

Constitution of the
United Nations Association of the United States of America United Nations Campus Advocates
at the Pennsylvania State University

April 20, 2015

Article I - Name

- Section I. This organization shall be known as the United Nations Association of the United State of America United Nations Campus Advocates.
- Section II. Hereafter, this organization will be referred to as UN Campus Advocates or UNA-USA UN Campus Advocates.

Article II - Purpose

- Section I. The purposes of the UN Campus Advocates shall be to:
- a. To inform, inspire, and mobilize students of The Pennsylvania State University (Penn State) to support the ideals and vital work of the United Nations.
 - b. Celebrate important United Nations recognized dates.
 - c. Increase awareness of issues affecting United Nations member states.

Article III – Power and Authority

- Section I. All powers of UN Campus Advocates are delegated to it by Penn State.
- Section II. UN Campus Advocates recognizes the stipulations, rules, and conduct expected by Penn State as a student organization on University Park Campus and will adhere to said stipulations, rules, and conduct and all appropriate proceedings.

Article IIII – Organization and Operation

- Section I. UN Campus Advocates shall have officers as designated by the Constitution of UN Campus Advocates.
- Section II. UN Campus Advocates will have active members. Officers shall have all the rights and responsibilities of active members.
- Section III. As a student group, UN Campus Advocates shall have and maintain relations with a full-time faculty or staff advisor.
- Section IIII. UN Campus Advocates shall meet at least once per month.
- Section V. A quorum must be present to conduct a business meeting of UN Campus Advocates. A quorum is a majority of the active members of UN Campus Advocates.

- Section VI. UN Campus Advocates will not conduct a meeting without the presence of the President of UN Campus Advocates and at least one other elected member of the Executive Board. The Vice President for Strategic Planning may fulfill this requirement if the President of UN Campus Advocates is unable to, or wills that the Vice President for Strategic Planning preside over the meeting of UN Campus Advocates.
- Section VII. Any action or matter receiving a majority number of Yea votes is considered a direction of UN Campus Advocates, to be acted upon accordingly by the Executive Board.
- Section VIII. Active members of UN Campus Advocates may cast their vote Yea to approve the proposed action or matter, Nay to disapprove the proposed action or matter, or Abstain from casting a vote.
- Section VIII. Any matter or action voted on may be proposed, discussed, and voted on again, but only in the business meeting immediately following the business meeting in which the matter or action was originally voted on.
- Section X. Robert's Rules of Order shall govern all cases not otherwise described in this Constitution of UN Campus Advocates, as the presiding officer of UN Campus Advocates deems necessary.
- Section XI. The Constitution of UN Campus Advocates supersedes Roberts' Rules of Order in areas of conflict.
- Section XII. At all times, the majority of active membership shall be full-time, officially registered, undergraduate students at University Park. There shall be at least 10 active members at all times.

Article V – Elections

- Section I. Campus Advocate officer elections shall take place at the end of the spring semester of the school year, on a date determined by the Head of Elections.
- Section II. Officers will take office on the last day of the spring semester, according to the academic calendar provided by the office of the University Registrar, and shall serve until said date of the following academic year.
- Section III. Active members shall each have one vote per officer position to cast during officer elections. If more than one vote is taken for a position, active members may vote again, once per vote.

- Section III. If candidates are active members, they shall be afforded the same rights and privileges of all other active members.
- Section V. Officers must be nominated by an active member of UN Campus Advocates. Active members may nominate themselves. Only active members may be nominated for an officer position. Should the nominee accept the nomination and receive more votes than any other eligible candidate(s) of UN Campus Advocates nominated for the position, they will win the election and assume the officer position when their term begins at the end of the academic year.
- Section VI. In all elections, votes will be cast anonymously by secret ballot.
- Section VII. The President, acting as Head of Elections, will read aloud the anonymous votes after they are all cast in a way that is audible to the active members voting.
- Section VIII. The President will designate an active member to tally the votes in a way that is visible to all other active members as they are read aloud.
- Section VIII. The President of UN Campus Advocates shall be responsible for the proper and fair proceedings of all elections. The President shall determine election procedures that are fair and consistent for the duration of the election.
- Section X. Should the number of votes cast be unequal to that of the active members present for the vote, the President must call for a revote.
- Section XI. The Vice Presidents can contest and amend the election process put forward by the President by a vote of three of the four Vice Presidents.
- Section XII. In the event of a vacancy in any officer of UN Campus Advocates position, a special election shall be held to fill the vacancy. The special election is operated by the same rules as the annual officer of UN Campus Advocates elections.

Article VI – Membership

- Section I. Any full or part-time student of The Pennsylvania State University is eligible for membership in UN Campus Advocates.
- Section II. All new or active members will be given, upon request and at any time, a copy of the UN Campus Advocates Constitution, a copy of the University Hazing Policy, and/or a full disclosure of membership responsibilities.
- Section III. Active members shall be defined as having met at least one of the following criteria:
- a. Attended at least half of the meetings of the current or previous semester.
 - b. Attended at least three meetings in a row.

- Section III. Duties of all active members of UN Campus Advocates shall be to:
- a. Attend meetings of UN Campus Advocates.
 - b. Attend meetings of committees to which the member belongs.
 - c. Fulfil the purpose of UN Campus Advocates, as outlined in Article II, Section I, to the best of their ability.
 - d. Cast their vote on actions of UN Campus Advocates.
 - e. Elect competent and capable officers on an annual basis.
 - f. Abide by all applicable rules and regulations determined by Penn State.
- Section V. Each active member of UN Campus Advocates shall be considered active until they:
- a. Are removed from UN Campus Advocates after an impeachment and conviction.
 - b. Are removed by the faculty advisor.
 - c. Resign from UN Campus Advocates.
 - d. Are no longer a student at Penn State.
- Section VI. At votes requiring the approval of the general membership of UN Campus Advocates, each active member is entitled to cast one vote per matter, per vote held.
- Section VII. All Active members of UN Campus Advocates must follow the following code of ethical conduct:
- a. Exhibit respect, responsibility, trustworthiness, fairness, compassion, honesty, and courtesy.
 - b. Communicate in an appropriate, purposeful, and positive manner.
 - c. Appreciate and promote diversity in UN Campus Advocates and Penn State.
 - d. Develop positive relationships with students and faculty.
 - e. Avoid abuse of any privileges granted as a result of participation with UN Campus Advocates.
- Section VIII. Active members of UN Campus Advocates may propose matters and actions to the Executive Board of UN Campus Advocates to be processed according to Roberts' Rules of Order and the Constitution of UN Campus Advocates.
- Section VIII. Active members of UN Campus Advocates shall observe and obey the Constitution of UN Campus Advocates.
- Section X. At no time shall a member be compelled to participate in activities that they deem contrary to their religious, spiritual, cultural, moral, or personal beliefs and be penalized for the same.

Section XI. No student shall be barred from participation in UN Campus Advocates on the basis of race, creed, sex, sexual orientation, religion, or any other determinant not including merit and/or educational status. Additionally, UN Campus Advocates will not haze, in accordance with the law.

Article VII – Officers

Section I. The officers of UN Campus Advocates shall be the President of UN Campus Advocates, Vice President for Strategic Planning, Vice President for Communications, Vice President for Finances, and Vice President for Membership.

Section II. Officers shall serve from the end of the spring semester during which they were elected until the end of the following spring semester unless they:

- a. Are removed from UN Campus Advocates after an impeachment and conviction.
- b. Resign from UN Campus Advocates.
- c. Are no longer a student at University Park.
- d. Are not residing in University Park or State College for the entirety of the Academic Year.

Section III. Any active member of UN Campus Advocates who has been an active member beginning at least halfway through the previous semester or has been an active member for at least one semester in the past, is eligible for nomination to be an officer.

Section IIII. The Officers shall form an executive board. All officers shall have the authority to appoint chairs and/or create committees with the approval of the President.

Section V. The Executive Board shall:

- a. Meet at least once monthly.
- b. Make all proceedings known to general membership.
- c. Provide timely notice of open or closed meetings to general membership.
- d. Execute the purpose of the organization.

Section VI. The duties of the President of UN Campus Advocates shall be to:

- a. Preside over executive board meetings and business meetings.
- b. Vote on any matter in which UN Campus Advocates is equally divided in votes.
- c. Approve appointed chairs and committees
- d. Provide for the execution of the actions and matters approved by UN Campus Advocates by a majority of Yea votes.
- e. Set meeting times and dates, as well as designate mandatory meetings.

- Section VII. The duties of the Vice President for Strategic Planning shall be to:
- a. Perform the duties of the President of UN Campus Advocates during any absence of the President of UN Campus Advocates.
 - b. Serve as a coordinator between the President of UN Campus Advocates and any committees in UN Campus Advocates.
 - c. Maintain the Constitution of UN Campus Advocates as constitutionally directed by UN Campus Advocates.
 - d. Provide for the annual review of the Constitution of UN Campus Advocates.
 - e. Establish, on a semester basis, a strategic plan for UN Campus Advocates.

- Section VIII. The duties of the Vice President for Communications shall be to:
- a. Take minutes of all official meetings of UN Campus Advocates and the Executive Board.
 - b. Keep a written record of all proceedings of UN Campus Advocates and the Executive Board.
 - c. Take and maintain the attendance of all UN Campus Advocates Meetings.
 - d. With the Vice President for Membership, maintain a record of active membership.
 - e. Facilitate all necessary communication relevant to UN Campus Advocates in a timely manner.
 - f. Maintain records, files, and an active listserv.
 - g. Record significant events with photograph or written account.

- Section VIII. The duties of the Vice President for Finances shall be to:
- a. Work with the Advisor(s) of UN Campus Advocates in maintaining records of receipts and expenditures of UN Campus Advocates.
 - b. Make a financial report at every regular business meeting of UN Campus Advocates.
 - c. Take charge of procuring special purchases.
 - d. Compile and maintain a budget on a semester basis.

- Section X. The duties of the Vice President for Membership shall be to:
- a. Inform the membership of UN Campus Advocates of world affairs.
 - b. Inform the membership of UN Campus Advocates informed on the affairs of the United Nations.
 - c. With the Vice President for Communications, maintain a record of active membership.
 - d. Represent the general membership on the executive board.
 - e. Promote good relations and morale amongst the UN Campus Advocates.
 - f. Facilitate the impeachment process of any member or officer of the organization.

- g. Promote a respectable group culture and assist members and officers in following UN Campus Advocates bylaws, Penn State University bylaws, and any other pertinent rules and regulations.
- h. Recruit and retain members.

Section XI. Any unilateral decision made by the President can be overturned by a vote of three of the four Vice Presidents.

Section XII. Officers of UN Campus Advocates are active members of UN Campus Advocates and receive the same rights and abilities as all other active members of UN Campus Advocates.

Section XIII. Officers are entitled to create chair positions and appoint members to those chair positions, with the approval of the President and the executive board. Chair positions will be entitled to sit at executive board meetings, but are not enfranchised for executive board actions.

Article VIII – Finances

Section I. All organization funds are to be deposited and handled exclusively through the Associated Student Activities (ASA) in 240 Hetzel Union Building.

Section II. This organization shall not have an off-campus account.

Section III. The Officers of the UN Campus Advocates may spend up to \$50 of the organization's funds without the approval of the general membership.

Article VIII– Removal

Section I. Any active member of UN Campus Advocates may propose the impeachment of another active member of UN Campus Advocates, including any officer of UN Campus Advocates.

Section II. Should any proposal of impeachment receive a majority number of Yea votes, the Executive Board shall discuss the claims of impeachment made against any active member of UN Campus Advocates in front of a quorum of UN Campus Advocates or in private if deemed necessary by the Vice President of Membership. The Vice President of Membership shall report to UN Campus Advocates the results of their deliberation. UN Campus Advocates shall then take a vote, requiring a quorum of two-thirds of the Active members of UN Campus Advocates, excepting the impeached member of UN Campus Advocates, on the removal of the impeached member. A four-fifths majority of Yea votes from the quorum remove the impeached member of UN Campus Advocates from the organization or their officer position.

- Section III. Any impeached member of UN Campus Advocates shall have the right to address UN Campus Advocates before the vote of removal.
- Section IIII. Should the active member that proposed the impeachment proceedings feel that any officer of UN Campus Advocates should not be part of the discussions or the charges levied are against said officer, the officer will be barred from said proceedings.
- Section V. If it is determined by a majority vote of the membership that the Vice President of Membership has a conflict of interest or is otherwise incapable of fairly and justly facilitating the impeachment process, the membership is entitled to elect another facilitator by a majority vote.
- Section VI. Any Executive Board Member under impeachment may not sit in impeachment discussions or on any special investigative committee.
- Section VII. Any Representative of UN Campus Advocates has the right to present their resignation to a general meeting of UN Campus Advocates, the President of UN Campus Advocates, or the Vice President for Membership. This action will remove the active member of UN Campus Advocates from their position of active membership after a one week period, during which they may reconsider and withdraw their resignation.
- Section VIII. Any officer of UN Campus Advocates may resign their respective position as an officer of UN Campus Advocates following the procedure in Article IX, Section VII and retain their position as an active member of UN Campus Advocates.
- Section VIII. Officers who are impeached and removed from their positions will remain active members until they are impeached and removed from that position as well. Should the President of UN Campus Advocates resign or be otherwise removed from their position as an officer of UN Campus Advocates or member of UN Campus Advocates, the Vice President for Strategic Planning will assume the position of President of UN Campus Advocates. A special election to fill the position of Vice President for Strategic Planning will be held.
- Section X. Any breach or disobedient act against the Constitution of UN Campus Advocates is cause for a proposal of impeachment and removal.
- Section XI. Any breach or disobedient act against Penn State honor or academic codes, applicable student organization rules and regulations, or municipal, state, or federal laws is cause for a proposal of impeachment and removal.

Article X– Amendment

- Section I. Amendments to the Constitution of UN Campus Advocates shall originate as a proposal from an active member of UN Campus Advocates.
- Section II. Any proposal for amendment of the Constitution of UN Campus Advocates requires at least three co-sponsors who will attach their signatures to the proposal.
- Section III. Amendments to the Constitution of UN Campus Advocates must be ratified by a four-fifths Yea vote of a two-thirds quorum of active members of UN Campus Advocates.
- Section IIII. The Constitution of UN Campus Advocates shall be reviewed annually. A review can be called by any active member of UN Campus Advocates.
- Section V. Should the President and/or Executive Board come upon a circumstance not enumerated in the constitution, the President shall exercise authority on the matter until it can be brought to the attention of a business meeting of UN Campus Advocates, in timely manner. At this point, the quorum will vote to write a constitutional amendment addressing the issue or place the issue under the purview of the Executive Board.

Article XI – Adoption

- Section I. Ratification of this Constitution of UN Campus Advocates requires a two-thirds Yea vote of all active UN Campus Advocates.
- Section II. Active members of UN Campus Advocates absent from the Constitutional Convention of April 20, 2015 shall have their votes considered Abstained.
- Section III. The following signatories affirm that this Constitution of UN Campus Advocates was ratified by UN Campus Advocates on April 20, 2015:

Alice Greider, President of UNA-USA UN
Campus Advocates

Carver Murphy, Vice President for Strategic
Planning of UNA-USA UN Campus
Advocates

Marta Millar, Vice President for
Communications of UNA-USA UN Campus
Advocates

Rachel Johannes, Vice President for Finances of
UNA-USA UN Campus Advocates

McQuillin Murphy, Vice President for
Membership of UNA-USA UN Campus
Advocates