

Camp Kesem at University of Houston Constitution

PREAMBLE

For the purposes deemed wise and good, hereinafter set forth, this organization is hereby established submitting itself to be by, and dedicating itself to uphold the following constitution (or substitute the preamble of your national organization).

ARTICLE I – NAME

Section 1 – The name of this organization shall be “Camp Kesem at University of Houston”.

ARTICLE II – PURPOSE

Camp Kesem is a non-profit student-led community service organization that aims to provide a weeklong summer camp serving children ages 6-16 whose parents have, have had, or have passed away from cancer. Through an immersive, uplifting weeklong camp as well as camp reunions, the members of Camp Kesem at UH will build a supportive community for Houstonian families impacted by cancer. Camp Kesem at UH empowers students through civic engagement, community outreach, and the opportunity to develop as leaders through interactions with children who has/had a parent with cancer.

ARTICLE III – MEMBERSHIP

Section 1 – As a Registered Student Organization at the University of Houston we adhere to the University of Houston’s Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression..

Section 2 – Regular membership shall consist of those students of the University of Houston who have agreed to uphold this Constitution and to participate fully in the activities of this organization.

A. Regular members shall have the right to vote.

Or

A. Only those regular members who have paid dues in full shall have the right to vote and shall be referred to as Voting Regular members.

Section 3 – Special membership shall consist of members who do not attend the University of Houston as students

A. Advisory Board

- a. An advisory Committee consisting of a minimum of 5 members will be organized at the local level by Directors and Coordinators. The number of advisors may be increased on a need-basis. For reference, the average CK chapter has about 12 advisory board members.
 - b. These volunteer advisors may include any University of Houston faculty, professionals in the medical field, finance, marketing, or public relations.
 - c. Advisors will meet on a quarterly basis to offer strategic support to the leaders of Camp Kesem on matters such as fundraising, community outreach, and camp planning.
 - i. The first meeting will occur in early October to make introductions and outline general plans.
 - ii. The second meeting will be held in January, where the focus will center around fundraising, letter writing campaigns, and planning for the Make the Magic (if it is held that year).
 - iii. The third meeting will take place in March. This will be an operational update, to see that enough counselors are available for the campers and fundraising goals are being met. The list of “Make the Magic” Invitees should be finalized.
 - iv. The last quarterly meeting will happen in May. This meeting will address final fundraising and planning issues. Members should offer their thank yous to advisors.
 - d. Advisory Board updates will be included on weekly call agendas with CKN Program Directors.
- B. Community Contacts
- a. Directors and Coordinators will form relations with at least 5 members of the Houston community to serve as Community Contacts.
 - b. Community Contacts are tasked with the role of spreading the word about Camp Kesem at UH to interested families.
 - c. Community Contacts may include people from cancer hospitals, cancer support groups, schools, or other cancer-related institutions.

ARTICLE IV – OFFICERS

Section 1 – The officers of this organization shall consist of two Directors, Treasurer, two Operations Coordinators, two Development Coordinators, two Outreach Coordinators, two Volunteer Coordinators, two Alumni, Marketing, and PR Coordinators, and a Make the Magic Coordinator, and shall collectively be referred to as the Executive Board.

Section 2 – The responsibilities of the Directors shall be as follows:

- A. To preside at meetings of this organization;
- B. To serve as the representative of this organization to University Administration, the Student Government Association, and other organizations;
- C. To execute the orders of this organization, subject to the approval of the membership;
- D. To recruit and manage student coordinator leadership of 11+ coordinators to achieve chapter goals;
- E. To maintain regular communications with Camp Kesem Program Director and other national staff regarding chapter’s progress towards goals;

- F. To have signature authority on all checks issued by this organization;
- G. To inform succeeding officers of their responsibilities to this organization, University Administration, the Student Government Association, and other organizations;
- H. Responsible for maintaining any required University credentialing as a student organization;
- I. Leads weekly Co-Coordinator meetings and monitors other chapter events including Committee meetings and/or General Body Meetings;
- J. May represent Camp Kesem Chapter at in-person and virtual events including National Leadership Summit and nationally sponsored webinars.

Section 3 – The responsibilities of the Treasurer shall be as follows:

- A. To keep accurate records of the financial status and transactions of this organization.
- B. To receive and disburse all monies of this organization;
- C. To have signature authority on all checks issued by this organization;
- D. To hold personal responsibility for all organization funds in his/her possession;
- E. To represent this organization when requesting funds from the Activities Funding Board;
- F. To assume the office of Secretary in his/her absence, vacancy, resignation, or dismissal;
- G. To completely and accurately enters all expense payment and reimbursement requests into Expensify in a timely manner;
- H. Updates budget actuals
- I. Receives offline revenue (cash, check, money orders), ensures deposit of monies at Camp Kesem Chase account, and completely and accurately enters all offline revenue into Camp Kesem database;
- J. Receives weekly online Revenue reports and updates Revenue actuals in the Workbook tracker;
- K. Presents regular financial updates to Camp Kesem chapter leadership team.

Section 4 – The responsibilities of the Operations Coordinators shall be as follows:

- A. Develops estimated budget for Camp Kesem chapter activities and updates forecasts on a regular basis using information provided by Treasurer;
- B. Responsible for camp planning including daily activity rotations, campsite selection, transportation coordination, and special guests and activities;
- C. Responsible for planning any extra camp excursions including overnight hikes;
- D. Responsible for coordinating the assignment and program planning progress of volunteers to activity rotation areas for the week of camp;
- E. Responsible for coordinating and executing acquisition of necessary camp supplies through purchase and/or in-kind donation drive efforts;
- F. May manage a small Operations committee (3-5 members), including running monthly meetings and delegating Operations-related tasks.

Section 5 – The responsibilities of the Development Coordinators shall be as follows:

- A. Develops strategic annual fundraising plan for Camp Kesem chapter to include individual fundraising, Make the Magic events, on-campus fundraisers, community-based events, grants, and corporate sponsorships;

- B. Responsible for monitoring the progress of individuals towards their fundraising goals on behalf of chapter;
- C. Responsible for donor stewardship and cultivation, including initial acknowledgements and regular contact with major donors throughout the year;
- D. Responsible for post-grant reporting on chapter's behalf where necessary;
- E. May manage a small Development committee (3-5 members), including running monthly meetings and delegating Development-related tasks.

Section 6 – The responsibilities of the Outreach Coordinators shall be as follows:

- A. Designs and executes strategic annual camper recruitment and retention plan to include outreach to past camper families, cultivation of hospital and community partner contacts, and use of social media to promote chapter's camp;
- B. Responsible for pre-camp communication to accepted camper families;
- C. Responsible for collection of all necessary pre-camp paperwork for camper families using online Activecamps.com database system;
- D. Plans and promotes post-camp reunions (2nd+ year only);
- E. Responsible for recruitment of camp professional staff (two nurses and one mental health professional) as required by Camp Kesem National standards;
- F. May manage a small Outreach committee (3-5 members), including running monthly meetings and delegating Outreach-related tasks.

Section 7 – The responsibilities of the Volunteer Coordinators shall be as follows:

- A. Designs and executes strategic annual on-campus volunteer recruitment, retention, and selection plan to include outreach to past counselors, cultivation of on-campus contacts, and use of social media to promote volunteer openings;
- B. Responsible for pre-camp communication to accepted volunteers;
- C. Responsible for planning and execution of required in-person and online trainings for accepted counselors;
- D. Responsible for collection of all necessary pre-camp paperwork for counselors using online Activecamps.com database system;
- E. Responsible for designing and executing annual volunteer recognition plan;
- F. Plans and promotes post-camp reunions to past volunteers (2nd+ year only);
- G. May manage a small Volunteer committee (3-5 members), including running monthly meetings and delegating Volunteer-related tasks

Section 8 – The responsibilities of the Alumni, Marketing, and PR Coordinators shall be as follows:

- A. Designs and executes annual communication plan to relevant chapter stakeholders including Newsletters, Blogs, Social Media activities (Twitter, Facebook, Instagram);
- B. Supports chapter leadership team through deployment of marketing and publicity resources in support of chapter goals;
- C. Maintains chapter's campkesem.org webpage;
- D. Leads chapter's publicity efforts including pitching local media outlets, writing and disseminating press releases, and cultivating local media contacts;

- E. To represent this organization when requesting funds from the Activities Funding Board;
- F. May manage a small Marketing/PR committee (3-5 members), including running monthly meetings and delegating Marketing/PR-related tasks.

Section 9 – The responsibilities of the Make the Magic Coordinator (2nd+ Year Only) shall be as follows:

- A. Responsible for planning and executing one annual fundraising event for local chapter to raise \$5,000+;
- B. Coordinates all event details including venue selection, budgeting, event programming, developing invite list to include major stakeholders, and designing and sending Save the Date and event invitations;
- C. Provides regular progress reports on event to chapter leadership team and national staff;
- D. Responsible for soliciting corporate and other event sponsorships in accordance with Camp Kesem National policies;
- E. Responsible for post-event reporting to stakeholders and to Camp Kesem National;
- F. May manage a small Make the Magic committee (3-5 members), including running monthly meetings and delegating event-related tasks.

ARTICLE V – ELECTIONS

Section 1 – Eligibility

- a. Candidates for any office of this organization must be Regular Members (or Regular Voting Members), thus being students of the University of Houston.
- b. Candidates seeking officer positions must have previously been a member for a minimum of one semester (with the exception of the inaugural members at inception of Camp Kesem UH)

Section 2 – Election

- a. Applicants for the two director positions shall submit an application to Camp Kesem’s National Program Director, whereupon the National Program Director will review the applications and select through an interview process
- b. Candidates for any office besides the directors of this organization shall be nominated by the voting membership or shall nominate themselves.
- c. Election of officers shall take place at a meeting of this organization called for that purpose to occur within the last thirty days of the Spring semester, with term of office lasting one year.
- d. Election of officers shall be by a majority vote.
- e. In case of a tie, a member of the Advisory Board shall place the deciding vote.
- f. If there is only one candidate applying for an office, that candidate shall take office by default.
- g. Officers may be re-elected without limitation.

ARTICLE VI – REMOVAL

Section 1 – Any officer may be removed by a three-fourths vote of the membership.

Section 2 – In case of a tie, the Faculty/Staff Advisor shall cast the deciding vote.

Section 3 – A vacancy of any office shall be filled by Presidential appointment, subject to the approval of the membership.

ARTICLE VII – MEETINGS

Section 1 – Meetings of this organization shall be no less than once a month during the Fall and Spring semesters, the general day and hour to be set by the voting membership at the first meeting of the Fall semester.

Section 2 – Special meetings shall be called at the discretion of the President upon the request of any five voting members of this organization.

Section 3 – The President shall have the authority to modify the meeting calendar as benefits majority of the schedules of voting members of this organization.

ARTICLE VIII – RULES OF PROCEDURE

Section 1 – This organization shall use Robert’s Rules of Order, current edition, as its authority on parliamentary procedure.

Section 2 – Quorum

- A. One more than half the voting membership shall constitute a quorum.
- B. No business shall be conducted without the presence of a quorum.

Section 3 – Business shall be decided by majority vote.

Section 4 – All references to voting or approval of the membership of this organization refers to voting membership except where specified.

ARTICLE VIII – AMENDMENTS

Section 1 – One or more voting members of this organization may author an amendment to this Constitution.

Section 2 – The amendment shall be submitted in writing to the Executive Board for review and recommendation concerning legality, punctuation, placement, and word order.

Section 3 – The Executive Board shall present the amendment at the next meeting of this organization, a copy of the amendment being given to each voting membership (refers to voting member) of this organization. This shall constitute a first reading.

Section 4 – At the next meeting following the acceptance of an amendment, updated copies of this Constitution shall be given to each voting member.

Anti-Hazing Clause:

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

Non-Discrimination Clause:

As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.

EFFECTIVE DATE: _____ (month/year)

(Note: effective date shall be written on final printout of constitution, not typed)