Habitat for Humanity Constitution & Bylaws

ARTICLE I MEMBERSHIP

Section 1: Eligibility

Any student (whether fulltime or part-time), faculty member, administrator and staff of Salisbury State University shall be eligible to become a member of the chapter. No one shall be denied membership in the chapter on the basis of age, race, gender, national origin, sexual orientation, religious beliefs, citizenship, or physical disability.

A. One is considered a member if he/she has attended two meetings and or Habitat sponsored events.

B. One is considered a voting member is he/she meets the qualifications of membership.

Section 2: Meetings

The chapter shall hold a meeting of its members at least once a month during the academic school year. The chapter shall provide reasonable notification of time and meeting location when convenient for the majority of the membership and advisor may attend.

A. The time and frequency of the Executive Board meetings shall be determined by the officers but shall meet at least monthly during the academic school year.

B. The President or any two Officers may call special meetings of the Executive Board. The person or persons authorized to call special meetings of the board may fix any date, time and place for holding the special meeting called by them. Written notice of any special meeting of the Executive Board shall be given;

C. If the purpose of the special meeting is to remove an Officer or to dissolve, merge or otherwise reorganize the Chapter, the written notice shall so state.

Section 3: Quorum
A. A quorum for the transaction of business at any regular or special meeting of the Executive Board shall consist of at least 50% of the duly elected or qualified officers

B. A quorum for the transaction of business at any regular or special meeting of the General Membership shall consist of at least 10% of the qualified members of the Chapter.

ARTICLE II EXECUTIVE BOARD

Section 1: Membership

The Executive Board of the Campus Chapter of Habitat for Humanity at Salisbury University shall consist of the following elected officers:

A. President

B. Vice-President

C. Secretary of Finance

D. Secretary of Relations

Section 2: General Powers

Except as otherwise provided herein, all chapter activities shall be exercised by or under the authority of the Executive Board, and the affairs of the chapter shall be managed under the direction of the board. The Executive Board shall in all cases act as a board and may adopt such rules and regulations for the conduct of their meetings and the management of the chapter as they deem proper, but not inconsistent with these Bylaws, the covenant agreement entered into between Habitat and the chapter, the Articles of Association, the rules and regulations of the Salisbury University and the laws of the state of Maryland.

Section 3: Qualifications of Officers

The officers of the Executive Board shall be enrolled students at Salisbury University and have attended 75% of Habitat meetings and Habitat sponsored events.
Section 4: Election

A. The Executive Board shall be self-perpetuating and a new board shall be elected each year;

B. Elections shall take place in December by electronic ballet and tallied by the Chapter Advisor;

C. The Executive Board shall receive nominations one week prior to the scheduled elections;

D. Nominations are open to all qualified members who meet the requirements for elected office as set forth in these bylaws;

Section 5: Term

A. The term of all elected officers shall be from December to December.

ARTICLE III DUTIES OF THE EXECUTIVE BOARD OFFICERS

Section 1: The President’s duties shall be:

1. Serve as an official spokesperson of the Campus Chapter of Habitat for Humanity at Salisbury State University;

2. Chair all the meetings of the General Membership and the Executive Board;

3. Organize and coordinate volunteers for chapter meetings, activities and work opportunities;

4. Make a report on all current chapter activities at all General Membership meetings;

5. Determine the time and location of all Executive Board meetings;

6. Prepare the agenda for all executive Board and general membership meetings;

7. Be an ex-officio member of all committees;

8. Notify the Vice-President in the case of an inability to perform any of the above duties.

Section 2: The Vice-President’s Duties shall be:
1. Assume the duties and responsibilities of the President when he/she is unable to do so;

2. Be an ex-officio member of all committees;

3. Serve as a liaison between the Chapter and all other affiliated and associated organizations;

4. Aid the President and other officers in the fulfillment of his/her duties and responsibilities.

Section 3: The Secretary of Finance's Duties shall be:

1. Assume the duties and responsibilities of the President when the Vice-President is unable to do so;

2. Disburse all Organization funds necessary within the guidelines of the Salisbury University Appropriations Board and with the approval of the Executive Board;

3. Keep accurate, up-to-date, records of all the financial affairs of the Chapter;

4. Present and interpret financial reports at all Executive Board and General membership meetings;

Section 4: The Secretary of Relation's Duties shall be:

1. To record and keep up-to-date minutes of Executive Board and General Membership meetings;

2. Act as Chapter Historian;

3. Handle all correspondence for the Chapter;

4. Maintain attendance records of all members;

ARTICLE IV Removal of Officers

Section 1: Grounds for removal

A: The grounds for the removal of an officer shall be:

1. Abuse of power;
2. Insufficient time for his/her position;

3. Violation of absentee policy;

4. Dereliction of duties;

5. Conduct unbecoming an Executive Board officer.

Section 2: Procedure for Removal:

1. Salisbury State University Chapter member may bring charges against an officer;

2. These charges must be presented in written form to the entire Executive Board for review;

3. Removal from office requires a two-thirds vote of the Executive Board;

4. Before the removal procedure is carried out, the officer must be notified in writing or in person and must be given the option to be present during the procedure and refute the charges.
ARTICLE V PROVISIONS FOR THE REPLACEMENT OF OFFICERS

Section 1: Resignation

A. An Executive board officer may resign at any time by giving written notice to the Board. Unless otherwise specified in the notice, the resignation shall take effect upon receipt by the Board, and the acceptance by the Board of the resignation shall not be necessary to make it effective. If a resignation is made effective at a later date, the Board may fill the vacancy before the effective date if the Board provides that the successor does not take office until the effective date of the resignation.

Section 2: Vacancies

A. Should the Presidency fall vacant due to death, removal, resignation, or incapacity, the Vice-President shall immediately assume the office.

B. Should any of the other offices of the Executive Board fall vacant nominations and selections for the vacated office(s) will be held at the next regularly scheduled Executive board meeting and be ratified by the general membership at the next regularly scheduled meeting.

ARTICLE VI CHAPTER ADVISOR

Section 1: Advisor

A. The Chapter shall have at least one advisor who in accordance with Salisbury University policy is a faculty or staff person of Salisbury State University and has been deemed by the Office of Student Activities & Organizations and the Student Government appropriate;

B. The club should seek an advisor that is enthusiastic, energetic and supportive of our mission and activities at Salisbury University. The advisor should be able to work hand in hand with students and when necessary act as an ambassador to the Administration on behalf of the Chapter. The Advisor should be someone who will cultivate leadership skills within the chapter members while at the same time offering guidance to the Chapter leaders rather than seek control;

C. The Advisor shall be an active participant, and is encouraged to attend all Chapter functions;

D. The Advisor shall attend all Chapter functions that require faculty/staff supervision
E. The Advisor does not have voting privilege, except in the case of a tie;
ARTICLE VII COMMITTEES OF THE EXECUTIVE BOARD

Section 1:

A. The Executive Board shall have standing committees or ad hoc committees. The standing committees of the Board shall include the following:

   1. Public Relations
   2. Fundraising
   3. Building

B. Other standing committees may be created from time to time. Ad hoc committees or committees may be appointed by the President with the Executive Board’s approval and shall be for one year’s duration unless otherwise fixed.

C. The Chairpersons of committees shall the Officers of the Executive Board or a qualified member of the Chapter approved by the Executive Board;

Section 2: Duties of the Standing Committees

A. Public Relations:

   1. To effectively publicize and promote Chapter activities and mission to the campus community;

   2. Meet as necessary and willing to take on additional duties.

B. Fundraising:

   1. Develop, organize and coordinate creative methods of fundraising for the purpose of supporting the Chapter mission;

   2. Meet as necessary and willing to take on additional duties.

C. Building:

   1. Coordinate, organize work opportunities and oversee equipment;

   2. Meet as necessary and willing to take on additional duties.

Section 3: Appointment, Tenure and Qualifications
A. To be appointed to a committee one must meet the qualifications of membership and be approved by the Executive Board;

B. There are no term limits for committee membership;

ARTICLE VIII FISCAL POLICIES

Section 1: General Policy

A. All funds received as gifts (whether designated or undesignated), contributions, or grants from individual, private or public corporation or foundations shall be deposited with the Salisbury University Appropriations Board and dispersed in accordance with these Bylaws, the Covenant, the Articles of Association, the rules and regulations of Salisbury University and all applicable government laws, rules, and regulations.

Section 2: Fiscal Year

A. The Appropriations Board of Salisbury University will set the fiscal year.

ARTICLE IX AMENDMENTS AND REVISIONS

Section 1:

The Executive Board shall have the power to alter, or repeal these Bylaws or adopt new Bylaws by a two-thirds vote of the qualified members of the Chapter, provided that the Bylaws at no time shall contain any provisions inconsistent with the Covenant, the rules and regulations of Salisbury University, and any applicable government law, rule or regulation.

Section 2: Amendment Procedure

A. Procedures for Amendments are as follows:

1. Any member may propose an amendment to the Constitution or Bylaws;

2. This amendment should be reviewed in written form by the Executive Board and presented to the General membership at two meetings;

3. The amendment will be voted on at the second meeting;
4. Passage shall be two-thirds majority of the voting membership;

5. All amendments and revisions must be approved by the Office of Student Activities & Organizations and the Student Government Association;