

Tan Kap Vini
Educate, Equip, Inspire

Official Constitution

Article I: Organization Name

This constitution establishes Tan Kap Vini (TKV) at the University of North Carolina at Charlotte. This will be the official name and acronym used to refer to our group on and off campus among ourselves and other organizations.

Article II: Purpose

Section I: Purpose Statement: The mission of TKV is to partner with on-campus and community organizations including Elon Homes and Schools for Children, to better serve at-risk and high poverty children and families in the Charlotte community. As an organization, we aim to educate, equip, and inspire the children and students of the Charlotte community, providing means to a sustainable future.

Section II: Our organization is willing to abide by all UNC Charlotte policies and guidelines, especially relating to on or off campus activities, which our club may sponsor or in which we may participate.

Article III: Membership

Section I: All students enrolled at UNC Charlotte are allowed membership.

Section II: In keeping with UNC Charlotte's policy of non-discrimination, our organization does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, veteran status and physical or mental ability or disability.

Section III: Voting membership is limited to currently enrolled students. Others such as faculty, alumni, professionals, etc. are encouraged to become members, but will serve as non-voting associates or honorary members.

Section IV: To join the organization new members must attend an interest meeting, during which they will discuss responsibilities and, if they chose to join, will pay dues to confirm membership.

Section V: Membership dues will cost \$10 per semester, or \$18 for a yearlong membership. These payments will be due at the second general meeting of the Fall semester, or Spring semester if a member joins the organization at the beginning of the Spring semester. Non-payment of membership dues can result in removal from the organization.

Section VI: Any member of our organization can, at any time, voluntarily withdraw his/her membership from the organization. Withdrawal will not result in a refund of dues paid to the organization.

Section VII: Non-voluntary member removal can at any point during the year. Members can be brought before the Executive Board for failure to uphold the organizations mission and values, violation of Non-Discrimination policy, violations of the UNC Charlotte Student Code of Conduct, or falling out of good standing with the University in any way. A member can file a complaint about another member at any time. This complaint will go to the Executive Board for review. If necessary, there will be mediation between the two members with the President. After hearing all testimonies, a vote will be taken by the executive board to determine whether the member is question is removed or not. If the member in question has blatantly violated TKV and University Policy, the member will be removed from the Organization.

Article IV: Officers

Section I: The Executive Board will include one President, one Vice President, one Treasurer, and one Secretary, with the addition of Committee Chairs, as needed.

Section II: The President shall work directly with the faculty advisor, organize workshops and events with Elon Homes and Schools, as well as oversee all TKV programs. The President will oversee all organizational committees and have final say on all committee programs. The President will be required to maintain a GPA of, at least, a 3.5.

Section III: The Vice President will be responsible for managing the Public Relations Committee, as well as TKV's presence on social media. The vice president will maintain and continually update the organizational website. The vice president will report to the presidents with weekly updates. Will be required to maintain a GPA of, at least, a 3.0.

Section IV: The Treasurer will collect dues and handle finances for the organization. They will work directly with the faculty advisor and meet with the presidents weekly to review finances. The treasurer will be responsible for managing the Financial Committee. Will be required to maintain a GPA of, at least, a 3.0.

Section V: The Secretary will be in charge of keeping track of membership, taking the meeting minutes, and maintaining communication between members and the Executive Board. Will be responsible for reporting to the presidents with bi-monthly updates. Will be required to maintain a GPA of, at least, a 3.0.

Section VI: All executive board members are required to meet monthly outside of general meetings and continual presidential updates.

Article V: Advisor

Section I: The Tan Kap Vini faculty advisor will have different levels of responsibility. The highest level of responsibilities include checking the secretary's minutes before they are finalized, check all official correspondence before it is sent, keep all official files of the organization if the President is unable to, serve as a support to the executive board if interpersonal conflicts arise and are unable to be solved, help guide the planning of leadership skills workshops, request evaluation of each activity by those students responsible for planning it, and to make suggestions if a crucial mistake is made during a meeting.

Other responsibilities include, attending most general meetings, help explain policies and procedures to the entire group once a year, remain quiet during general meetings unless called upon, attend group activities and fundraisers as able, inform the executive board of infractions of a stated objective, bylaw, or University policy, and to advise if the organization begins to decline, especially financially.

Article VI: Function/Operation

Section I: Nominations for Executive Board Members will be held in March, beginning in 2016. Members who are eligible for nomination must have completed one full semester within the organization, be an active participant within the organization, and be able to attend all general and executive board meetings. Members nominated for President are required to have a GPA of at least a 3.0 and nominees for all other Executive Board positions must have a GPA of at least a 2.5. Nominations should be submitted through email sent directly to the Secretary. After nomination, interested members will meet with the Executive Board to determine their eligibility. The Executive Board will have the final say on who receives final nominations, and is eligible for election. At least three members will be approved to move onto general elections.

Section II: Members running for election will be required to prepare and give a speech to the general body at the April monthly meeting. Voting will also take place at the meeting. All due-paying members, who are enrolled students at the University of North Carolina at Charlotte, including the executive board, may vote. Voting will take place through secret ballot and collected at the end of the April meeting.

Section III: The Executive Board members will count ballots and determine the winner of the elections, the one who has received the most votes. In the event of a tie, the President and the Vice President will vote to break the tie.

Section IV: Founding officers will serve on the executive board for a minimum of two years. In the event that an officer is abroad for an extended period of time during the semester, an appointed liaison will serve as their replacement until they return. Liaisons will be appointed and trained by the officer they're replacing and approved for the position by the Executive Board as a whole. This policy applies to all officers, regardless if they are founding officers or not. After their terms have been served, founding officers will continue to serve as guiding members and authoritative figures of the organization until their graduation from the university. This policy only applies to founding officers.

Section V: Elected officers will serve in their position for a one-year. President may run for re-election once, serving a total of two yearlong terms. All other officers may hold their positions for one year, and may run for re-election a total of three times.

Section VI: Officers can be recommended for impeachment by the general body and the Executive Board. Final say on impeachment will be determined by a vote by the members. Conditions for impeachment include, inappropriate behavior towards members (ex: violation of non-discrimination policy of UNCC), failure to meet GPA requirement, being in bad academic standing with the university, failure to meet requirements of the officer's position, negative representation of the organization, or violations the UNC Charlotte Student Code of Conduct.

Section VII: The process of removal will include a recommendation for impeachment from the general body based on a violation of the conditions, as stated above, at any point during the school year. Members recommending an officer for impeachment will request to meet with the President and Vice President to discuss the reason for the complaint. If the complaint complies with the impeachment regulations, the officer in question will meet with the President to discuss further action. Violation of non-discrimination policy or committal of state or federal crime will result in immediate removal from the Executive Board and the organization. The same policy applies if a fellow officer suggests an impeachment of another officer.

Section VIII: Any officer of our organization can, at any time, voluntarily resign from their position with notice of at least one month given to the President. The President will inform the executive board and faculty advisor. If the Vice President resigns, the co-chair of the Public Relations Committee will take responsibility of the committee as well as general officer responsibilities. If the Treasurer resigns, the co-chair of the Finance Committee will take responsibility of the committee as well as general officer responsibilities. The President will work with new officer to find co-chairs of both committees and will help with responsibilities until a member is appointed. If Sectary resigns, the President will take over officer responsibilities and hold an emergency election to fill position.

Article VII: Committees

Finance Committee: This committee's responsibilities include organizing fundraisers, applying for grants to fund the trips to Haiti, managing the budget—including all funds raised. The chairperson for this committee will be the Treasurer. A co-chairperson can be elected, as needed. To qualify as co-chair, a student must be a member of TKV, as well as a member of the Finance Committee, and will be elected by the Executive Board.

Public Relations Committee: This committee's responsibilities include managing the organization's activity on social media, campus relations, and community relations. The chairperson for the PR committee will be the Vice President. A co-chairperson can be elected, as needed. To qualify as co-chair, a student must be a member of TKV, as well as a member of the PR Committee, and will be elected by the Executive Board.

Article VIII: Constitutional Amendments

Section I: Amendments to the Constitution may be proposed by officers or by a vote of, at least, 50% of the general population of Tan Kap Vini.

Section II: A proposed amendment to the constitution may be submitted as a written petition to the Executive Board. The petition will then be brought to the table at the next general body meeting and put up to membership for a vote.

Section III: In order for a proposed amendment to be accepted into the constitution it must receive the support of three-fourths of the voting body. All votes, including those of the Executive Board, carry equal weight.

Article IX: Method of Dissolution

Section I: In the event of TKV's dissolution, the Treasurer will provide the President with the organization's remaining assets, they will then donate all remaining funds to Zanmi Beni.

Section II: In the event that at the time of TKV's dissolution the organization is in debt then the Executive Board and all voting members will be responsible for paying off that debt. Two-thirds of the organization's debt will be split evenly among the Executive Board. The remaining one-third of the debt will be paid off by the organization's voting membership.

By-Laws

I. Committees and subcommittees will be added, as needed. The committee must have a specific purpose, relating to either exiting need or committee. There must be a general interest in joining the committee. All new committees and subcommittees must be submitted to and approved by the Executive Board.