying ballots and appoint another officer to take his/her place.

### Section 3: Meetings

All meetings will occur on a weekly basis at a time selected by the executive committee and will follow the procedure set forth below.

- i) Attendance
- ii) Report by the President
- iii) Committee Reports
- iv) Vote on all committee motions/decisions
- v) Any other business
- vi) Dismissal by the President

### Article VIII: Finances

CCI will finance the activities it engages in by the following means:

- a) Applying to funding grants from Central Student Government.
- b) Membership dues
- c) Routinely collecting the change from the couch cushions in the lobby.

### Article IX: Quorum

Two-Thirds (2/3) of the active members must be present to constitute quorum for elections and official business that requires a vote.

### Article X: Removal of Membership or Officers

#### Section 1: Removal of Officers

Any officer of CCI in violation of CCI's purpose, constitution, or who fails to fulfill their responsibilities as outlined in Article V, may be removed from office by the following process:

- a) A written request by at least three members of the organization.
- b) Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.
- c) A two-thirds (2/3) majority vote of eligible voting members is necessary to remove the officer.

#### Section 2: Removal of Membership

Any member of CCI in violation of CCI's purpose, constitution, or who fails to meet the membership requirements as outlined in Article IV, may have their privileges as a member revoked through the following process:

- a) A written request by at least three members of the organization must be sent to the executive committee.
- b) Written notification to the member in question, asking the member to be present the next executive committee meeting and prepared to speak.
- c) A unanimous decision by the executive committee members, in consultation with the advisor, to remove the member from the organization.

#### **Article X: Amendments**

Section 1: This constitution is binding to all members of CCI but it is not binding unto itself. Amendments to the constitution may be proposed in writing by any voting member of CCI at any meeting at which quorum is met. The amendments will be placed on the agenda for the next regular meeting and voted on at that time.

Section 2: Proposed amendments will become immediately effective following approval of two-thirds (2/3) vote of all active members.

#### **Article XI: Ratification**

This constitution must be ratified by two-thirds of all active members to take effect and shall be reviewed every 3 years.

#### **Article XII: Statement of Compliance**

CCI has read and agrees to fully comply with the University's policies. We understand that the organization's registration is contingent on acceptance of these policies.