

1 **Constitution of the Adventist Christian Fellowship at Colorado State University**

2 Document Origination: October 14, 2001

3 Received ASCSU Recognition: November 14, 2001

4 This is the “Original ACF Constitution” – the final version that was submitted to ASCSU and posted to the web page.

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6 In this document “Colorado State University”, “the University”, and “CSU” all refer to Colorado State University. “Adventist
7 Christian Fellowship”, “the Fellowship”, “ACF”, and “the organization” all refer to the Adventist Christian Fellowship at Colorado
8 State University.

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10 **ARTICLE I – NAME**

11 *Section 1. Title:* Adventist Christian Fellowship at Colorado State University

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13 *Section 2. Affiliation:* The Adventist Christian Fellowship at CSU is affiliated with the Fort Collins Seventh-day Adventist Church.

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15 **ARTICLE II – PURPOSE**

16 The purpose of the Adventist Christian Fellowship at CSU is to promote mental, physical, social, and spiritual growth among CSU
17 students, faculty, and staff by providing opportunities for Christian fellowship, service, and ministry.

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19 Our mission is to uplift Christ to the CSU community through a positive Christian example in the lives of our members.

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21 **ARTICLE III – MEMBERSHIP**

22 *Section 1. Active Members:* Active membership is open to all CSU students. Active membership includes the right to vote and hold
23 office.

24
25 *Section 2. Associate Members:* Associate membership is open to any CSU faculty/staff or interested persons outside the University
26 setting, for example, the Fort Collins community. Associate members may not vote or hold office.

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28 *Section 3. Alumni Members:* Alumni membership is open to former CSU students who were members of this organization in the past.
29 Alumni members may not vote or hold office.

30
31 *Section 4. Membership Rules of Order:* Members shall be those persons who support the purpose and mission of this organization,
32 adhere to a code of conduct in line with the high ideals of Christianity, have an interest in learning through study of the Bible, and are
33 willing to serve and minister to the CSU community. Note that the organization shall not deny membership to any student on the basis
34 of race, age, color, religion, national origin, gender, disability, sexual orientation, veteran status, or disability. Any new member may
35 be admitted to the organization by pledging to uphold the ideals of the organization and signing the organizational roster that is
36 administered by the Secretary.

37
38 *Section 5. Duties of Members:* Members are expected to attend organization-sponsored meetings, events, and participate in
39 committees as time permits. New members shall provide their contact information to the Secretary within thirty days of becoming
40 members. If a member’s contact information changes, he/she must provide the new contact information within thirty days of the
41 change.

42
43 *Section 6. Removal of Members:* Members may be removed for reason of persistent non-attendance of organization meetings,
44 conduct not in keeping with the organizational ideals when acting on behalf of the organization, or if the general tenor of their actions
45 indicates that they no longer support the goals of this organization. Persistent non-attendance of organization meetings means that the
46 member in question has failed to attend the previous five regular and special business meetings. Removal of a member shall follow
47 due process as laid out in the following.

48 At any regular or special business meeting, an active member may move to initiate membership revocation proceedings for
49 any member who no longer meets the requirements for membership. If the motion is entertained, then a voice vote shall be taken. If a
50 majority votes in favor of the motion, the member to be removed shall be presented written notice a minimum of seven days before
51 removal proceedings of the intention to revoke membership, such reasons for revocation, and of the right to speak on one’s behalf. At
52 the next regular or special business meeting, the member shall be given opportunity to present on his/her behalf why he/she should not
53 be removed from membership in the organization. Then a secret vote shall be taken to remove the member. If a majority votes in favor
54 of removal, the member shall be removed and the Secretary shall remove his/her name from the organization roster.

55
56 **ARTICLE IV – OFFICERS**

57 *Section 1. Officers:* Officer positions include: President, Treasurer, Secretary, and Community Liaison and any other positions as
58 specified by the Bylaws. This executive board will consist of no less than two active members and include the positions of President
59 and Treasurer. In the event that other officer positions are not filled, the duties of these positions shall be conferred upon the President
60 and the Treasurer. In particular, the President shall assume the duties of the Community Liaison and the Treasurer shall assume the
61 duties of the Secretary.

62
63 *Section 2. Duties of Officers:*

64 The President shall advance the goals of the organization by scheduling and presiding over regular and special meetings,
65 calling for the setup of committees, delegating authority, and if not otherwise delegated, maintaining an organization web site. The
66 President shall represent the organization at ASCSU functions and meetings if necessary.

67 The Treasurer shall maintain a proper record of the organization’s fiduciary matters, appropriating funds as directed by
68 actions of the executive board, and assist in any planning related to financial matters. The Treasurer shall submit a written report of the
69 state of the organization’s finances to the executive board at the end of each academic semester. In the event that the president resigns,

70 or is impeached and removed from office, the Treasurer shall act as President and preside over a special election to elect a new
71 President no more than two months after the current president has left the group.

72 The Secretary shall maintain a record for all regular and special business meetings that includes attendance, topics of
73 discussion, and actions taken including votes for and against each measure. These items shall constitute the minutes for the meeting.
74 The Secretary shall disseminate the minutes to all active members by e-mail within two weeks of the meeting. The Secretary will also
75 maintain a roster of all members, handle public relations matters that require written statements on behalf of the group, and assist the
76 President in communications (via telephone, e-mail, mail, the World Wide Web, etc.) to members. The Secretary shall send special
77 notification of upcoming regular or special business meetings to any active member in danger of falling under the category of
78 persistent non-attendance. The Secretary shall distribute records to any member or ASCSU representative upon request within two
79 weeks. The Secretary shall delegate his/her responsibilities to another officer if he/she is absent.

80 The Community Liaison shall coordinate organization events with the Fort Collins Seventh-day Adventist Church and
81 other community and campus groups when appropriate. The Liaison shall maintain semester and monthly calendars of all group
82 events and distribute these to the appropriate persons and groups.

83
84 **Section 3. Election of Officers:** Elections shall be held each semester to elect new officers. Elections shall take place during the
85 months of May and December before test week. All officer positions are open to active members and have a one semester term;
86 officers may hold the same office position more than once if so elected. Special elections shall be held within one month of the
87 vacancy of the position. The president may appoint a person to temporarily fill the vacant position in the interim.

88 The procedure for regular election is as follows: at least three weeks before the election, the acting President shall
89 announce the date/time/place of a regular business meeting for nominations to be given for new officer candidates. Any active
90 member may present nominations. Members who are nominated shall be notified, informed of the duties and responsibilities of an
91 officer in that position, and have the opportunity to accept or decline the nomination. If they accept, they shall prepare a statement
92 stating how they plan to carry their office if elected and submit these statements to the Secretary within seven days of the nomination.
93 The Secretary shall disseminate these to all active members in writing at least seven days before election day. On election day at a
94 regular business meeting, the nominees shall read their statements and a secret vote shall be conducted by the acting Secretary. If a
95 majority votes in favor of the nominee, the nominee shall be placed in that office. In the event that no nominee receives a majority of
96 the quorum's votes, each nominee for that office shall speak again of how they plan to conduct that office and a second secret vote
97 shall be conducted. In the event that no nominee receives a majority of the quorum's votes on the second vote, the position will go
98 unfilled unless the President calls for a third secret vote. Newly elected officers shall begin their term immediately after the election.

99
100 **Section 4. Removal of Officers:** Officers may be removed from their position for reasons of discipline or lack of performance. Should
101 they fail to conduct their office according to their duties as laid out in the Constitution, or grossly violate the ideals of the organization
102 while representing the organization, any officer may move to remove another officer. If the motion is entertained, a voice vote shall be
103 taken. If a majority votes in favor of the motion, then the process of impeachment shall begin. The officer shall be given due process
104 of such proceedings, receiving written notification a minimum of seven days prior to impeachment proceedings explaining that he/she
105 has been impeached, such reasons for impeachment, and of the right to speak on one's behalf. This process can be initiated at either a
106 regular or a special meeting. At the next regular or special business meeting, the impeached officer will be given the opportunity
107 to present his/her case before the members as to why he/she should not be removed including any evidence if necessary. Then a secret
108 vote shall be taken regarding whether to remove the officer. If a majority votes in favor of removal, the officer shall be removed from
109 his/her position, and the acting President shall appoint another officer to fill the position temporarily until a special election is held to
110 fill the officer's position.

111 112 **ARTICLE V – MEETINGS**

113 **Section 1. Regular Business Meetings:** The organization shall hold at least two scheduled business meetings per semester. The
114 date/time/place of regular business meetings shall be determined by the President and announced to all members by the Secretary.
115 When a simple majority (greater than 50%) of the active members is present, a quorum shall be declared and votes taken on actions
116 will be binding. If less than a majority of the active membership is present at a meeting, motions may be fielded and discussed, but
117 any vote will not be binding.

118
119 **Section 3. Special Business Meetings:** A special business meeting follows the same procedures as a regular business meeting, but is
120 generally not scheduled on the calendar. Any officer may call special business meetings provided that a minimum of three days notice
121 is provided to all active members.

122
123 **Section 2. Executive Board Meetings:** The executive board is comprised of the officers of the organization. The executive board shall
124 meet at least twice per semester at date/time/places as determined by the President and communicated to the executive members. The
125 general purpose of executive board meetings is to plan activities and events that advance the mission of the organization. For any
126 executive vote to be binding at an executive board meeting, a simple majority of the board must vote in favor of the measure.

127
128 **Section 3. Events and Activities:** All events and activities shall be open to any interested persons who wish to attend and who is
129 supportive of the purpose and mission of the group.

130
131 **Section 3. Parliamentary Authority:** *The current edition of Robert's Rules of Order* shall be used in cases not covered by this
132 constitution.

133 134 **ARTICLE VI – ADVISOR**

135 **Section 1. Election:** The position of advisor shall be filled by regular election each October following the procedures for the elections
136 of officers. An advisor position has a term of one year and may hold consecutive terms as elected.

137
138 **Section 2. Qualifications:** The advisor must be a CSU faculty/staff member or graduate student (with a consent form from their
139 academic advisor) who has an interest in serving as an advisor.

140 **Section 3. Duties:** The advisor is expected to attend all regular and special meetings, elections, and executive board meetings. The
141 advisor may not vote but can offer advice to the organization.
142

143 **ARTICLE VII – AMENDMENTS**

144 This constitution may be amended at any regular business meeting of the organization by two-thirds vote of active members present,
145 provided that the amendment has been submitted to the membership in writing at least one week prior to the business meeting. Once it
146 has been verified by the Secretary that all members have received a copy of the proposed amendment, the President shall call a period
147 of discussion and debate. The pros and cons of the proposed amendment as discussed by the members shall be recorded and
148 summarized. After discussion ends, motions shall be entertained. If seconded, a voice vote shall be taken and the results tabulated and
149 announced. The Secretary shall record the amendment and update the constitution. The Secretary and the President shall present the
150 amended constitution to, and for acceptance by, the Colorado State University Office of Student Organizations.
151

152 **ARTICLE VIII – FINANCIAL STRUCTURE**

153 The Treasurer shall be in charge of finances and conduct the finances of the organization in compliance of University policy and
154 Colorado State laws on appropriate use of funds. He/she shall maintain a bank account in the name of the group and record the source
155 of all incoming funds and how they are used. Purchasing authority for a specific item may be granted to any officer of the organization
156 by the signatures of the President and the Treasurer on a form prepared by the Treasurer stating what will be purchased, the
157 approximate price, and the limit. For any purchase, a receipt must be obtained and kept for the records by the Treasurer. The
158 Treasurer shall maintain a small store of petty cash in the amount of \$30 for small purchases made on behalf of the group by an
159 officer. Larger purchases must be made by check signed by the President or Treasurer. Any disagreement in purchasing between the
160 President and Treasurer shall be resolved by a majority vote of the executive board. Any expenditure over \$100 must be approved by a
161 majority vote of the executive board.
162

163 **ARTICLE IX – BYLAWS**

164 Bylaws may be added at any regular or special business meeting by a seconded motion from any active member and majority voice
165 vote. The Secretary shall record the new bylaw in a document that is kept with the constitution.
166

167 **ARTICLE X – COMMITTEES**

168 New committees may be proposed at any regular or special business meeting or executive board meeting by the President or any
169 officer. Guidelines, size, duties, and length of term for the potential new committee shall be drawn up in an executive board meeting,
170 and then a vote of the officers shall be taken. If the measure is voted by a simple majority of the officers, then at the next regular or
171 special business meeting nominations from any active member shall be entertained for the position of committee chair. A voice vote
172 shall be held and the member who receives the most votes shall be named the chairperson of the new committee. In the event of a tie
173 vote, the President shall cast an extra vote. In the same manner, the other members of the committee shall be filled.
174

175 **SIGNATURE**