



# Christopher Newport University Constitution

Amended February 4, 2014

## Be The Match On Campus<sup>SM</sup> Mission

Engage students in the Be The Match mission to save lives by:

- Providing meaningful, unique opportunities for students to learn about blood cancers and other life-threatening diseases.
- Increasing awareness of the need for more young registry members who can save a life.
- Holding campus-wide marrow donor registry drives to give the entire student body the opportunity to join in this global effort.
- Building a sustainable chapter that becomes part of every class's legacy.

## Article I – Name

**Section I** The name of this organization shall be Be The Match on Campus.

**Section II** Be the Match will be affiliated with the National Marrow Donor Program.

## Article II – Purpose

The purposes of this organization are to:

- A. Be the official chapter partnering with the Be The Match representative to educate and engage the school community in this unique opportunity to save lives.
- B. Partner with the Be The Match representative to plan and execute primary responsibilities of the chapter:
  - Serve as the primary liaison between the school administration and Be The Match.
  - Oversee and approve all school-related Be The Match activities.
  - Educate students and the school community about the Be The Match mission to save lives through marrow transplantation.
  - Complete the required on-boarding of all 3 officers in order to plan and conduct recruitment drive events.
  - Track all volunteer hours.
  - Use the Be The Match standard operating procedures to increase the number of young, diverse, committed registry members.

- As campus policy allows, receive training to plan and conduct fundraising efforts to help cover the costs of growing the Be The Match Registry.
- Elect and train incoming board officers and student members to ensure the smooth annual transition of chapter leadership and sustainable success of the Be The Match chapter.

## **Article III – Governance**

The chapter is governed by a constitution and by-laws. It is required to have an assigned administrative or faculty advisor and to hold annual elections for board officers.

**Section I** There shall be one administrative or faculty advisor assigned to the chapter. The advisor will be recommended/appointed by the chapter and board members, and will be approved by the director of Student Affairs.

**Section II** The advisor shall work closely with chapter members to ensure all activities comply with school policies and guidelines and all local, state and federal laws. The advisor is not required to attend meetings or events.

**Section III** The chapter shall adhere to the Be The Match mission, policies and guidelines. Failure to do so may result in discontinuance of the chapter.

## **Article IV – Chapter Membership**

**Section I** Membership in the chapter will be open to all interested students. The Be The Match chapter shall not discriminate based on race, creed, color, sex, age, national origin, disability or sexual orientation.

**Section II** The Be The Match chapter will not participate in any hazing of prospective or current members for the purpose of admission into or affiliation with the organization. Members of the chapter are free to leave or dissociate without fear of retribution or harassment.

**Section III** The amount of any dues will be \$10 for the semester and alternatively \$15 if including a T-shirt by the third meeting of each semester.

**Section IV** The types of membership are active, inactive and alumni. Only active members are eligible to vote.

- To be considered active, the member must attend meetings and events regularly. Attendance issues and opportunities will be addressed by a member of the board.
- A member may be removed if the member does not abide by this constitution or any rules of the school.

## **Article V – Chapter Meetings**

**Section I** There will be one meeting every two weeks.

- In order for an official meeting to take place, at least half of the members must be present.
- Meetings will abide by the most recent version of *Robert's Rules of Order*.
- Once the quorum is met, a simple majority vote will declare a decision valid.

## **Article VI – Chapter Board**

**Section I** Officers of the Be The Match chapter board include:

- President
- Vice-President
- Event Team Coordinator

Board officers will serve a term of one year, beginning the day they were elected. At the end of each term, the board positions will be reviewed. Positions may be added or removed based on need and availability.

- A.** The president will preside over all meetings and work with other board members to ensure members are accountable to meeting requirements of the chapter. The president shall also perform other duties as determined by the board. The president will publish minutes of each meeting and has responsibility for preserving the records of the chapter.
- B.** The vice-president will preside over all meetings in the president's absence. The vice-president will supervise the financial administration of all revenue of the chapter and perform other treasury duties as determined by the board.
- C.** The event team coordinator will organize and oversee all Be The Match events hosted by the chapter. The event team coordinator will also plan and organize all marketing and promotions activity for chapter events.

**Section II** Annual election of board members

- A.** Any member may run for office as long as they are maintaining at least a 2.0 GPA.
- B.** Any vacancy in office, except that of the president, will be filled by conducting an election during a meeting.
- C.** In a case of a vacancy, the office of the president will be filled by the vice-president.
- D.** Voting will consist of a simple majority.

**Section III** Board meetings

- A.** The board will meet once every two weeks.
- B.** Board meetings are mandatory for all officers except in cases of illness or other extreme circumstances.

**Section IV** Dismissal of board officers

Officers may be dismissed for cause as determined by the chapter members and the Office of Student Affairs. Officer recall requires a two thirds vote by the chapter.

## **Article VII - Responsibilities**

This chapter will adhere to school policies and all local, state and federal laws. It will also adhere to the volunteer policies the National Marrow Donor Program<sup>®</sup>, which operates Be The Match.

## **Article VIII – Amendments**

**Section I** Proposed amendments to this constitution will be considered if there is a simple majority vote by members of the chapter. Amendments will be adopted if there is a two thirds vote.

**Section II** Any revisions to the constitution and/or by-laws must be reviewed and approved by the Office of Student Affairs.

## **Article IX – Ratification**

This constitution will become effective once ratified by the Office of Student Affairs and a simple majority vote by the chapter.