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Constitution of the Adventist Christian Fellowship at Colorado State University

Date of origin: October 14, 2001

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Definitions:

1.] In this document “Colorado State University”, “the University”, and “CSU” all refer to Colorado State University.

2.] “Adventist Christian Fellowship”, “the Fellowship”, “ACF”, and “the organization” all refer to the Adventist Christian Fellowship at Colorado State University.

3.] A *quorum* is the minimum percentage of active members which must be present at any regular or special business meeting in order for votes on motions, elections, or Constitutional revisions to be binding. The quorum currently in force shall be set in the Bylaws. As an example, if the current Bylaws specify a quorum of 50%, and the organization’s current active membership is 17, then at least 9 active members must be present to conduct official ACF business.

4.] A *majority* shall refer to at least 50% of the active members who are present at a general or special business meeting.

ARTICLE I – NAME

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

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

ARTICLE II – PURPOSE

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

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

ARTICLE III – MEMBERSHIP

Section 1. Active Members: Active membership is open to all CSU students. Active membership includes the right to vote and hold office. [Since participation of the active membership is necessary for the ongoing vitality of the organization, active members are expected to attend at least one regular or special business meeting each semester.]

Section 2. Associate Members: Associate membership is open to any CSU faculty/staff or interested persons outside the University setting, for example, the Fort Collins community. Associate members may not vote or hold office [, but may sit in on any regular or special business meeting. If they have been invited by an officer, they may also attend executive board meetings.]

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

Section 4. Membership Rules of Order: Members shall be those persons who support the purpose and mission of this organization, 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 willing to serve and minister to the CSU community. Note that the organization shall not deny membership to any student on the basis of race, age, color [ethnicity], religion, national origin, gender, disability, sexual orientation, veteran status, or disability. Any new member may be admitted to the organization by pledging to uphold the ideals of the organization and signing the organizational roster that is administered by the Secretary.

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

Section 6. Removal of Members: Members may be removed for reason of persistent non-attendance of organization meetings, conduct not in keeping with the organizational ideals when acting on behalf of the organization, or if the general tenor of their actions indicates that they no longer support the goals of this organization. ~~Persistent non-attendance of organization meetings means that the member in question has failed to attend the previous five regular and special business meetings.~~ [Persistent non-attendance occurs when an active member fails to attend any of the organization’s regular or special business meetings during a given semester. When an active member falls within the definition of persistent non-attendance, the Secretary shall notify him/her of their non-attendance. If they do not attend the next regular or special business meeting, they shall be removed from the organization membership roll.] Removal of a member [for any reason other than persistent non-attendance] shall follow due process as laid out in the following.

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

70 **ARTICLE IV – OFFICERS**

71 **Section 1. Officers:** Officer ~~positions~~ **[positions]** include: President, Treasurer, Secretary, and Community Liaison and any other
72 positions as specified by the Bylaws. This executive board will consist of no less than two active members and include the positions of
73 President and Treasurer. In the event that other officer positions are not filled, the duties of these positions shall be conferred upon the
74 President and the Treasurer. In particular, the President shall assume the duties of the Community Liaison and the Treasurer shall
75 assume the duties of the Secretary.
76

77 **Section 2. Duties of Officers:**

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

81 The Treasurer shall maintain a proper record of the organization’s fiduciary matters, appropriating funds as directed by
82 actions of the executive board, and assist in any planning related to financial matters. The Treasurer shall submit a written report of the
83 state of the organization’s finances to the executive board at the end of each academic semester. In the event that the president resigns,
84 or is impeached and removed from office, the Treasurer shall act as President and preside over a special election to elect a new
85 President no more than ~~two~~ **[one]** months after the ~~current~~ **[former]** president has left the ~~group~~ **[organization]**.

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

94 The Community Liaison shall coordinate organization events with the Fort Collins Seventh-day Adventist Church and
95 other community and campus groups when appropriate. The Liaison shall maintain semester and monthly calendars of all group
96 events and distribute these to the appropriate persons and groups. **[The Community Liaison shall participate in activities which
97 contribute to greater awareness of the organization, such as advertising organization events in appropriate media outlets and
98 contacting prospective members. The Community Liaison shall work with the Secretary to contact prospective ACF members
99 and to ensure that the ACF member contact information is kept up-to-date.]**

100
101 **Section 3. Election of Officers:** Elections shall be held each semester to elect new officers. Elections shall take place during the
102 months of ~~May~~ **[April]** and ~~December~~ **[November]** ~~before test week~~. All officer positions are open to active members and have a
103 one semester term; officers may hold the same office position more than once if so elected. Special elections shall be held within one
104 month of the vacancy of the position. The president may appoint a person to temporarily fill the vacant position in the interim.

105 The procedure for regular election is as follows: at least three weeks before the election **[i.e. before April 1 and October
106 22, respectively]**, the acting President shall announce the date/time/place of a regular business meeting for nominations to be given
107 for new officer candidates. Any active member may present nominations. Members who are nominated shall be notified, informed of
108 the duties and responsibilities of an officer in that position, and have the opportunity to accept or decline the nomination. If they
109 accept, they shall prepare a statement stating how they plan to ~~carry their~~ **[conduct the]** office if elected and submit these statements
110 to the Secretary within ~~seven~~ **[three]** days of the nomination. The Secretary shall disseminate these to all active members ~~in writing~~
111 **[via electronic mail or in writing]** at least ~~seven~~ **[three]** days before election day. On election day at a regular business meeting, the
112 nominees shall read their statements and a secret vote shall be conducted by the acting Secretary. If a majority votes in favor of the
113 nominee, the nominee shall be placed in that office. In the event that no nominee receives a majority ~~of the quorum’s votes~~, each
114 nominee for that office shall speak again of how they plan to conduct that office and a second secret vote shall be conducted. In the
115 event that no nominee receives a majority ~~of the quorum’s votes~~ on the second vote, the position will go unfilled unless the President
116 calls for a third secret vote. Newly elected officers shall begin their term immediately after the election.
117

118 **Section 4. Removal of Officers:** Officers may be removed from their position for reasons of discipline or lack of performance. Should
119 they fail to conduct their office according to their duties as laid out in the Constitution, or grossly violate the ideals of the organization
120 while representing the organization, any officer may move to remove another officer. If the motion is entertained, a voice vote shall be
121 taken. If a majority votes in favor of the motion, then the process of impeachment shall begin. The officer shall be given due process
122 of such proceedings, receiving written notification a minimum of seven days prior to impeachment proceedings explaining that he/she
123 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
124 regular or a special meeting. At the next regular or special business meeting, the impeached officer will be given the opportunity to
125 present his/her case before the members as to why he/she should not be removed including any evidence if necessary. Then a secret
126 vote shall be taken regarding whether to remove the officer. If a majority votes in favor of removal, the officer shall be removed from
127 his/her position, and the acting President shall appoint another officer to fill the position temporarily until a special election is held to
128 fill ~~the~~ **[that]** officer’s position.
129

130 **ARTICLE V – MEETINGS**

131 **Section 1. Regular Business Meetings:** The organization shall hold at least two scheduled business meetings per semester. The
132 date/time/place of regular business meetings shall be determined by the President and announced to all members by the Secretary.
133 When a simple majority (greater than 50%) of the active members is present, a quorum shall be declared and votes taken on actions
134 will be binding. If less than a majority of the active membership is present at a meeting, motions may be fielded and discussed, but
135 any vote will not be binding.
136

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

140
141 **Section 2. Executive Board Meetings:** The executive board is comprised of the officers of the organization. The executive board shall
142 meet at least twice per semester at date/time/places as determined by the President and communicated to the executive members. The
143 general purpose of executive board meetings is to plan activities and events that advance the mission of the organization. For any
144 executive vote to be binding at an executive board meeting, a simple majority of the board must vote in favor of the measure.
145

146 **Section 3. Events and Activities:** All events and activities shall be open to any interested persons who wish to attend and who is
147 supportive of the purpose and mission of the group.
148

149 **Section 3[4]. Parliamentary Authority:** *The current edition of Robert's Rules of Order* shall be used in cases not covered by this
150 constitution.
151

152 **ARTICLE VI – ADVISOR**

153 **Section 1. Election:** The position of advisor shall be filled by regular election each October following the procedures for the elections
154 of officers. An advisor position has a term of one year and may hold consecutive terms as elected.
155

156 **Section 2. Qualifications:** The advisor must be a CSU faculty/staff member or graduate student (with a consent form from their
157 academic advisor) who has an interest in serving as an advisor.
158

159 **Section 3. Duties:** The advisor is expected to attend all regular and special meetings, elections, and executive board meetings. The
160 advisor may not vote but can offer advice to the organization.
161

162 **ARTICLE VII – AMENDMENTS**

163 **[The process to amend this constitution begins by the establishment of a constitution review committee, which may be**
164 **established by a motion from any active member at a regular or special business meeting. If approved by a majority vote, then**
165 **a committee for the purpose of revising the constitution shall be created following the guidelines for creation of committees. If**
166 **the committee decides that changes are necessary, they shall draft a revised constitution, which shall be submitted to all active**
167 **members in writing at least one week prior to a business meeting. ~~This constitution may be amended at any regular business~~**
168 **meeting of the organization by two thirds vote of active members present, provided that the amendment has been submitted to**
169 **the membership in writing at least one week prior to the business meeting. Once it has been verified by the Secretary that all
170 members have received a copy of the proposed amendment, the President shall call a period of discussion and debate. The pros and
171 cons of the proposed amendment as discussed by the members shall be recorded and summarized. After discussion ends, motions shall
172 be entertained. If seconded, a voice vote shall be taken and the results tabulated and announced. **[A constitutional amendment is**
173 **considered passed if approved by a majority].** The ~~Secretary~~ **[President]** shall record the amendment and update the constitution.
174 The ~~Secretary and the~~ President shall present the amended constitution to, and for acceptance by, the Colorado State University
175 Office of Student Organizations.
176**

177 **ARTICLE VIII – FINANCIAL STRUCTURE**

178 The Treasurer shall be in charge of finances and conduct the finances of the organization in compliance of University policy and
179 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
180 of all incoming funds and how they are used. Purchasing authority for a specific item may be granted to any officer of the organization
181 by the signatures of the President and the Treasurer on a form prepared by the Treasurer stating what will be purchased, the
182 approximate price, and the limit. For any purchase, a receipt must be obtained and kept for the records by the Treasurer. The
183 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
184 officer. Larger purchases must be made by check signed by the President or Treasurer. Any disagreement in purchasing between the
185 President and Treasurer shall be resolved by a majority vote of the executive board. Any expenditure over \$100 must be approved by a
186 majority vote of the executive board.
187

188 **ARTICLE IX – BYLAWS**

189 Bylaws may be added at any regular or special business meeting by a seconded motion from any active member and majority voice
190 vote. The ~~Secretary~~ **[President]** shall record the new bylaw in a document that is kept with the Constitution.
191

192 **ARTICLE X – COMMITTEES**

193 New committees may be proposed at any regular or special business meeting or executive board meeting by ~~the President or any~~
194 ~~officer~~ **[any active member through a motion, second, and majority vote]**. Guidelines, size, duties, and length of term for the
195 potential new committee shall be drawn up in an executive board meeting, ~~and then a vote of the officers shall be taken. If the~~
196 ~~measure is voted by a simple majority of the officers, then~~ At the next regular or special business meeting nominations from any
197 active member shall be entertained for the position of committee chair. A voice vote shall be held and the member who receives the
198 most votes shall be named the chairperson of the new committee. In the event of a tie vote, the President shall cast an extra vote. In
199 the same manner, the other members of the committee shall be filled.
200

201 **SIGNATURE**