

# **CIVICUS Student Advisory Board Constitution**

## **Preamble**

**The CIVICUS Student Advisory Board is a student-run organization within the CIVICUS Living and Learning Program that promotes the five tenets of CIVICUS: community building in a diverse society, scholarship, leadership, community service learning, and citizenship. Through our efforts and outreach with students, alumni, faculty, administrators, and resident life we strive to create a better valuable CIVICUS experience.**

## **Article I. Mission and Purpose**

The purpose of the CIVICUS Student Advisory Board is to support the objectives of its parent organization, the CIVICUS Living and Learning Program to the best of its ability. This includes fostering a strong sense of community among CIVICUS Associates and promoting civic engagement both on campus and in the greater community. In planning community development programs, reviewing service activities, investing in the future of the program through outreach activities, and providing consistent, constructive feedback to the CIVICUS faculty, the CIVICUS Student Advisory Board will benefit all aspects of the living and learning program by representing and voicing student concerns to ensure the growth and progress of the program.

## **Article II. Structure and Organization**

Section 1. The membership of this organization includes all current CIVICUS Living and Learning Associates.

Subsection A. The CIVICUS Student Advisory Board does not restrict membership or discriminate on the basis of race, creed, sexual orientation, gender identity, gender expression, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of rights secured by the First Amendment of the United States Constitution. For definitions of “personal appearance” and “sexual orientation,” see the University’s Code of Human Relations (“Code”).

Section 2. The CIVICUS Student Advisory Board shall be divided into two arms: the Executive Team and Committees.

Section 3. Membership to the CIVICUS Student Advisory Board is open to all undergraduate students either currently in CIVICUS Living and Learning Program or having graduated from CIVICUS within one year of the beginning of the term.

Section 4. The Associate Director and Director of the CIVICUS Living and Learning Program shall be advisors to the CIVICUS Student Advisory Board.

## **Article III. Executive Team**

Section 1. The Executive Team shall be comprised of a President, Vice President, Treasurer, First Year Chair, Alumni Chair, and three Committee Chairs.

Subsection A. The role and responsibilities of the President

1. Lead all Executive Team meetings
2. Represent the CIVICUS Student Advisory Board to the CIVICUS Living and Learning Program Directors in meetings once every two weeks
3. Serve as the spokesperson and representative for the organization
4. Supervise the recruitment and retention of committee members
5. Attend intermittent committee meetings to ensure productivity
6. Serve as the CIVICUS Student Advisory Board liaison to the Student Government Association

Subsection B. The role and responsibilities of the Vice President

1. Attend all Executive Team meetings
2. Maintain internal communication of the Executive Team
3. Take minutes at all Executive Team and director meetings
4. Oversee documentation of advisory board proceedings and events
5. Market the events and activities of the organization
6. Serve as a member of the Service Committee

Subsection C. The role and responsibilities of the Treasurer

1. Attend all Executive Team meetings and regularly update the Executive Team on finances
2. Manage and maintain the CIVICUS Student Advisory Board budget
3. Communicate regularly with Executive Team and CIVICUS Directors to develop fiscal policies
4. Liaise with the Student Government Association Finance Committee
5. Ensure timely and accurate collection, distribution, and handling of all money
6. Supervise fundraising initiatives
7. Serve as a member of the Programming Committee

Subsection D. The role and responsibilities of the First Year Chair

1. Represent the freshman class at all Executive Team meetings
2. Aid the president in recruitment and retention of first year students to sit on committees
3. Serve as a member of the Outreach Committee

Subsection E. The role and responsibilities of the Alumni Chair

1. Represent alumni interests at all Executive Team meetings

2. Assist the CIVICUS Directors in the dissemination of internship resources and opportunities
3. Foster networking among all CIVICUS classes through programming and social media
4. Oversee all CIVICUS Student Advisory Board elections

Subsection F. The roles and responsibilities of the Committee Chairs

1. Attend all Executive Team meetings
2. Regularly update the Executive Team on actions and initiatives of the committee
3. Maintain membership records of committee meetings

Section 2. Each member of the Executive Team shall have one vote. All CIVICUS Student Advisory Board decisions not explicitly described in this document shall be finalized by a simple majority vote. In the event of a tie, the President shall finalize the decision.

Section 3. The Executive Team shall meet once every two weeks at a time and location agreed upon at the beginning of each semester by the entirety of the Executive Team.

Section 4. For the CIVICUS Student Advisory Board to remove an Executive Team Member from office, the process is as follows:

Subsection A. Present a removal petition signed by a simple majority of the CIVICUS Student Advisory Board Executive Team (including at least one Advisor). A written proposal submitted by any CIVICUS Associate and signed by at least ten current first or second year CIVICUS Associates can serve as a valid removal petition.

Subsection B. Conduct hearings into the complaints against the Team Member. The individual must be present and be offered the opportunity to respond to the charges levied.

Subsection C. Impose a probationary period of two weeks after which the Executive Board will review the case.

Subsection D. Cast a vote securing a simple majority in favor of removal after subsections A, B, and C have been completed.

#### **Article IV: Committees**

Section 1. There shall be three committees, each with specific goals and initiatives, but with the overall intention of supporting the CIVICUS Living and Learning Program and broader UMD community.

#### Subsection A. Roles of the Programming Committee

1. Host a minimum of two programs per semester
2. Aid in the planning and hosting of CIVICUS Living and Learning Program events, including the CIVICUS Welcome Barbeque
3. Assist the CIVICUS Directors in planning the Year-End Dinner
  - a. Create a photo slideshow, spotlighting the year's events, to be presented at the reception
  - b. Work with the CIVICUS Directors to nominate and select outstanding students to give speeches
4. Work with Alumni Chair to research and propose speakers
5. Promote sustainability efforts within the program

#### Subsection B. Roles of the Outreach Committee

1. Work over the summer to pair CIVICUS sophomore "buddies" with incoming freshmen based on interests, regional hometown, majors, etc.
2. Organize shifts for the CIVICUS buddies to help freshmen move into Somerset Hall
3. Market CIVICUS at prospective student events
4. Create and update lobby and basement bulletin boards
5. Collaborate with the Alumni Chair to organize a presentation to orient new CIVICUS students to be presented in BSCV181

#### Subsection C. Roles of the Service Committee

1. Serve as the OrgSync advisors and hold at least one OrgSync info session per semester
2. Research and notify the students of outside CIVICUS service opportunities through the CIVICUS newsletter
3. Encourage participation and promote service projects with low turnout
4. Organize one housekeeper gift or recognition activity per semester
5. Coordinate reverse trick-or-treating
6. Assist in providing feedback for service projects

Section 2. Each committee shall be headed by a chair, who is responsible for all actions and initiatives of its committee. The structure and organization of committees is outlined below.

Subsection A. A vice chair, if deemed necessary by the chair, shall be elected by the committee members at the first official meeting of each committee

1. The vice chair shall be responsible for taking minutes, attendance, and maintaining internal communication within the committee

Subsection B. Committee members shall be expected to attend the majority of committee meetings. If a committee member is unable to attend a meeting, that member is required to notify the committee chair.

Subsection C. Committees are to meet once every two weeks at a date and time decided on by the chair and advertised by the executive team.

Subsection D. Funds are available for committee use only with the permission and aid of the Executive Team Treasurer.

## **Article V. Elections**

### Section 1. Voting Eligibility

Subsection A. All current CIVICUS Living and Learning Program students in good standing with the university are eligible to vote in Executive Team Elections.

Subsection B. All first year CIVICUS Living and Learning Program students in good standing with the university are eligible to vote in the First Year Chair Election.

### Section 2. Executive Team Elections

Subsection A. The Executive Team, except the First Year Chair, shall be elected every April to serve a single year-long term. Officers shall be elected through a popular vote by secret, paper ballot during BSCV302 and BSCV182.

Subsection B. Rising juniors may only run for Alumni Chair. Only rising sophomores may run for the positions of President, Vice President, and Treasurer.

Subsection B. The sitting Alumni Chair is responsible for creating an election calendar and thoroughly disseminating all relevant information and rules to all current CIVICUS students.

1. Executive Team Elections shall take place no later than the second week of April to allow ample time for Chair applications

Subsection C. All students interested in running for an Executive Team position, with the exception of the First Year Chair, shall submit a letter of intent, to be no more than 250 words, to the sitting Alumni Chair.

Subsection D. The First Year Chair shall be elected no later than the second week of September in an election organized by the Executive Team.

1. All candidates interested in candidacy for the First Year Chair position shall submit a letter of intent of no more than 250 words to the Executive Team
2. First Year Chair will be elected by popular vote through a secret, paper ballot taken in BSCV191

Section 3. Vacancies incurred in the course of a term of office shall be filled through a special election to be coordinated by the Executive Team and overseen by the Directors in a timely manner.

### **Article VI. Committee Chair Appointments**

Section 1. The Executive Team is to create a short application for committee chair positions.

Section 2. The Executive Team shall fairly distribute applications to all first-year CIVICUS students and applications shall remain open for no less than one week.

Section 3. Committee chairs shall be discussed and selected by the President, Vice President and Treasurer in person. A two-thirds majority is necessary to confirm a committee chair. In the event that the Executive Team cannot come to a decision, the Alumni Chair shall serve to provide input.

Section 4. All applicants for Committee Chair positions shall be notified of their application status no later than one week after the application due date

Section 5. Committee Chairs shall be finalized and no later than Spring Reading Day.

### **Article VII. Amendment Procedure**

Section 1. Amendments may be proposed to the President in writing by any CIVICUS Associate and must signed and supported by ten additional CIVICUS Associates.

Section 3. When an amendment is proposed, the President is responsible for calling an ad hoc general body meeting that is open to all voting members of the CIVICUS Student Advisory Board within two weeks of receiving the written amendment.

Section 4. Amendments must be approved by a two-thirds majority of voting members present at the ad hoc general body meeting.

### **Article VIII. Ratification**

This Constitution shall be ratified by a majority of votes by current first and second year CIVICUS Associates. A special election will be completed by the end of the semester in which the Constitution was ratified, overseen by a special elections committee.

### **Article IX. Amendments**