

Wishmakers On Campus
University of California,
Riverside



Preamble

The Wishmakers on Campus organization at UCR will be established to provide opportunities for college students who want to help make wishes come true for children facing life-threatening medical conditions. Through fundraising and service to the community, members will be able to help make children's wishes come true throughout the Inland Empire. We, the members of Wishmakers on Campus at UCR, do ordain and establish this constitution and subscribe to the regulations and policies of the University

Article I

The name of this organization shall be Wishmakers on Campus at U.C.R. hereinafter referred to as WMOC at UCR.

Article II

The purpose of this organization shall be to educate the campus and community about the Make-A-Wish Foundation. The mission of Make-A-Wish is to grant wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength, and joy. The club will raise funds and awareness to enable Make-A-Wish to grant wishes to children, and to create an understanding of the many life-threatening conditions that exist, and how they are overcome. Furthermore, we plan to train and educate members in order for them to volunteer at Make-A-Wish events and/or become wishmakers.

Goals: We intend to complete fundraising events with the goal of granting a wish by the end of the school year.

Article III: Membership

Section 1. All students, faculty, and staff at the University of California, Riverside are encouraged to join. There is no limit to the number of members.

Section 2. Membership requirements consist of a member's willingness to serve and comply with the above stated purpose, and member's participation in activities conducted by the Club. This includes, but is not limited to: one service project each quarter.

Section 3. Upon joining the club, incoming members must pay dues in the amount of \$45.00 (which will be used for club activities and supplies). A club t-shirt is also included in that amount paid. As an active member, the following year's dues will be \$20.00.

Section 4. Membership classes

Active membership of this student organization shall be chosen without discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status, except in cases of fraternity and sorority organization which are exempt by federal law from Title IX regulations concerning discrimination on the basis of sex. Active membership should also be composed of at least 50% UCR Students (undergraduate or graduate).

- 1) Regular. Members consistently participate in WMOC meetings, pay branch dues, and participate in on and off-campus events. Active members have the ability to run for Executive Office, Committee Chair, and Committee Member.
- 2) Associate. Members who are unable to attend general WMOC meetings due to conflicting course or work schedules but have paid their branch dues and regularly attend WMOC events and activities off-campus when their schedule permits. Meeting minutes can be provided to associate members who request them in order for members to stay up to date with WMOC proceedings. Associate members may run for Committee Member positions.
- 3) Inactive: Members who have not paid branch dues and have stopped participating in WMOC meetings, activities, and events. Inactive members may become active by regularly attending general meetings and paying branch dues. Inactive members cannot run for any type of office or committee position.

Section 5. Withdrawal or removal of members

To request the removal or withdrawal of the WMOC member, person must notify the WMOC President or Vice President by email. Grounds for removal include sexual harassment, disorderly conduct, inappropriate behavior, prejudice or slurs of offense towards sexual orientation, race, ethnicity, culture, or marriage toward another member, faculty, or staff, that has been formerly reported to the President or VP with the intent that the offender should be considered for removal from the WMOC. The use of WMOC funds or tax-exemption for personal use or gain will lead to immediate removal from the WMOC without chance of rejoining.

Due Process

- 1) Charges or complaint brought against an individual to the President
- 2) President must arrange an Executive board meeting that shall function much like a trial

- 3) The President shall present the problem to the Executive members in the presence of the individual being examined
- 4) Evidence to support complaint is presented
- 5) Individual given an opportunity to argue a defense
- 6) Vote is taken amongst executive officers (This same process should be replicated under impeachment of officers)

If members wish to impeach the President the Secretary shall present the problem and evidence. The Vice President shall not vote; however, in the event that there is a tie, the Vice President has the authority to break it.

The Make-A-Wish Foundation along with University of California, Riverside faculty and staff, active, and associate members have the right to request the removal and withdrawal of a member. Inactive members cannot suggest the removal of an active or associate member

Article IV: Officers

Section 1. The officers shall be President, Vice President, Secretary, Treasurer, Historian, Events Chair, Recruitment Chair, and Volunteer Chair.

The Executive Board shall consist of the elected officers and the chairpersons of standing committees. The office positions and officer responsibilities are listed below:

President

- Liaison to the Make-A-Wish Foundation of Orange County/Inland Empire
- Schedule and facilitate quarterly WMOC Open-Houses and bi-weekly WMOC meetings
- Create meeting agendas
- Responsible for over-seeing officer duties, delegating tasks, and communicating with fellow officers and general body
- Facilitate members ideas and relay student-concerns throughout the organization
- Support in the transition of newly elected President

Vice President

- Liaison to the Make-A-Wish campus recruitment intern
- Work with President to organize and plan WMOC meetings
- Stand-in when President is unavailable
- Stand-in facilitator during WMOC meetings
- Responsible for communicating WMOC members' concerns to the President
- Work with President to seek fundraising opportunities

- Assist President in oversight of officers' duties and help actualize ideas
- Support in the transition of newly elected Vice President

Secretary

- Record and distribute minutes of meeting to members and officers
- Maintain email and lists; including sign-in sheets, emailing members, etc.
- Maintain member profiles
- Support in the transition of newly elected secretary

Treasurer

- Responsible for organization's finances
- Responsible for maintaining a budget
- Responsible for the WMOC's bank account; in charge of deposits, withdrawals, and reimbursements
- Support in the transition of newly elected treasurer

Historian

- Maintain and update Facebook and Instagram
- Document events including pictures, socials, and other WMOC activities, etc.
- Support in the transition of newly elected historian

Events Chair

- Communicate on-campus/off-campus news and propose events
- Make reservations, establish dates and times, coordinate carpools, collect RSVPs
- Promote events and circulate fliers
- Maintain communication with Treasurer about allocated funds for the event
- Recruits and selects an Events Committee through an application process
- Delegates tasks to Events Committee and ensures tasks get done
- Support in the transition of newly elected Events Chair

Volunteer Chair

- Finds philanthropic opportunities for WMOC members to participate in
- Works with secretary in maintaining member profiles
- Recruits and selects a Volunteer Committee through an application process
- Delegates tasks to Volunteer Committee and ensures tasks get done
- Maintains professional relationships between WMOC and professional organizations

Recruitment Chair

- Promotes WMOC on and off campus
- In charge of WMOC table during new student and transfer orientations, rush week, etc.
- Support in the transition of newly elected Recruitment Chair

Section 2. Officers shall be elected in spring of each year through an election process.

- 1) Nominations.
 - Active general members can nominate other active general members
 - Active general members can self nominate
 - No associate/inactive members can nominate either themselves or others
 - Nominations will begin at the beginning of Winter Quarter
- 2) Elections.
 - Elections will be held in the beginning of spring quarter every year.
 - Only Active and Associate members can vote.
 - Candidates shall make a 1-3 minute speech regarding their interest and goals for the branch.
 - Voting will commence immediately after all speeches are made.
- 3) Ballot.
 - The President shall provide the ballot.
 - Ballots will be turned in to Secretary
 - Secretary, Treasurer, and Historian shall count votes and report results to President
 - President will then report results and present new officers to general members
- 4) Qualifications for Office.

Students must have the following qualifications to run for executive office:

 - UCR student
 - Active Member
 - At least 3.0 GPA for President and Vice President
 - Junior or senior class standing for President and Vice President
- 5) Terms of Office.
 - Each officer shall hold his/her position for one academic year.

Section 3. Active members will have a special election for filling vacated seats the week following elections

Officers shall assume the duties of their respective offices at the end of the meeting at which they are elected. The names of officers and committee chairs shall be forwarded to the Regional Director immediately after election has taken place and appointments made.

Article V: Meetings

There shall be at least fifteen meetings each year. Meeting minutes shall be recorded and distributed by Secretary. Officers shall be elected, chairperson named and ratified, and the business of the branch transacted. Special meetings may be called at any time by order of the president, or at the written request of executive officers

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and chairwomen. At all meetings, fifty-one percent of members shall constitute a quorum.

Section 3. Vacancies shall be filled by general election and by special election when relevant. The next year's club president shall be elected approximately at the beginning of Spring quarter and will be transitioned mid-spring quarter for training.

Section 4. Active Status

The club must remain active and the club officers must attend all necessary campus-wide club meetings. Emergency absence must be notified to President or Vice President of the Club.

Article VI: Funding

Section 1. Yearly memberships must be charged for each member. Membership expires on the last day of spring quarter. Membership dues (payable upon joining) can be paid during any quarter and will be collected by the treasurer.

Section 2. Wishmakers on Campus shall, as it deems necessary, undertake fundraisers for its own purposes. All fundraising shall be conducted in accordance with school policies.

Article VII: Revisions and Amendments

These Bylaws may be amended at any regular meeting by a majority vote of the members present, provided a quorum is present, and provided that notice has been given to members at least 30 days prior to the meeting. Branch Bylaws may be changed by a vote of 2/3 of members present if a quorum is established. **All amendments shall be in agreement with University regulations and policies and are not approved until reviewed by a Student Life official. Organizations must notify their Organization Advisor in Student Life once the new document has been uploaded into the system for review.**

By signing this, you agree to abide by all rules of Wishmakers on Campus Club Constitution and accept the consequences if you choose otherwise.

Electronic Signature:

Juana Morales; President of WMOC 2014-2015 Date: October 23, 2014