

**Constitution for the Blum Ambassadors Council**  
**University of California, Irvine**

**Article 1: Name of the Organization**

This organization shall be named “Blum Ambassadors Council” hereinafter referred to as BAC or the Council.

**Article 2: Purpose of the Organization**

The mission statement of the BAC is as follows:

“Engaging dedicated students in interdisciplinary action to alleviate poverty on both the local and global level.”

**Article 3: Membership Practice**

The BAC does not discriminate on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status. Anyone and everyone is welcome to become a member, so long as the following requirements are met:

I. Membership requirements

- Enrolled UCI student status.
- Personal dedication. Expressed interest in the alleviation of poverty, human rights, and/or community service.
- Regular attendance. Consistent participation in both regular meetings and club events/functions.

II. Rights as a member

- Members retain the following rights:
  - to withdraw membership from the club at any time,
  - to express their opinions and concerns regarding club functions,
  - to hold club debates in order to resolve issues and make decisions,
  - to hold club elections

III. Types of membership

- There are three possible types of membership/involvement with the BAC, ordered from highest to lowest time commitment:
  - Officer position(s): Refer to Article 4 for officer duties.
  - General member position(s): Members in this category will be required to attend the majority of club meetings and event functions. Points will be awarded to members for each meeting or event attended (1 point per meeting, 3 points per event). Each member must achieve a minimum of 6 points per quarter. In order to gain points for missed meetings, members may complete a survey based on the meeting minutes.
  - Volunteer pool position(s): Members in this category will be contacted when volunteers are needed for event functions throughout the school year.

#### IV. Withdrawal of members

- Member withdrawal may be completed with oral or written notice to the current club officer.

### Article 4: Officers

#### I. General responsibilities and duties of officers

- All BAC Officers are expected to maintain the following general responsibilities: Attendance, Commitment, and Diligence.
- Officer positions (*Note: It is not required to fill all positions*):
  - President
    - Duties: Oversee all BAC activities; organize regular meetings; serve as a liaison between Blum Center staff and students, BAC members
    - Special Considerations: Must attend all BAC meetings (In the event of an emergency in which the President cannot attend, the Vice President or Secretary must assume his/her responsibilities during the meeting)
  - Vice President
    - Duties: Assist the President in organizational and logistical support; assume the duties of the President in his/her absence
    - Special Considerations: Must attend all BAC meetings (In the event of an emergency in which the Vice President cannot attend, the Secretary must assume his/her responsibilities during the meeting)
  - Secretary
    - Duties: Maintain club records, meeting notes, correspondence, etc.; Share all documents directly with the active President and Vice President
  - Treasurer
    - Duties: Maintain club financial records, receipts, ASUCI account information, etc.; serve as liaison between the BAC and ASUCI
  - Event Planner
    - Duties: Provide logistical support for event planning and execution; serve as liaison between the BAC and Student Life & Leadership; book rooms and spaces for meetings and events
  - Student Organization Outreach Coordinator
    - Duties: Serve as a liaison between the BAC and all other student organizations on campus; establish partnerships with like-minded students and campus organizations
  - Community Outreach Coordinator

- Duties: Serve as a liaison between BAC and community members/organizations; establish partnerships with like-minded off-campus organizations and non-profits

## II. Qualifications for becoming an officer

- BAC Officers must be:
  - Enrolled UCI students, in good academic and disciplinary standing with the University
  - Committed and able to provide at least 4 hours a week to complete the above duties and responsibilities

## III. Terms of office

- Upon election, BAC Officers may serve for the remainder of the academic year, leaving office at the end of Spring Quarter.

## IV. Process of filling vacated offices

- New Positions. In the event that an office has yet to be filled, the Council will observe the following protocol:
  - Decide (via in-person discussion and/or majority vote) as to whether the position in question should be filled
  - If it is decided that the position should be filled, hold an election or nomination in order to decide who will fill the position in question.
- Recently Vacated Positions. In the event that an Officer decides to leave his/her position, the Council will observe the following protocol:
  - Examine the full list of duties that are under the jurisdiction of the position in question
  - Hold an election or nomination in order to decide who will fill the position in question.

## V. Removing ineligible officers

- An Officer will be deemed ineligible and removed from office if:
  - The Officer has missed 2 or more meetings within the quarter
  - The Officer has failed to complete a task within a reasonable amount of time on 3 or more occasions
    - The terms of this ineligibility (the definition of a “reasonable amount of time” and the gravity of the task) may be discussed in an open forum among the council members and a vote may be taken in order to decide whether the Officer should be removed or given a warning. If more action is needed, the Council may seek assistance from the Blum Center Advisor or the Office of Campus Organizations.
  - The Officer is in poor academic or disciplinary standing with the University
    - The terms of this ineligibility (the definition of “poor academic or disciplinary standing” may be determined by the Office of Campus Organizations and/or Student Life &

### Leadership.

- The Officer has demonstrated dishonest, inappropriate, or undesirable behavior of any sort.
  - The terms of this ineligibility (the definition of “undesirable behavior”) may be discussed in an open forum and a vote may be taken in order to decide whether the Officer should be removed or given a warning. If more action is needed, the Council may seek assistance from the Blum Center Advisor or the Office of Campus Organizations.

## **Article 5: Nominations and Elections**

### I. Time of the Elections

- Elections will be held in Winter quarter. No later than March.

### II. Nominations

- Members may nominate themselves or others to certain positions; however, a member may decline a nomination if he/she does not want to fill the position.
- There may be a maximum of 3 nominees for each position.
- For each nomination, the candidate must fill out the Candidate Statement prompt, which will become visible to all council members before a vote is taken.

### III. Election procedures

- Elections must be held during in-person meetings, in which all issues may be discussed in an open forum before an anonymous vote is taken.
- The anonymous vote may be administered via a digital platform or paper ballots.
- The majority vote is selected for office.

## **Article 6: Meetings**

### I. Time, Duration, and Methods

- Time
  - Regular Council meeting times and locations will be decided at the beginning of each quarter.
  - Regular Council meetings will be held weekly
- Duration
  - Each Council meeting will run for no longer than 60 minutes
- Methods
  - Open forum, informal discussion
  - Issues will be discussed by the order indicated on the meeting agenda, sent out before the start of the meeting.

- II. Officer Responsibilities
- President, Vice President, and Secretary. Must facilitate discussion during the meeting.
  - Secretary. Must maintain meeting minutes, notes and records to be shared with all members.

### **Article 7: Financial Records**

- I. Officer Responsibilities
- President and/or the Treasurer (if one has been identified). Must maintain financial records, receipts from club purchases, and consistent monitoring of the ASUCI club account information.
- II. Expenditures
- Club expenditures will be used for any event expenses, transportation to off-campus events/volunteer days, and refreshments for special internal meetings

### **Article 8: Advisors**

- I. On-campus faculty/staff advisor(s)
- Professor Richard Matthew, Director of the Blum Center for Poverty Alleviation
  - Ruth Gyllenhammer, Assistant Director of the Blum Center for Poverty Alleviation
  - Ellen Kern, Administrative Specialist for the Blum Center for Poverty Alleviation
- II. Advisor Responsibilities
- The acting advisor(s) will provide advice and occasional logistical support for the execution of BAC events and functions.

### **Article 9: Amendments**

- I. Procedures
- Any member may propose an amendment.
  - When any amendment or decision is to be made, there must be a majority (over 50%) vote among the general members in order for the measure to pass.
  - In the event of a neutral vote, bring in the advisor as a neutral party negotiator.

Signature of presiding officer: Kimberly Haagenson

Date approved by organization: February 19th, 2018