ARTICLE I: NAME

The name of this organization shall now be known as the **UNICEF at Eastern**.

ARTICLE II: AIM/PURPOSE

The purpose of this organization is to organize students for the survival, protection, and development of children worldwide through education, advocacy and fundraising as a UNICEF Campus Initiative group through the U.S. Fund for UNICEF.

ARTICLE III: Mission statement

UNICEF at Eastern is a campus initiative club that strives to educate, advocate, and fundraise on behalf of United Nations International Children's Fund (UNICEF). UNICEF at Eastern hopes to **engage and empower** university members and the surrounding community by providing them with both opportunities and tools to participate in student leadership, involvement, and community service work on behalf of children worldwide.

ARTICLE IV: MEMBERSHIP

**Section 1:** Becoming a member of **UNICEF at Eastern** will be equally available to all Eastern students. They can become a member at any time during the academic year. No student will be denied of being a member because of race, religion, gender, color, ancestry, national origin, age, sexual orientation, disability or veteran status except as sanctioned by federal or state law according to the Eastern Connecticut State University Discrimination policies.
Section 2: Attending two or more meetings allows one to become voting member of the UNICEF at Eastern club. Also missing two or more meetings without valid excuses, he (she) will lose their ability to vote.

ARTICLE V: EXECUTIVE BOARD AND OFFICERS

Section 1: All officers must be students at Eastern Connecticut State University.

Section 2: All officers are expected to be present at most if not all organization and executive board meetings.

Section 3: The executive board of UNICEF at Eastern will be meeting once per week, with additional one-on-one executive meetings to be called as needed.

Section 4: The executive board will consist of a President, Vice President, Secretary, Treasurer, Chair of Education, Chair of Advocacy, and Chair of Fundraising.

ARTICLE VI: DUTIES OF THE EXECUTIVE BOARD AND OFFICERS

Section 1: The President shall

a. act as the spokesperson for the organization;
b. prepare meeting agenda;
c. call, preside over, and adjourning all meetings of this organization and its executive board;
d. oversee the instatement, activities, responsibilities, and removal of committee chairpersons;
e. sign all official papers related to the club (including financial paperwork in the absence of the treasurer);
f. represent the organization as a whole, both externally and internally;
g. settle any and all disputes among or between committees, and members of the Executive Board.
h. stay in regular contact with the Advisor and with the U.S. Fund for UNICEF;
i. collaborate with other organizations and student groups;
j. appoint a temporary secretary to take minutes when the secretary is absent;
k. connect graduating seniors with the UNICEF Campus Initiative Alumni Association.
l. perform all other various duties as required by the organization;

Section 2: The Vice President shall:
a. Assist the President in planning the Executive Board meetings and agendas;
b. assume the duties and responsibilities of the President in his/her absence;
c. automatically assume the powers and duties of the President if the President resigns, if the office of President becomes vacant, or if the President is impeached;
d. Create and maintain a Calendar of Events;
e. Work with, advising, and supporting the Education Chair in the organization and planning of all Educational initiatives and events;
f. Coordinate with relevant university departments and student organization.
g. Organize Community Service work on behalf of UNICEF at Eastern.

Section 3: The Secretary shall:

a. maintain a membership list of all official members, record of all activities of club including the minutes of every meeting;
b. take attendance at all meetings of the organization;
c. prepare a roll call of members and call it when necessary;
d. authenticate by his/her signature all records and documents of the organization;
e. carry on the official correspondence of the club as signed by the president;
f. give 72 hours of notice before any meetings;
g. distribute minutes within 48 hours of the meeting in accordance with the procedure set by the Student Activities Office.
   i. maintain both an active and general email list:
      1. An active email list for the purpose of keeping club members up to date,
      2. A general email list for the purpose of keeping members of the community up to date with select events and meetings.

Section 4: The Treasurer shall:

a. handle all fiscal matters related to UNICEF at Eastern;
b. expend funds as authorized by the membership of the organization as indicated in the organization’s minutes;
c. keep an accurate account of all receipts, membership dues, and expenditures of the organization;
d. complete, sign, and submit all necessary paperwork with the Student Activities Office (SAO);
e. work with the advisors, and the Chair of fundraising the organization to plan all fundraising initiatives and events;
f. coordinate with all relevant Fundraising university departments and student organizations.
g. keep track of the club’s accounts, income, and expenditures;
h. give a Treasurer statement of balance at every meeting;
i. request financial assistance from the Student Government Association and Budget and Management Committee if needed;
j. be responsible for the organization complying with the policies and procedures set forth by the Student Activities office.

Section 5: The Chair of Education shall:

a. coordinate events with the interest in issues central to child survival, such as early childhood health, immunization, education, HIV/AIDS, child protection, and emergencies.

Section 6: The Chair of Advocacy shall:

a. coordinate events which raise awareness about global humanitarian issues.
b. engage in communicating with public officials or the general public to affect legislation and public policy.

Section 7: The Chair of Fundraising shall:

a. be responsible for raising funds at Eastern and in the community on behalf of the UNICEF.

ARTICLE VII: ADVISOR (S)

Section 1: The advisor shall be chosen by the membership at a duly constituted meeting of the organization by majority vote.

Section 2: The faculty advisor shall serve as a non-voting ex-officio member of the Executive Board.

Section 3: The advisors shall give advice for the better performance of the organization.

Section 4: The advisor shall serve at the discretion of the University.
ARTICLE VIII: VACANCIES

Section 1: Vacancies occurring in any of the elected offices shall be officially filled at the next regular organization meeting following the occurrence of such a vacancy.

Section 2: The order of succession shall be followed in the filing of any vacant office during an unexpired term. The order of succession will be: President; Vice President; Secretary; Treasurer; Education Chair; Advocacy Chair; Fundraising Chair.

Section 3: If an officer declines to fill a vacant office, then an election shall be held to fill the vacant office for the remainder of the term.

ARTICLE IX: ELECTIONS

Section 1: Elections for officers of the executive board shall take place three weeks before the last day of classes.

Section 2: Each candidate must receive a basic majority of votes (51%) to be deemed the winner.

Section 3: All candidates must be voting members of the organization to be nominated or selected, as per membership rules of Article III.

Section 4: All voting members of the organization shall be afforded one vote.

Section 5: Newly elected officers must meet with the outgoing officer to train for their new position. The outgoing President is expected to host an Executive Board transition day to include all outgoing and incoming Executive Board leaders.

ARTICLE X: MEETINGS

Section 1: The UNICEF Campus Initiative shall meet once per week.

Section 2: Quorum…a quorum shall be defined as 50% + 1 member of the club’s total voting membership. A quorum must be preset for any action to take place by membership.

Section 3: A quorum shall be required to conduct any official business of the organization except to adjourn.

ARTICLE XI: FINANCIAL ACCOUNT
Section 1: The club financial account shall be used to hold all funds raised for UNICEF donations and club expenses. All club financial activities shall be tracked using the club financial logbook or Excel record. The logbook or record shall be maintained by the President and Treasurer, and may be reviewed by any current officer at any time upon request.

Section 2: Fundraising activity expenses should be 25 percent or less of generated revenue.

ARTICLE XII: AMENDMENTS

Section 1: Two-thirds (2/3) of the membership, to be determined as in Article VIII, is required in order to vote on changes of the Constitution.

Section 2: All amendments, after being successfully voted on by the organization, shall be forwarded for approval to the Budget & Management Committee and Student Government Association. A new copy of the Constitution will then be sent to the US Fund for UNICEF, Attn: Volunteer and Community Partnerships, 125 Maiden Lane, New York, NY 10038.

ARTICLE XIII: PARMIAMENTARY AUTHORITY

Section 1: Robert’s Rule of Order, Newly Revised shall act as the Parliamentary authority for all meeting of the club.

ARTICLE XIV: RATIFICATION

This constitution must be ratified by a majority vote at a regular meeting and approved by the Student Government Association Budget and Management Committee.