



Friends of MSF (Doctors Without Borders)

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish the University of Rochester Friends of MSF (Doctors Without Borders) and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

To raise awareness of the value of humanitarian aid, specifically to the field projects of Friends of MSF (Doctors Without Borders), to educate students about global health issues and the international response to those issues, and to engage the student population in fundraising and advocacy that supports the work of MSF.

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member- Shows consistent attendance of monthly meetings (ex: attends 70% of meetings per semester), and offers significant contribution to the chapter via participation in large awareness events (ex: annual 5K Run Without Borders).
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to perform, compete, nor travel as part of a college student organization.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as 50 percent of the active membership plus one or more active officer(s).
- B. Regular monthly meetings shall be held during the fall and spring academic semesters, excluding official University breaks, at a time and place deemed appropriate by the Executive Board. A week's meeting may be canceled by group or Executive Board consensus.

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. The executive board shall consist of a President, Vice-President, Secretary, Business Manager, Fundraising Chair, Publicity Chair, Awareness Chair, Events Chair, and Academic Officer.
- B. Unless no one else is qualified, qualifications for President include having been an active member for at least one year, and having held an eboard position for at least one semester. Qualifications for all other positions require being an active member.

SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution and shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- D. The President shall oversee the chapter's development and ensure that the organization fulfills its overall mission as defined by the constitution. They shall act as the primary liaison between advisors and the national office. They shall preside over all meetings and maintain organization within the club. They shall be the primary individual responsible for coordinating the logistics of all programming events, and delegate tasks to executive board and general members as appropriate. They shall maintain active communications with executive board members through Slack channel and email. This includes but is not limited to reminding members of upcoming meetings and events. They shall be responsible for the completion of the mid-year report for the Student Association (SA) and applying for the Chapter's ongoing status as an SA-recognized club and a MSF recognized chapter.
- E. The Vice-President shall be responsible for supporting the President in the above-mentioned tasks. They shall focus primarily on assisting the President in

decision-making matters, executing programming, and coordinating the efforts of other team members. They shall represent UofR Friends of MSF at meetings and other events in the President's absence. They shall help in liaising with the SA government and other on-campus groups. They shall ensure completion of the annual SOAR report and ensure that Executive Board members attend fall/spring leadership training. They shall maintain a current copy of the constitution open to inspection by all members of this group, Senators, and all members of the Students' Association. They shall help facilitate elections and smooth transition of power (along with President and Secretary).

- F. The Secretary shall take attendance and record minutes at all regular group meetings and executive board meetings. They shall be responsible for managing and responding to the group's email account (any outstanding emails may be answered by the President where appropriate). They shall be responsible for maintaining Chapter scheduling and all related duties, including reserving meeting spaces and venues. They shall maintain an updated list of active members and collect relevant member information. They shall collect and act on member feedback via email and/or GIMs. They shall register events on CCC including GIMs and special events, and promptly complete/submit activity reflections thereafter. They shall send out chapter emails via CCC regarding upcoming meetings and events as well as reminders regarding select deadlines as they arise (one email a week in advance, and one email a day in advance of all events). They shall ensure that the UofR Friends of MSF Calendar is up to date with events, meeting topics and deadlines for members.
- G. The Business Manager shall be responsible for maintaining chapter finances and keeping detailed records of all transactions, and communicating this with Executive Board members. They shall secure funds for the group by preparing annual budget audits and requesting use of the budget for various events by communicating with Students' Association. They shall successfully complete required training on Blackboard at the beginning of his/her term, and attend all Business Manager meetings. They shall be responsible for ensuring that the financial intake and expenditure of the group are balanced and that all money raised for MSF is transferred to Nationals.
- H. The Fundraising Chair shall be responsible for developing strategies towards fundraising for MSF National Office. They shall be responsible for organizing fundraising efforts and collecting donations to meet our chapter's fundraising goals. They shall be responsible for tracking and documenting donations, and communicating transactions with the Business Manager. They shall be charged with handling and safe-keeping of chapter cash box and donor funds, and submitting these funds to MSF Nationals. They shall maintain consistent contact with outside groups with regard to potential co-sponsorship opportunities, or donations.
- I. The Publicity Chair shall be responsible for promoting the group's events and advocacy campaigns, through online posts, flyering, painting tunnels, and sharing

event info with students. They shall be responsible for creating artistic and impactful chapter graphics using online design software (ex: Canva). They shall use these graphics and other content to manage and update the group CCC, Facebook, and Instagram pages. They shall ensure that all graphics are in accordance with branding policies set out by MSF nationals. They shall be responsible for reserving advertising space in Wilson Commons (including but not limited to banner space, tables, and expression wall). They may assist in curating group videos or photo compilations, or acting as an event photographer as necessary.

- J. The Awareness Chair shall be responsible for providing regular updates to the E-board and all general members regarding global MSF initiatives. This includes finding field blogs written by doctors, nurses, patients and other field workers, or finding videos/articles that share current MSF events. To create the above-mentioned content, they shall pursue independent research to keep track of MSF current events both nationally and locally. They shall compile updates and present findings at monthly Awareness GMMs. They shall curate awareness-related posts for publishing on various social media accounts (Instagram, Facebook, CCC Website). At the discretion of the President and VP, they may be asked to assist in the writing of a monthly one-page newsletter emailed to members regarding MSF current events.
- K. The Events Chair shall be responsible for assisting the President and Vice-President in coordinating and facilitating large and small events. This is including but not limited to broad-spanning functions such as event planning, operations and logistics. They shall be responsible for securing co-sponsorships with other on-campus groups including sports teams, fraternities, sororities, or extra-curricular organizations. They shall be responsible for connecting MSF with the campus and Rochester community, and informing student and community groups of our upcoming events.
- L. The Academic Officer shall be responsible for maintaining a relationship and communicating with Deans, University Officials, Students Associations Members, professors, and other academic student organizations to extend the chapter's reach on campus. They shall assist in event promotion by delivering virtual lecture shout-outs before classes and reaching out to campus / community newspapers or other publications. They shall be responsible for identifying ways in which chapter members can advocate for social change (ex: through finding and sharing petitions, volunteer positions, or service opportunities)

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. Nomination and Elections Procedure – Self-Nomination shall take place for Officer Positions. Potential members of the incoming executive board will then be voted upon by all active members of the chapter.
- B. Term of Office – The term of Executive Officer Positions will be held for two academic semesters (ex: Fall 2020 and Spring 2021 Semesters). Officers will prepare a short written platform once nominated, which will be shared with all members prior to elections. Election will occur at a prescribed general meeting at least 2 weeks

before the end of the Spring Semester. Transitions will occur near the end of Spring semester. The summer break will allow for additional time to review transitional documents and for upcoming officers to get accustomed to new roles. All officers shall meet with the officer elect for their position to discuss the duties and powers of their respective positions and to pass on any and all archived materials and updated task descriptions necessary or helpful for the respective position. This meeting should occur at least two weeks before the term of the officer elect begins.

- C. Elections: Officers may be elected by a simple majority. In the case that a majority is not obtained by any candidate for a particular office, a run-off shall be held between the two candidates receiving the most votes for that office. Voting shall be to be effected by a procedure decided by the majority of members present at said meeting. Winners are to be announced immediately and notification sent to all group members by the Secretary elect.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a $\frac{2}{3}$ majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

- A. Friends of MSF (Doctors Without Borders) of the University of Rochester will abide by their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by Friends of MSF (Doctors Without Borders). Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

The Friends of MSF (Doctors Without Borders) abides by the nondiscrimination policy of the University of Rochester.

Amanda Despart

3/18/2022

Signature of Confirmation

Date

Amanda Despart

President, Friends of MSF (Doctors Without Borders)

Noah C Hathaway

04/05/2022

Signature of Approval

Date

Noah Hathaway

Chair, Student Organization Administration & Review Committee