

Constitution of the Adventist Christian Fellowship at Colorado State University

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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 Secretary shall declare the presence of a quorum at the beginning of any organization meeting after taking attendance. 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 9, then at least 5 active members must be present in order to conduct official ACF business. If the active membership totals 8, then at least 4 active members must be present in order to conduct business.
4. A *majority* shall refer to a vote in the affirmative by greater than 50% of the active members who are present at a general or special business meeting. As an example, if a quorum is declared, and 7 active members are present, there must be at least 4 affirmative votes for the measure to pass. If 8 active members are present, there must be at least 5 affirmative votes for the measure to pass.
5. An *electronic majority* shall refer to a vote in the affirmative through electronic means (by electronic mail, by an authenticated web form on the World Wide Web, or by telephone) by greater than 50% of all active members of the organization, as calculated from the organization roster. All electronic votes shall be conducted by the Secretary. Certain types of measures may not be put to an electronic vote. In particular, regular or special elections and Constitutional revisions may not be held by means of electronic voting.

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.

Section 2. Associate Members: Associate membership is open to any CSU faculty/staff or interested persons outside the University setting who is interested in participating in ACF or helping with ACF-organized events and programs. 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 and would like to stay connected to the ACF community. 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. The organization shall not deny membership to any student on the basis of race, age, ethnicity, religion, national origin, gender, 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 Active Members: Active members are expected to attend all organization meetings and participate in organization events and programs as time permits. New members shall provide up to date contact information (e.g., a phone number and an electronic mail address) to the Secretary.

Section 6. Removal of Members: Members may have their membership revoked for reasons of persistent non-attendance of organization meetings, for 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 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 his/her non-attendance. If the active member does not attend the next regular or special business meeting (and there are no extenuating circumstances which prevented his/her attendance), the Secretary shall revoke that person’s membership status, remove his/her name from the membership roster, and notify the person that his/her membership has been revoked. Membership removal 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

70 majority votes in favor of the motion, the member to be removed shall be presented written notice a minimum of seven days before
71 removal proceedings of the intention to revoke membership, such reasons for revocation, and of the right to speak on one's behalf. At
72 the next regular or special business meeting, the member shall be given opportunity to present on his/her behalf why he/she should not
73 be removed from membership in the organization. Then a secret vote shall be taken to remove the member. If a majority votes in favor
74 of membership revocation, the Secretary shall remove his/her name from the organization roster and notify the person that his/her
75 membership has been revoked.

76 77 **ARTICLE IV – OFFICERS**

78 **Section 1. Officers:** Officer positions include: President, Treasurer, Secretary, Community Liaison and any other officer positions as
79 specified by the Bylaws. The organization's officers comprise the executive board, which will consist of no less than two active
80 members and include the positions of President and Treasurer. In the event that other officer positions remain unfilled, the duties of
81 these positions shall be conferred upon the President and the Treasurer. In particular, the President shall assume the duties of the
82 Community Liaison and the Treasurer shall assume the duties of the Secretary.

83 84 **Section 2. Duties of Officers:**

85 The President shall advance the goals of the organization by scheduling and presiding over regular and special meetings,
86 setting the place and time for elections, calling for the setup of committees, delegating authority, handling public relations matters, and
87 if not otherwise delegated, maintaining the organization web site and sending electronic mail to the organization membership. The
88 President shall represent the organization at ASCSU functions and meetings if necessary.

89 The Treasurer shall maintain a proper record of the organization's fiduciary matters, appropriating funds as directed by
90 actions of the executive board, and assist in any planning related to financial matters or fund raising. The Treasurer shall submit a
91 written report of the state of the organization's finances to the executive board at the end of each academic semester. In the event that
92 the president resigns, or is impeached and removed from office, the Treasurer shall act as President and preside over a special election
93 to elect a new President within one month of the President's resignation.

94 The Secretary shall maintain a record of all regular and special business meetings that includes attendance, any motions
95 brought forth, a summary of the discussion, and actions taken including votes for and against each measure or motion. These records
96 shall constitute the minutes for the meeting. The Secretary also has the responsibility of declaring a quorum at each meeting and
97 taking and tabulating electronic votes. The Secretary shall disseminate the meeting minutes to all active members by electronic mail
98 within one week of the meeting. The Secretary shall also maintain a roster of all members and their status (active, associate, alumni)
99 and assist the President in communications to members (via telephone, electronic mail, postal mail, the World Wide Web, etc.). The
100 Secretary shall maintain the organization contact list and work with the Community Liaison to keep it up to date. The Secretary shall
101 send special notification of upcoming regular or special business meetings to any active member in danger of falling under the
102 category of persistent non-attendance. If the active member does not attend the next meeting and there are no extenuating
103 circumstances, the Secretary shall revoke the active membership of that person. The Secretary shall distribute organization records
104 from any general or special business meeting to any member or ASCSU representative upon request within one week. Records of
105 executive board meetings (if taken) may be released by a majority vote of the executive board. The Secretary shall maintain the
106 Constitution and the By Laws. The Secretary shall delegate his/her responsibilities to another officer if he/she is absent.

107 The Community Liaison shall coordinate organization events with the Fort Collins Seventh-day Adventist Church and
108 other community and campus groups when appropriate. The Liaison shall maintain semester and monthly calendars of all group
109 events and distribute these to the appropriate persons and groups. The Community Liaison shall participate in activities which
110 contribute to greater awareness of the organization, such as advertising organization events in appropriate media outlets. The
111 Community Liaison shall work with the Secretary to contact prospective ACF members and help keep the ACF member contact list up
112 to date.

113
114 **Section 3. Election of Officers:** Regular elections to elect new officers shall be held once or twice per academic year. If only one
115 regular election is held each year, it shall be held after the beginning of the Fall semester, but before September 14. The organization
116 has the option to hold a second regular election during the Winter semester. The question of whether to hold a Winter election shall be
117 decided by an *electronic vote* taken after the start of the Winter semester, but before February 7. If there is an *electronic majority*, the
118 Winter election shall be held by the end of February.

119 All officer positions are open to active members; an active member may be elected to the same office position for
120 consecutive terms, however an active member may only hold one office position at a time (e.g., the same person cannot be both
121 President and Treasurer). Special elections shall be held within one month of the vacancy of any officer position. A special election
122 has the same procedure as a regular election, but is only for the vacant officer position(s). The president may appoint a person to
123 temporarily fill the vacant position in the interim.

124 The procedure for an election (regular or special) is as follows: at least one week before the election the acting President
125 shall announce the date/time/place of a regular or special business meeting for the election and declare that the floor is open for
126 nominations. Any active member may nominate any active member (including themselves) for an officer position up until the floor is
127 closed for nominations just before the election vote. Nominations may be submitted in person or by electronic means (by electronic
128 mail, by an authenticated World Wide Web form, or by telephone). Active members who are nominated shall be notified by the
129 Secretary as soon as possible; the Secretary shall inform them of the duties and responsibilities of that officer position, and give them
130 the opportunity to accept or decline the nomination. If the active member accepts the nomination, the nominee shall prepare a
131 statement stating how they plan to conduct the office if elected. (Ideally, nominees should submit their statements to the Secretary
132 before the election vote is held, but nominees can also submit written statements at the election before the voting begins.) Once the
133 floor is closed to nominations, the nominees shall read their statements and a secret vote shall be conducted by the acting Secretary. If
134 a majority votes in favor of the nominee, the nominee shall be placed in that office. In the event that no nominee receives a majority,
135 the floor shall be opened for nominations for that officer position, nominations may be taken, then each nominee will have the
136 opportunity to speak of how they plan to conduct that office, and a secret vote shall be conducted again. In the event that no nominee
137 receives a majority on the second vote, this procedure may be repeated as many times as needed, or the position may be left unfilled.
138 Newly elected officers shall begin their term immediately after the election. All officer terms shall last until the next regular election
139 or until they leave the University, resign their position, or are removed from office.

140
141 **Section 4. Removal of Officers:** Officers may be removed from their position for reasons of discipline or lack of performance. Should
142 they fail to conduct their office according to their duties as laid out in the Constitution, or grossly violate the ideals of the organization
143 while representing the organization, any officer may move to impeach another officer at a regular or special business meeting. If the
144 motion of impeachment is entertained, a voice vote shall be taken. If a majority votes in favor of the motion, then the process of
145 impeachment shall begin. The officer shall be given due process of such proceedings, receiving written notification a minimum of
146 seven days prior to impeachment proceedings explaining that he/she has been impeached, such reasons for impeachment, and of the
147 right to speak on one's behalf. At the next regular or special business meeting, the impeached officer will be given the opportunity to
148 present his/her case before the members as to why he/she should not be removed from his/her officer position, including any evidence
149 if necessary. Then a secret vote shall be taken regarding whether to remove the officer from that officer position. If a majority votes in
150 favor of removal, the officer shall be removed from his/her position, and the acting President shall appoint another officer to fill the
151 position temporarily until a special election is held to fill that officer's position. Note that removal from an officer position does not
152 constitute revocation of active membership.
153

154 **ARTICLE V – MEETINGS**

155 **Section 1. Regular Business Meetings:** The organization shall hold at least one regularly-scheduled business meeting per semester.
156 The date/time/place of regular business meetings shall be determined by the President and announced to all members by the Secretary
157 at least seven days in advance. When a simple majority (greater than 50%) of the active members is present, a quorum shall be
158 declared and votes taken on actions will be binding. If less than a majority of the active membership is present at a meeting, motions
159 may be fielded and discussed, but any vote will not be binding.
160

161 **Section 3. Special Business Meetings:** A special business meeting follows the same procedures as a regular business meeting, but is
162 generally not scheduled on the calendar. Any officer may call special business meetings provided that a minimum of three days notice
163 is provided to all active members.
164

165 **Section 2. Executive Board Meetings:** The executive board is comprised of the officers of the organization. The executive board shall
166 meet (either in person, or through an electronic meeting) at least twice per semester at date/time/places determined by the President
167 and communicated to the officers. The general purpose of executive board meetings is to plan activities and events that advance the
168 mission of the organization. The executive board also shall decide financial matters for any expenditure that is over the maximum
169 amount as set in the By Laws. For any executive vote to be binding on a measure at an executive board meeting, a simple majority of
170 the board must vote in favor of the measure.
171

172 **Section 3. Electronic meetings:** The President may call an electronic meeting for the purpose of taking votes on non-critical measures,
173 and for planning purposes. The procedure for an electronic meeting is as follows. The Secretary shall call the meeting to order in the
174 form of an electronic mail to all active members. All communications of the meeting shall be distributed to all active members, unless
175 it is an electronic meeting for just the executive board, in which case, all communications will go just to the executive board. Any
176 member may then make motions on non-critical matters (i.e., on matters not pertaining to Constitutional amendments, elections, or
177 membership removal). If seconded by another active member, then the floor is opened for discussion for a period of at least one day.
178 When discussion is closed, and a motion is passed to vote on the motion, then an electronic vote will be taken by the Secretary, and
179 the results will be announced. The electronic meeting will close when a motion to close the meeting is passed. The Secretary shall
180 disseminate the minutes from the electronic meeting as if it were a regular meeting (unless it was an electronic executive board
181 meeting).
182

183 **Section 4. Events and Activities:** All events and activities shall be open to any interested persons who wish to attend and who is
184 supportive of the purpose and mission of the group.
185

186 **Section 5. Parliamentary Authority:** The current edition of *Robert's Rules of Order* shall be used in cases not covered by the
187 Constitution or By Laws.
188

189 **ARTICLE VI – ADVISOR**

190 **Section 1. Election:** The position of advisor shall be filled by regular election in the Fall semester following the same procedures for
191 the elections of officers. An advisor position has a term of one year and may hold consecutive terms as elected. An advisor may be
192 removed following procedures for the removal of officers.
193

194 **Section 2. Qualifications:** The advisor must be a CSU faculty/staff member or graduate student (with a consent form from their
195 academic advisor) who has an interest in serving as an advisor to the organization.
196

197 **Section 3. Duties:** The advisor is expected to attend all regular and special meetings, elections, and executive board meetings, if it
198 reasonably possible. The advisor may not vote on any measure or offer motions, but he/she should offer advice to the organization.
199

200 **ARTICLE VII – AMENDMENTS**

201 The process to amend this Constitution begins by the establishment of a constitution review committee, which may be established by a
202 motion from any active member at any regular or special business meeting. If approved by a majority vote, a committee for the
203 purpose of revising the Constitution shall be created following the guidelines for creation of committees. If the committee decides that
204 a constitutional revision is necessary, they shall draft an amendment which shall be submitted to all active members in writing at least
205 one week prior to a regular or special business meeting. Once it has been verified by the Secretary that all members have received a
206 copy of the proposed amendment, the President shall call for a period of discussion and debate. The pros and cons of the proposed
207 amendment as discussed by the members shall be recorded and summarized by the Secretary. After discussion ends, motions shall be
208 entertained. If seconded, a voice vote shall be taken and the results tabulated and announced. A constitutional amendment is
209 considered passed if approved by a majority vote. The Secretary shall record the amendment and update the Constitution. The

210 Secretary shall present the amended constitution to, and for acceptance by, the CSU Office of Student Organizations within one week
211 of a Constitutional amendment.

212
213 **ARTICLE VIII – FINANCIAL STRUCTURE**

214 The Treasurer shall be in charge of finances and conduct the finances of the organization in compliance of University policy and
215 Colorado State laws on appropriate use of funds. If needed, he/she shall maintain a bank account in the name of the group and record
216 the source of all incoming funds and how they are used. Purchasing authority for a specific item may be granted to any officer of the
217 organization by the signatures of the President and the Treasurer on a form prepared by the Treasurer stating what will be purchased,
218 the approximate price, and the maximum price limit. For any purchase, a receipt must be obtained and kept for the records by the
219 Treasurer. The Treasurer shall maintain a small store of petty cash in the amount of \$30 for small purchases made on behalf of the
220 group by an officer. Larger purchases must be made by check signed by the President or Treasurer. Any disagreement in purchasing
221 between the President and Treasurer shall be resolved by a majority vote of the executive board. Any expenditure over a maximum
222 limit as set in the By Laws must be approved by a majority vote of the executive board.

223
224 **ARTICLE IX – BYLAWS**

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

227
228 **ARTICLE X – COMMITTEES**

229 New committees may be proposed at any regular or special business meeting or executive board meeting by an active member through
230 a motion. If seconded, and a majority votes in favor of the motion, the committee shall be set up by the following procedure. An
231 executive board meeting will be held to draw up guidelines for the potential committee including scope, size, duties, and length of
232 term (if applicable). At the next regular or special business meeting, a vote shall be held to populate the committee. All active
233 members present at the meeting can vote for up to the maximum number of committee members, as defined in executive board
234 session. The person who receives the most votes shall be the committee chair, and the person with the next highest votes shall be the
235 next person placed on the committee, and so on until the desired committee size is reached. A committee may be dissolved by a
236 majority vote of the committee members, or by a majority vote at any regular or special business meeting.

237
238 **SIGNATURE**