

**UNIVERSITY OF DAYTON SCHOOL OF LAW  
HUMAN RIGHTS AWARENESS AND ADVOCACY GROUP CONSTITUTION**

***Article I: Club Name***

University of Dayton School of Law Human Rights Awareness and Advocacy, “UDSL HRAA,” as the official club name shall be, represents members who are University of Dayton School of Law students, faculty, or staff, that are concerned about issues of civil injustice and have the desire to raise awareness about the reality of civil injustice in their community. UDSL HRAA is founded and run by university students to contribute to raising awareness and advocating for human rights at the University of Dayton School of Law. It is independent of the University and is responsible for its own contracts, acts, or omissions. This Group does not claim to represent the views or opinions of the University (or the state of Ohio). A member(s)’s personal opinions (aside from ones that UDSL HRAA explicitly expresses as a whole) are not representative of the organization or of the University of Dayton School of Law and its affiliates.

***Article II: Non-Discriminatory Statement***

UDSL HRAA is a non-partisan and non-ethnic group. It does not discriminate on the basis of race, color, gender, religion, national origin, ethnicity, disability, veteran or military status, citizenship status, sexual orientation, marital status, or age.

***Article III: Purpose and Goals***

UDSL HRAA works to fight against injustice and oppression in the world in the following ways: fundraising to support human and civil rights awareness groups and their work, and participating in activities to spread awareness about human rights abuses.

***Article IV: Officer Positions and Responsibilities***

These members’ duties may include but are not limited to:

***President:*** Shall lead UDSL HRAA; Shall be very active in all events; Shall plan and run the general and officer meetings; Shall make room reservations; Shall oversee and coordinate the activities of the Chapter; Shall monitor the use of funds; Shall communicate with new and continuing members; Shall collaborate with other organizations and clubs; Shall serve as the representative for the Chapter to the University campus (school administration/faculty/staff, student government, etc.) and local community; and shall communicate frequently with the faculty advisor.

***Vice President:*** Shall assist the President in the development, implementation and evaluation of the vision and goals for the Chapter; Shall be very active in all events; Shall communicate with new and continuing members; and shall run meetings and take relevant actions in the absence of the President.

***Secretary:*** Shall be responsible for collecting and distributing the meeting agendas from the President and Vice President; Shall maintain the record, minutes, and details of meetings; Shall manage the list of Chapter members and their contact information; Shall oversee the club e-mailing and mailing list accounts; Shall be responsible for dissemination of information to the group; Shall

create and update a calendar of events; Shall e-mail mailing-list weekly about upcoming events and meetings; Shall write and distribute the Chapter newsletter (if implemented). Other administrative responsibilities may be assigned as needed.

***Treasurer:*** Shall develop the Chapter budget; Shall develop strategies for fundraising; Shall maintain the Chapter's accounts; Shall implement fundraising strategies.

***Volunteer Involvement Coordinator:*** Shall develop ways that individuals and groups can use their skills, gifts, and talents to serve the victims of abuse and injustice in our world through their active and hands-on involvement. The Volunteer Involvement Coordinator shall reach out to local and state Human Rights agencies to establish connections with the chapter and create volunteer and networking opportunities for members. The goal is to give all members an opportunity to contribute to the Chapter's success.

The duties described above may be changed by the present leadership team, provided all officers are in agreement. Amending the constitution for this purpose is not required.

## ***Article V: Officer Terms, Conditions, Elections, and Impeachment***

### **Officer Terms**

There may be more than one person serving in each role in any given academic year. There shall not be more than two persons occupying an officer position. A person can hold more than one officer position in any given academic year, if circumstance makes it necessary. All officers are responsible for fulfilling their respective officer duties for the academic year, upholding an ethical and professional conduct worthy of the gospel, and abiding by the applicable local, state, or federal laws and University policy and procedures presently in place or hereafter enacted. An officer's term officially starts in August of the year he/she will hold the position and officially ends in June of that academic year.

### **Officer Conditions**

Should an officer be absent due to reasons deemed excusable by the rest of the officer board, he/she may resume his/her responsibilities upon returning. During the absence, a fellow officer shall temporarily fill in. Should an officer be absent for a substantial amount of time, he/she may lose his/her position; the decision to withdraw an officer on the basis of an absence shall be up to the discretion of the rest of the officers.

### **Elections**

To be eligible for an officer position, all persons interested must submit an officer application form by the end of the spring semester and must undergo an interview with all current officers. Should a current officer chose to rerun or run for a different position, he/she must also submit an officer application form by the end of the spring semester and must undergo the same interview process provided to new applicants. Current officers interested in rerunning or running for a different position shall not be allowed to vote for themselves or be involved in the interview process for the position they are running for.

No candidate—or affiliated member(s)—for any position is allowed to bribe, tempt, or threaten members potential voters for increased chance at winning and/or security of the respective position.

Smear tactics of any kind will not be tolerated. A member in violation of any of these restrictions will automatically be disqualified.

By the beginning of May, a leadership team for the following academic year shall be elected by the officer board using the principle of majority rule. The new officers shall attend all officer meetings and train for their new positions during the remainder of the spring semester.

### **Conflict and Impeachment**

If there are conflicts/problems between the officers at any given time, all parties involved shall strive for a peaceful resolution. When meetings to resolve the conflicts/problems are called for, full and timely attendance is required of every officer.

The decision to impeach an officer on the basis of misconduct shall be based on guidelines set forth in the UDSL honor code. Misconduct includes, but shall not be limited to, stealing from/during fundraising events, stealing from the club account, using club funds inappropriately, tampering with or altering financial records, disrespecting fellow club members and faculty advisor(s), damaging the reputation of UDSL HRAA, evading officer responsibilities, and breaking one or more of the local, state, or federal laws and University policy and procedures presently in place or hereafter enacted.

The impeachment process is as follows: first, all current officers, including the defendant officer, must agree on a date and time for a meeting; second, the meeting shall be with one officer initiating a motion to question and discuss the defendant officer regarding his/her misconduct (at least one other officer must move to second the motion); third, the defendant officer shall provide his/her final statements before exiting the room to allow for a closed voting session among the rest of the officers; fourth, one officer shall call for a motion to vote to impeach the defendant officer and at least one other officer must move to second the motion; finally, a closed voting session shall take place and the result shall be formally announced to the defendant officer once he/she is called back into the room.

### ***Article VII: Faculty Advisor Rules and Duties***

There can be one or more faculty advisors, but he/she must be of the University faculty or staff. The current faculty advisor does not have a term limit, unless otherwise requested. The faculty advisor shall be 1) an advisor, who will be available to discuss overall goals and offer their expertise, and 2) an ambassador, who will play an important part in helping the Chapter make contacts and develop relationships with other faculty members and administrators. The faculty advisor will be concerned and aware about injustice, be knowledgeable about the campus, and respected by students and other faculty.

In the event that the faculty advisor voluntarily resigns or any other change regarding the sponsor will be absolutely necessary, an election will be set up and held by the current officers with all proposed replacement sponsors as potential candidates.

### ***Article VIII: General and Officer Meetings***

General meeting and officer meetings will be held as reasonably necessary to ensure the success of the Chapter. Every general meeting shall have a pre-established agenda, and all other officers must

be present at each officer and general meeting unless granted an excused absence up to the discretion of the rest of the officers.

**Article IX: Financial Account**

Absolutely no member of UDSL HRAA is allowed to permanently keep any money paid, any monetary (or otherwise) donations given, or any sponsorship money given to the group. Any found in violation of this will be asked to immediately leave the group and compensate for any losses. A member may, however, accept and give money or donations directly to the President, or Treasurer.

The President or Treasurer cannot, under any circumstance, tamper with or alter the financial records. Any found in violation of this will be asked to immediately leave the group and compensate for any losses. Any changes to the financial record must be discussed with an agreed upon by all officers, provided the changes are reasonable and/or necessary, in accordance with the actual funds existing, and not to the personal benefit of any individual officer(s).

Those who have made donations are allowed to view statements prepared by either the President or Treasurer explaining the exact appropriations of the funding, if they so wish. Anonymous donations are accepted.

**Article IX: Amendments and Ratification**

Any amendments to the UDSL HRAA constitution are to be specifically stated, voted on by all officers through the principle of majority rule, under oath to be complied with, written down in the constitution, and “signed” by all present officers (as shown below at the beginning of each academic year.

As drawn up, fully agreed upon, under oath to comply with, and ratified on (DATE) by the following officers:

- Name (President):**
- Name (Vice President):**
- Name (Secretary):**
- Name (Treasurer):**
- Name (Volunteer Involvement Coordinator):**

**BY-LAWS**

*Article I: Parliamentary Authority*

Robert’s Rules of Order

Premise on the principle that “though the minority shall be heard and absentees protected, the majority will decide.”

*Article II: Membership*

Procedures for becoming a member, amount of yearly or semester dues, if any, termination of membership.

*Article III: Election and Appointment of Government Leadership*

Election rules and procedures, including eligibility for office, nomination process, ballots, timing of elections

*Article IV: Advisor/ Advisory Board Responsibilities*

Expectations of the advisor in the organization

*Article V: Meeting Requirements*

Regular, special, size and determination of quorum (number of voting members required to vote on decisions placed before the general membership, executive, and standing committees).

*Article VI: Method of Amending By-Laws*

2/3 majority vote.