

# **Constitution of the University of Miami Young and College Democrats at the University of Miami**

Updated: November 30, 2004

## **Preamble**

In order to promote a better University, a better Florida, a better United States and a better world, with equality, opportunity and freedom for all, we dedicate ourselves to promoting the causes of the Democratic Party. We call for action based on principles and values, and principles and values backed by action. As citizens and leaders of tomorrow, we share a Democratic vision of the future where the advantaged care for the disadvantaged, where the minority is given the same rights as the majority and where government sits with the people and not above it. We will strive for a government that ensures every citizen the right to a quality education, a clean environment and the unimpeded opportunity to pursue his or her dreams regardless of sex, race, religion, physical handicap, or sexual orientation. Under these principles and to further these goals of the Democratic Party, we hereby form the University of Miami Young and College Democrats.

## **Article I – Name**

The official name of this organization shall be the University of Miami Young and College Democrats. The University of Miami Young and College Democrats may be referred to as the UM Young Democrats.

## **Article II – Statement of Purpose**

### **Section 1 – Guiding Principles**

- A. The purpose of the UM Young Democrats will be to enlighten the University and its surrounding communities about the Democratic Party, its political affiliates, constituencies and the ideas to which they adhere.

### **Section 2 – Objectives**

- A. The objectives of the UM Young Democrats is to strengthen the ties between students and politics, familiarize the university community with the Democratic Party, foster relationships with other organizations on and off campus and to serve as a political and social outlet for our members.

### **Article III – Responsibility**

The UM Young Democrats shall comply with all University of Miami policies and procedures, including but not limited to those policies set forth in the *Student Rights and Responsibilities Handbook*, the *Student Organization Handbook*, as well as all local, state and federal laws.

### **Article IV – Membership and Offices**

#### Section 1 – General Membership

- A. Membership in the UM Young Democrats shall be open to all University of Miami students who have paid their Student Activity Fee. The UM Young Democrats shall not discriminate on the basis of race, color, sex, handicap, age, sexual orientation or political and religious affiliation in any of its policies, procedures, or practices. Non-voting membership may be extended to interested faculty, administrators, staff members and alumni of the University of Miami.
- B. Active members of the UM Young Democrats shall be defined as those full or part-time University of Miami students who have attended at least three (3) general meetings during the entire academic year and who openly unite to promote the purpose and objectives of this organization.
- C. Benefits of active membership entail the right to vote on all organization business, inclusion in all members' only activities and opportunities to participate in UM Young Democrats sponsored events.

#### Section 2 – Executive Board

- A. Eligibility Requirements:
  - i. All Executive Board members shall be active organization members in good standing with the University of Miami.
  - ii. All Executive Board members shall be elected into their respected offices via the procedures outlined in Article V of this constitution.
- B. Positions and Responsibilities:
  - i. President:
    - a. Preside over all general meetings of the organization, all Executive Board meetings, all Executive Committee meetings and all special meetings of the organization.
    - b. Confirm all financial transactions with the organization Advisor and Treasurer.
    - c. Protect the welfare of the organization.
    - d. Act as a liaison between the organization and the entities of the University of Miami and all other organizations independent of the UM Young Democrats.

- e. Prepare the agenda and business to be conducted at each meeting of the organization.
  - f. Head coordination of all organization meetings and events.
  - g. Delegate authority and responsibilities to the officers and members of the organization, not already defined, as he/she sees necessary.
- ii. Vice President:
    - a. Fulfill all the responsibilities of the President in the event of his/her absence.
    - b. Coordinate and serve as an ex-officio, non-voting member of all committees.
    - c. Assume the Presidency in the event of a vacancy.
- iii. Treasurer:
    - a. Keep record of the organization's finances.
    - b. Administer the organization's funds upon approval of the President and Advisor.
    - c. Provide regular financial reports on request of the President.
- iv. Secretary:
    - a. Handle all administrative communications and correspondences of the organization.
    - b. Serve as the UM Young Democrats webmaster, unless otherwise directed by the Executive Committee.
    - c. Keep record of all organization meetings and provide meeting minutes upon request of the President.
    - d. Handle registration of all new members and keep a roster of all active members.

### Section 3 – Executive Committee

- A. Eligibility Requirements:
  - i. The Executive Committee shall consist of the four (4) members of the Executive Board and the appointed positions described below.
  - ii. All Executive Committee members shall be active organization members in good standing with the University of Miami.
  - iii. All appointed Executive Committee members shall be appointed by a three-fourths (3/4) vote of the Executive Board.
- B. Positions and Responsibilities:
  - i. Chief of Staff:
    - a. Assist the President and the Executive Board.
    - b. Co-coordinate all organization meetings and events with the President.
    - c. Serve as ex-officio, non-voting member of the Executive Board.
    - d. Serve as a liaison between the Executive Board and the appointed members of the Executive Committee.

- ii. Outreach Coordinator:
  - a. Serve as chairperson of the organization's Outreach Committee.
  - b. Fulfill responsibilities of the Outreach Committee, as described in Article IX, Section 1 of this constitution.
  - c. Provide committee action report upon request of the Vice-President.
- iii. Public Relations Coordinator:
  - a. Serve as chairperson of the organization's Publicity Committee.
  - b. Fulfill responsibilities of the Publicity Committee, as described in Article IX, Section 2 of this constitution.
  - c. Provide committee action report upon request of the Vice-President.
- iv. Democratic Intelligence Coordinator:
  - a. Serve as chairperson of the organization's Democratic Intelligence Committee.
  - b. Fulfill responsibilities of the Democratic Intelligence Committee, as described in Article IX, Section 3 of this constitution.
  - c. Provide committee action report upon request of the Vice-President.
- v. Elections/Event Coordinator:
  - a. Serve as chairperson of the organization's Elections/Events Committee.
  - b. Fulfill responsibilities of the Elections/Events Committee, as described in Article IX, Section 5 of this constitution.
  - c. Provide committee action report upon request of the Vice-President.
- vi. Sergeant-at-Arms:
  - a. Assist the President and the Chief of Staff in preparing meeting and event areas for use.
  - b. Assist the President in presiding over all organization general, special and Executive Committee meetings.
- vii. Historian:
  - a. Keep the organization scrapbook up to date.
  - b. Chronicle the events and activities of the UM Young Democrats.
  - c. Assist the Secretary in updating the UM Young Democrats website.

C. Special Positions:

- i. The President and Executive Board reserve the right to create any special Executive Committee position they deem necessary and appoint an active organization member, in good standing with the University of Miami, to the position.

- D. Terms of Offices:
  - i. Terms of Offices for all Executive Board and Executive Committee members shall be one year from their date of installation.
  - ii. No member shall serve in the same office for more than two terms.
- E. Installation:
  - i. Installation shall occur at the last general meeting of the academic year.
- F. Vacancies/Succession:
  - i. If a vacancy occurs in the position of President, the Vice-President shall assume the position of President, with the Chief of Staff assuming the position of the Vice-President.
  - ii. Vacancies in any other elected office shall be decided by a special election. Appointed offices shall require an additional appointment.
  - iii. The Executive Board may appoint an interim officer to vacant elected offices until a special election is held.
- G. Removal of Officers/Impeachment:
  - i. Petition:
    - a. Two-thirds (2/3) of the Executive Committee must agree or two-thirds (2/3) of active members must sign a petition to ask for impeachment.
  - ii. Process:
    - a. Active members, the Executive Committee, Advisor, and member being impeached must be notified at least two (2) weeks in advance of the impeachment hearing.
    - b. The impeachment hearing must occur while classes are in session.
  - iii. Hearings:
    - a. The moderator of the impeachment hearing will be the President. The moderator cannot be the member being impeached.
    - b. Three-fourths (3/4) of active members must be present in order for the impeachment hearing to begin.
    - c. The impeachment shall be presented as a motion to the organization and require a second.
    - d. Each side will be given the opportunity to present their case and the active members may ask questions.
    - e. A two-thirds (2/3) vote of the active members present is needed for impeachment.

## **Article V – Elections**

### Section 1 – Timeline

- A. Nominations will be held at a date, set by the current Executive Board, one to two (1-2) weeks prior to the date of the election. Nominations will take place during one of the organizations general meetings.
- B. Elections will be held at a date, set by the current Executive Board, no later than two (2) weeks before the end of the academic year to assure a smooth transition of power. Elections will take place during one of the organizations general meetings.

### Section 2 – Procedures

- A. Facilitation:
  - i. A current member of the Executive Board who is not up for re-election will facilitate the nominations and elections. If no such member exists, the elections shall be facilitated by the Advisor.
- B. Eligibility:
  - i. Only active members of the UM Young Democrats who are in good standing with the University of Miami may run for election.
- C. Nominations:
  - i. Nominations will be taken for each position from the general assembly present and will require a second by another member.
  - ii. Each nominated candidate will be required to make a short speech on the day of the election.
- D. Voting:
  - i. Voting shall take place by secret ballot on the day of the election. Only active members of the organization in good standing with the University of Miami may have voting privileges. All offices shall be determined by a majority vote of the active members present. In the event of no one candidate receiving a majority, a run-off shall be held between the two candidates with the most votes.

## **Article VI – Legislation**

### Section 1 – Motions

- A. Definition:
  - i. Motions shall be defined as that organization business which requires the approval of the general membership.
  - ii. Motions may only be formally proposed and voted upon at any general or special meeting of the organization.

- B. Procedure:
  - i. Any active member of the UM Young Democrats has the right to bring a motion before the general membership.
  - ii. A second from an additional active member shall be required before voting procedures may begin.
- C. Voting:
  - i. Motions must be approved by a majority of the active members present at the time of voting.
  - ii. Motions may be approved, temporarily, for a period not to exceed three (3) weeks, by a majority vote of the Executive Committee, pending final approval by a majority of active members at the next general or special meeting of the organization.
- D. Exceptions:
  - i. The above terms shall hold, unless otherwise specified by this constitution.

## Section 2 – Executive Committee Orders

- A. Definition:
  - i. Executive Committee Orders shall be defined as that organization business which requires the approval of the Executive Committee.
  - ii. Executive Committee Orders may only be formally proposed and voted upon at any Executive Committee meeting of the organization.
- B. Procedure:
  - i. Any member of the Executive Committee has the right to bring an Executive Committee Order before the Executive Committee.
  - ii. A second from an additional Executive Committee member shall be required before voting procedures may begin.
- C. Voting:
  - i. Executive Committee Orders must be approved by a majority of all Executive Committee members.
- D. Exceptions:
  - i. The above terms shall hold, unless otherwise specified by this constitution.

## Section 3 – Executive Board Orders

- A. Definition:
  - i. Executive Board Orders shall be defined as that organization business which requires the approval of the Executive Board.
  - ii. Executive Board Orders may only be formally proposed and voted upon at any Executive Committee or Executive Board meeting of the organization.
- B. Procedure:
  - i. Any member of the Executive Board has the right to bring an Executive Board Order before the Executive Board.

- ii. A second from an additional Executive Board member shall be required before voting procedures may begin.
- C. Voting:
  - i. Executive Board Orders must be approved by a majority of all Executive Board members.
- D. Exceptions:
  - i. The above terms shall hold, unless otherwise specified by this constitution.

## **Article VII – Advisor**

The advisor of the UM Young Democrats shall be a full-time faculty, administrator, or staff member of the University of Miami.

## **Article VIII – Meetings**

### Section 1 – General Meetings

- A. General meetings shall be held on a date and time selected by the President, being held twice monthly.

### Section 2 – Executive Committee and Executive Board Meetings

- A. Executive Committee and Executive Board meetings shall be held on a date and time set by the President, being held twice monthly, and being open to all active organization members. Attendance of these meetings is mandatory unless excused by the President.

### Section 3 – Special Meetings

- A. Special meetings shall be held on a date and time agreed upon by the Executive Committee.

## **Article IX – Committees**

### Section 1 – Outreach Committee

- A. Purpose:
  - i. Shall be responsible for organizing and mobilizing UM Young Democrats members for volunteer and service projects on and off campus.

- ii. Shall be responsible for creating and maintaining ongoing relationships with on-campus and off-campus groups not affiliated with the UM Young Democrats.
- B. Responsibilities:
  - i. This committee shall coordinate at least one on-going service project at all times.
  - ii. Provide committee reports when requested by the Vice-President.
- C. This committee shall be chaired by the Outreach Coordinator.

## Section 2 – Publicity Committee

- A. Purpose:
  - i. Shall raise student awareness of the UM Young Democrats positions, activities and events.
- B. Responsibilities:
  - i. Coordinate the publicity campaign for our events and activities.
  - ii. Actively recruit new members for the organization.
  - iii. Provide committee reports when requested by the Vice-President.
- C. This committee shall be chaired by the Public Relations Coordinator.

## Section 3 – Democratic Intelligence Committee

- A. Purpose:
  - i. Shall raise student awareness of current political topics and the platform and positions of the Democratic Party. In addition, conduct further activities as appropriated by the President.
- B. Responsibilities:
  - i. Work with the Publicity Committee to communicate political topics with the campus community.
  - ii. Recruit candidates to run for Student Government and other leadership positions.
  - iii. Conduct further intelligence activities as designated by the President.
- C. This committee shall be chaired by the President.

## Section 4 – Finance Committee

- A. Purpose:
  - i. Shall coordinate the organization's finances.
- B. Responsibilities:
  - i. Solicit donations from off-campus sources.
  - ii. Produce regular and supplemental budgets at the request of the President and Executive Board.
  - iii. Provide committee reports when requested by the Vice-President.
- C. This committee shall be chaired by the Treasurer.

## Section 5 – Elections/Events Committee

- A. Purpose:
  - i. Shall coordinate all regular events and election related events of the UM Young Democrats.
- B. Responsibilities:
  - i. Work with the Outreach and Publicity Committees to plan the various events of the organization.
  - ii. Provide committee reports when requested by the Vice-President.
- C. This committee shall be chaired by the Elections/Events Coordinator.

## Section 6 – Special Committees

- A. The President and Executive Board reserve the right to create any Special Committee they deem necessary and appoint an active organization member, in good standing with the University of Miami, to chair the committee.

## **Article X – Discipline**

### Section 1 – Reasons

- A. Members of the Executive Committee may be disciplined if they fail to uphold the responsibilities of their office.

### Section 2 – Process

- A. All matters relating to discipline shall be discussed at scheduled Executive Committee meetings.
- B. All disciplinary measures must be approved by a three-fourths (3/4) vote of the Executive Committee.

### Section 3 – Consequences

- A. Once disciplinary measures are approved, they shall take effect immediately.
- B. Any disciplinary measure may not be in effect for more than one (1) semester of the regular academic year.

## **Article XI – Amendment of the Constitution**

### Section 1 – Submission

- A. All amendments shall be submitted in writing to the President prior to submission to the membership for a vote.

- B. All amendments shall be presented to the membership, in writing, at least two (2) weeks prior to their vote.

#### Section 2 – Vote

- A. All amendments shall be presented as a motion to the active membership requiring a second.
- B. A two-thirds (2/3) vote of the active membership present shall be required for initial implementation of the amendment.

#### Section 3 – Final Approval

- A. Amendments must be presented to the Committee on Student Organizations for approval prior to full implementation.

### **Article XII – Dissolution**

#### Section 1 – Process

- A. The name of the organization may be dissolved after dissolution is approved by a unanimous vote of the Executive Board and by a three-fourths (3/4) vote of all active members, provided that a notice of the vote on dissolution is furnished to all active members at least sixty (60) days prior to the vote.

#### Section 2 – Obligations

- A. Upon dissolution, the Executive Board shall utilize all assets of the organization to pay all obligations and expenses of the organization.

#### Section 3 – Final Approval

- A. Notice of dissolution must be presented in writing to the Committee on Student Organizations for their final approval.