STUDENT UNITED WAY: SAMPLE CONSTITUTION

If your school requires a constitution for your Student United Way, feel free to use this sample constitution as a starting point. If you’d like a Word document version, please email student@unitedway.org.

ARTICLE I: MISSION STATEMENT

Section 1. Mission Statement

The Student United Way at the XYZ College/University serves the local community by 1) Giving, Advocating, and Volunteering in the areas of Education, Income, and Health, 2) helping members and other students grow as leaders and connect to the community, and 3) building lasting relationships amongst members and with the United Way movement. The Student United Way work includes

- Advocate: Educate members and the student body about critical community issues in education, income, and health
- Volunteer: Serve, and recruit peers to serve, in meaningful ways that help create lasting change
- Give: Fundraise and donate to help address critical issues facing the community

Section 2. Statement of Compliance

The bylaws of Student United Way shall not violate the bylaws, constitution and Code of Ethics of the United Way of XYZ or the XYZ College/University.

ARTICLE II: MEMBERSHIP

Section 1. Active Members

Active members include any undergraduate or graduate student at the XYZ College/University who attend and participate in regular meetings.

No hazing or discrimination will be used as condition of membership in this organization. No College/University student may be denied membership on the basis of race, creed, religion, gender, age, sexual orientation, national origin, marital status, parental status, disability, or the inability to pay dues. (Host campus may require similar or different language)

Active members:
1. Hold various functional responsibilities of the organization.
2. May hold executive officer positions at the STUDENTUNITED WAY at XYZ.
3. Shall serve on at least one committee at the STUDENTUNITED WAY at XYZ.
4. Are eligible for the position of Student Representative to the United Way of the XYZ Board of Directors
5. Vote in STUDENTUNITED WAY at XYZ executive officer elections.

Section 2. Participants and Other Supporters

Participants and other supporters are connected to the group in some capacity, such as by episodically participating in the group’s Give, Advocate, and/or Volunteer activities. They may be on the listserv or otherwise connected, but they do not attend meetings regularly or serve active roles on committees.
Participants and other supporters are not able to vote for officers or other votes that active members may takes.

Section 3. New Membership and Recruitment

1. Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of:
   a. Schedule of New Member Events and Activities
   b. A list of responsibilities
   c. A definition of personal rights, and a copy of the University Hazing policy, prescribed by Policies and Rules for Student Organizations (other requirements of constitution)

2. All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon the personal religious beliefs, personal values, or moral reserve as defined by that member.

3. Any and all interaction/activity between members and new members will be limited to the guidelines stated by university policy, as well as local, state, and federal law.

Section 3. Expulsion of members

1. The Student United Way reserves the right to expel a member who is not following the policies of the organization, as determined by the Executive Officers and a vote of membership.

ARTICLE III: ADVISORS

Advisors are a XYZ College/University faculty or staff member and a United Way of XYZ staff member who regularly attend meetings and advise the active members. Advisors shall:

1. Provide experienced advice and oversee administrative decisions
2. Handle all business of executive officer elections
3. Have other responsibilities as decided among advisors and student leadership

ARTICLE IV: EXECUTIVE OFFICERS

President

Section 1. Presidential Duties and Powers

The President shall:

1. Chair all regular meetings
2. Coordinate with local United Way and host campus, including ensuring Student United Way follows all applicable regulations.
3. Facilitate setting the Student United Way agenda for the year with rest of Executive Board and committee chairs (goals, plans for improvement, etc.)
4. Serve as primary representative of Student United Way to public
5. Be responsible, through delegation or otherwise, for necessary activity not otherwise specified in the Constitution
6. Support Treasurer in ensuring financial accountability
7. Serve on United Way of XYZ board of directors (only possible in some cases)
Vice-President

Section 2. Vice Presidential Duties and Powers

The Vice President shall:

1. Support the efforts of the president and work with them on overall direction of group
2. Oversee and supports committee chair activities as necessary
3. Act as event coordinator for StudentUnited Way events not otherwise assigned
4. Serve as President if they are unavailable
5. Support Treasurer in ensuring financial accountability
6. Serve on United Way of XYZ board of directors (only possible in some cases)

Treasurer

Section 4. Treasurer Duties and Powers

The Treasurer shall:

1. Conduct or oversee all financial business, including but not limited to
   a. Coordinate all fundraising with local United Way
   b. Meet or exceed all financial requirements for student organizations on campus
   c. Develop and submit organization budget to campus student government
   d. Ensure funds are only used for the specific purpose they were raised for
   e. Keep accurate financial records and report them publicly annually
   f. Comply with all applicable local, state, and federal laws at all times

Secretary

Section 5. Secretarial Duties and Powers

The Secretary shall:

1. Keep minutes for regular meetings
2. Maintain records of membership, track attendance at meetings and events
3. Ensure completion and submissions of the Registration Form and Annual Survey to United Way Worldwide to maintain status as official StudentUnited Way
4. Lead membership recruitment, including participation in student organization fair and other campus-wide activities (unless delegated to Recruitment Committee/Chair)
5. Keep track of Member of the Month award and other incentives

Committee Chairs

Section 6. Duties and Powers of Committee Chairs

Committees and Committee Chairs will be created and assigned duties by the Executive Officers as needed.

Possible committees include but are not limited to...
1. Issue areas of Education, Income, and Health
2. Functional areas of Give, Advocate, and Volunteer, or recruitment, publicity, webmaster, etc.
3. Special project committees such as United Way Alternative Spring Break, Service Town Hall, or committees specific to involvement in other group’s activities such as Dance Marathon

ARTICLE V: BOARD OF DIRECTORS (executive) ELECTIONS

Section 1. Timing of Elections

Elections for Executive Officers shall occur annually at a regular meeting in <XYZ, we recommend later spring semester for coming year positions of at least President and Treasurer to ensure continuity; some positions can be held for early fall semester elections to allow opportunity for new members to lead>

Section 2. Election Procedure

Election Procedure shall be as follows:
1. Any active member is nominated by any active member including themselves.
2. Nominees is seconded by any other active member to become a candidate.
3. Nominees will give a speech; once all nominees speak there will be a discussion period amongst members regarding the nominees.
4. Voting shall be through secret written ballot and consist of two rounds
   a. First round will narrow field down to the two candidates receiving the most votes by plurality
   b. Second round shall determine Executive Board Member Elect by simple majority
   c. In the event of 1-2 candidates only one round of simple majority will be necessary
5. Advisors will oversee and facilitate the election process of Executive Officers

ARTICLE VI: IMPEACHMENT AND REMOVAL

Section 1: Rules for Impeachment

Any Executive Board member, General Board member, chairperson, or general member can be impeached on the following rules;
1. Conviction of any misdemeanor or felony offense
2. A serious violation of University policy
3. Any actions that do not promote the values of the United Way of XYZ
4. Any actions that do not promote the values of the Student United Way

Section 2: Impeachment Process
1. Any officer or chair can be impeached by a majority vote of the Executive Officers based on the above

Section 3: Removal Process
1. At the next general meeting a 3/4ths vote is needed from all active members to remove the impeached person.

ARTICLE VII: AMENDMENTS AND APPROVAL

1. Amendments to this Constitution can be made by recommendation of a majority of the Executive Officers as deemed appropriate to fit the needs of the Student United Way by the President. Recommendations for amendment can be made at any regularly scheduled meetings that have quorum (quorum is defined as having 50% + 1 of active members present at any meeting).
2. After recommendation, Amendments are presented for vote by the members of the *Student United Way*. A two-thirds majority of the vote by the membership is required to ratify an amendment.