

Constitution

Updated: October 14, 2014

Habitat for Humanity University of Washington Campus Chapter

Article I – Name

Section I	The name of this organization shall be Habitat for Humanity, University of Washington Campus Chapter
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Article II – Purpose

Section I	<p>It shall be the purpose of this organization to:</p> <p>Raise the level of awareness in the university community regarding domestic and international poverty housing issues</p> <p>Organize work groups and short and long term volunteers to work with Seattle area Habitat for Humanity affiliates and Habitat for Humanity International</p> <p>Raise money for the overall work of Habitat for Humanity International, local affiliates, and Habitat for Humanity University of Washington Chapter.</p>
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Article III – Affiliations

Section I	The local affiliates of this organization shall be named Habitat for Humanity of Seattle/King County. The national affiliate of this organization shall be named Habitat for Humanity International.
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Article IV – Membership

Section I	The chapter membership consists of two types of members: general member and official member. A general member of this organization shall be an enrolled undergraduate or graduate student of the University of Washington.
Section II	An official member shall be an enrolled undergraduate or graduate student of the University of Washington and is required to volunteer 10 service hours per academic year and pay an annual \$5 membership fee. Official members have priority to all activities of this organization and are eligible to run for officer positions.
Section III	In the event that a member—general or official—acts in disregard of the club’s image or prevents the club from functioning as the officers see fit, the officers may, by two-thirds vote, elect to remove the individual from the Habitat for Humanity University of Washington Chapter club, and bar said individual from attending all events associated with the club.

Article V – Officers

President	The duty of the president shall be to oversee the organization as a whole. S/he shall be required to set up officers and members meetings regularly. S/he must also maintain relations with the International Habitat for Humanity chapter and local Seattle Habitat for Humanity affiliates. S/he must also oversee official paperwork, including the Annual Report, to maintain the validity of the organization as viewed by the SAO (Student Activities Office) and International office. The president is also responsible for updating the chapter procedures manual.
Vice President	The primary duty of the Vice President shall be to form association with other campus organizations and with the community at large (meaning U-district). The other duties of the VP shall be to assist the President and other officers as needed. The vice president provides vital energy and inspiration.
Marketing Director	The marketing director officer shall be responsible for the duties of tabling and all procedures of tabling, making, organizing, and distributing posters, fliers, and other documents on campus to increase publicity for the chapter and its events. S/he is also responsible for promoting awareness to the campus community through other methods, and coordination and promotion through other campus organizations.

Build Coordinator	It is the duty of the Build Coordinator to work with community contacts to attain work dates on construction sites such that the members of Habitat for Humanity at the UW may volunteer. There is one associate: Habitat for Humanity Seattle/King County. The build coordinator shall also relay build dates to appropriate officers so the information can be publicized and posted to the web, and will announce these dates at general meetings and emails. The Build Coordinator must attend at least one build per year and is responsible to insure that at least one officer is present at each build.
Treasurer	The treasurer shall be responsible for maintaining the non-profit bank account of the UW Habitat chapter and keep and balance the checkbook for the chapter. The treasurer is also the head of fund raising efforts for the club. The treasurer is also in charge of the fundraising committee.
Secretary	The secretary shall be responsible for updating and maintaining the membership list, and chapter email list, taking meeting minutes, reserving rooms for meetings, and distributing the recorded minutes via email to other officers. The secretary will also maintain folders containing the past meeting minutes of both leadership and member meetings.
Webmaster	The Webmaster is an officer position that may be held by another officer if circumstances call for such duality. S/he shall be responsible for maintaining and updating the chapter's website, and adding new features as required by the chapter.
Marketing Committee	The Marketing Committee may consist of up to three members and shall be responsible for assisting the Marketing Director in whatever capacity s/he deems necessary. Typical jobs of the Marketing committee would include, but are not limited to: graphic design aid; posting flyers; helping the Marketing Director and other officers table; etc.

Section I	A majority vote by the officers may create a new officer's position, or remove an unfilled officer's position at any time.
Section II	The term of each officer shall be one academic school year. After each term an election by officers will be held during spring quarter to renew or appoint new officers to current positions. The term runs from summer quarter to spring quarter (with interim allowable in the summer quarter).
Section III	Two-thirds majority vote from officers at an officers' meeting allows removal of any officer when removal of the officer is deemed to serve the best interest of the chapter.
Section IV	Any officer may resign at any time by giving notice to the President of the chapter. Unless otherwise specified in the notice, the resignation shall take effect upon receipt of the notice by the President.

Section V	If a vacancy occurs for any reason during the term, either permanently or temporarily a majority vote during any members' meeting may elect an "acting" officer. Acting officers have all rights and responsibilities of full ranking officers. Acting officers must be elected to full officer positions by a majority vote of officers and committee members within three weeks of their appointment by the officer's committee, or a new acting officer must be elected.
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Article VI – Meetings

Section I	Official officers meetings shall be held at least twice a month. There will be at least one general meeting each quarter and may correspond with the "official officer's meeting." General meetings will be announced via electronic mail at least 5 days prior to date of scheduled meeting.
Section II	NONE
Section III	The President may call special meetings. The President may fix any date, time, and place for holding a special meeting. Notification of a special meeting must be sent twenty-four (24) hours prior to the meeting.
Section IV	The conduct of members will be determined by the rules of parliamentary procedure. All members must be given access to the parliamentary guide being used by the chapter.
Section V	It is required for officers to attend all officers meeting unless prior notice was provided to president. Officers are allowed only 2 unexcused meeting absences. After the second unexcused absence, the officers can choose to take appropriate actions via voting against the truant officer.

ARTICLE VII – CONSTITUTIONAL AMEDMENTS

Section I	The constitution may be amended by a majority vote at any officers' meeting. At said meeting at least 6 of the 8 officers (as of the 2014/15 school year) must be present for said vote to occur.
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