

HEROs at UGA

Constitution

Ratified December 2019



HERO at The University of Georgia

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Section 1. Name

Section 1. Membership

Article I General

The official name is UGA HEROs. UGA HEROs is a subsidiary of H.E.R.O. for Children, Inc., based in Atlanta Georgia.

The organization shall also be identified by HERO at UGA.

Section 2. Purpose

The purpose of UGA HEROs is to:

- Represent the H.E.R.O. for Children, Inc. organization at the University of Georgia.
 - Raise funds for H.E.R.O. for Children, Inc.
 - Host events for children infected with or affected by HIV/AIDS.
- Create awareness about pediatric HIV/AIDS, its prevalence in Georgia, and its affect on children.
 - Work to remove common stereotypes about pediatric HIV/AIDS.
 - Create a community of students at the University of Georgia.
 - Create, maintain, and strengthen ties with all UGA HEROs alumni.

Section 3. Mission Statement

UGA HEROs works to fulfill the mission statement of H.E.R.O. for Children, Inc. Hearts Everywhere Reaching Out (H.E.R.O.) for Children, Inc. is a non-profit dedicated to improving the quality of life of children infected with and affected by HIV/AIDS through enriching programs, unforgettable experiences, and connections to the community.

Article II

Membership

UGA HEROs membership shall comprise of UGA HEROs philanthropists, committee members, and members of the executive board.

Any registered student at The University of Georgia is eligible to be an active member and hold an office.

Section 2. Discrimination Policy

UGA HEROs does not discriminate against persons or restrict membership in the organization on the basis of age, citizenship, color, handicap, national origin, political affiliation, race, religion, sex, sexual orientation, or status as a disabled veteran. This policy will include, but is not limited to recruiting, membership, organization activities, and opportunities to hold office.

A. Membership and all privileges, including voting and officer positions, must be extended to all students without regard to race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status.

B. Membership and all privileges, including voting and officer positions, must be extended to all students as stated in the [University of Georgia Non-Discrimination and Anti-Harassment Policy](#). **Title VI** of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance. **Title IX** states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Section 3. Membership Selection

All registered students are welcome to become UGA HEROs Philanthropists during fall semester.

Those students interested in joining a *committee* in the fall semester may do so at the discretion of the Executive Director.

Those interested in holding a committee position are subject to an application and placement process during the spring semester.

However, those students who have applied for an Executive Board position in the previous semester do not have to undergo the application and placement process for committee membership in the spring semester.

Section 4. Membership Status

All selected members have a non-voting status within the organization and will be notified of all information through the official UGA HEROs listserv.

Section 5. Expectations of Members

- Committee members are expected to commit to UGA HEROs for a full calendar year.

- Members are expected to actively pursue their committee-set fundraising goals.

☒- Members are expected to attend their weekly committee meetings.

☒- Members are expected to attend the official semesterly all-member meetings.

- Members are expected to attend their committee fundraisers.

☒- Members are expected to attend UGA HEROs promotions on campus.

☒- Members are expected to adhere to all UGA and UGA HEROs regulations.

- Members are expected to participate in all evaluations noted in ArticleVIII.

Section 6. Returning Members

All returning members must reapply and interview each year.

However, those students who have applied for an Executive Board position in the previous semester do not have to undergo the application and placement process for committee membership in the spring semester.

Section 7. Removing Members

A member will have his/her membership status revoked by the Executive Director after failing to attend three meetings or required events without a valid, excused absence. The validity of an excused absence is up to the discretion of a committee member's committee head. His/her committee head will make an effort to contact him/her by phone after the second absence. Any member of the executive board may submit a letter to the Executive Director requisition the removal of a committee member for failing to uphold the expectations outline in Article II, Section 4. Any member may also remove him/herself upon request.

Article III

Regulations

Section 1. Compliance with University of Georgia Regulations

UGA HEROs shall comply with all UGA policies and regulations as well as local, state, and federal laws.

Section 2. Hazing Policy

UGA HEROs shall abide by the UGA Hazing Policy.

According to UGA, hazing is defined as any intentional, negligent, or reckless action or situation which causes another pain, embarrassment, ridicule, or harassment, regardless of the willingness of the participant.

Any hazing activities will result in an automatic referral to the Office of Judicial Programs. All

members will be required to consent to the UGA Hazing Compliance Form. **Section 3. UGA Advisor** UGA HEROs shall have a full-time member of the UGA faculty or staff as an advisor.

Section 1. Dues

Article IV

Finances

There shall be a \$20 fee for fundraising platform required for committee membership.

Section 2. Non-Profit Status

UGA HEROs is a non-profit organization. UGA HEROs is recognized as a 501(c)(3) organization. Any funds collected from events or donations are donated to H.E.R.O. for Children, Inc.

Section 3. Allocation of Funds

UGA HEROs Board of Directors has the authority to reallocate funds if necessary. The Director of Operations will approve all budget requests

Section 1. Information Sessions

Article V

Meetings

A minimum of one information session shall be held each semester for all UGA students. This meeting will be advertised through listserv emails, promotion days, and flyer announcements.

Section 2. Philanthropist Meetings

A minimum of one all-philanthropist meeting will be held each semester for all UGA HEROs philanthropists. Philanthropists will be notified of meeting time and location upon registration and through a confirmation email.

A minimum of two team meetings will be held each month for all UGA HEROs philanthropists. Philanthropists will be notified of meeting time and location upon registration and through a confirmation email from their Team Leader.

Section 3. Individual Committee Meetings

A minimum of one meeting per week will be held for each committee. The meetings time is at the discretion of the committee head. Committee members will be notified by the committee head through email and announcements during weekly meetings.

Section 4. Monthly Committee Meetings

A minimum of one meeting per semester shall be held for all UGA HEROs committee members

in the spring (subject to change in the fall at the discretion of the Executive Director). The meeting time shall be selected by the Board of Directors, and shall be lead by the Executive Director. UGA HEROs members will be notified of the meeting time and location through listserv email sent by the Director of HPR or the Executive Director.

Section 5. Other Meetings

Any other meetings may be held at the discretion

Section 6. Quorum

A quorum shall consist of three-fourths voting members, consisting of the Board of Directors members, present at any meeting.

Section 1. Information Session

Article VI

The Executive Board

The presiding executive board members will have an information session prior to the release of the applications to answer any questions or concerns about becoming a member of the executive board.

Section 2. Communication between Selection Committee and Applicants

Once the application deadline has passed, it is not permitted for there to be any contact between the selection committee and the applications. The selection committee will consist of the presiding Board of Directors and the incoming Executive Director.

Members of the selection committee will be removed if there is a report of communication with an applicant. Members of the selection committee will also be removed if there is a promise of a position to an applicant, or information is revealed about the interview process.

Section 3. Selection of an Executive Director

The Executive Director shall be chosen by the director of H.E.R.O. for Children, Inc., the outgoing Executive Director, and the outgoing Board of Directors. The Executive Director shall be the sole primary leader of UGA HEROs.

However, if any member of the outgoing Board of Directors is an applicant for the position of Executive Director, he/she will not be a part of the decision process.

Section 4. Selection of the Executive Board

The new Executive Director, along with the past Executive Director and the outgoing Board of Directors will be responsible for the selection of the Executive Board. The Executive Director of H.E.R.O. for Children, Inc. will be a part of the interviewing process for the position of the Director of Operations. All applicants shall be subject to the written application and interview

process. Officers are selected by a majority vote within the Selection Committee.

However, the newly selected Board of Directors will have the opportunity to approve the positional officers within their respective families before final decisions are made for the new Executive Board.

Section 5. Specially Selected Positions

The new Executive Director reserves the right to add new Executive Board positions, and co-chair positions.

Section 6. Executive Board Positions

- Executive Director
- Director of Operations
- High School Relations Chair
- Administrative Coordinator
- Risk Management Chair
- Treasurer
- Fundraising Chair
- Director of Communications
- Social Media Chair
- Public Relations Chair
- Child Relations Chair
- Media Manager
- Director of External Affairs
- Outreach Chair
- Corporate Relations Chair
- Marketing Chair
- Donor Engagement Chair
- Director of Events

- Kid Events Chair
- Event Logistics Chair
- Event Sponsorship Chair
- Special Events Chair
- Director of Member Relations
- Campus Member Relations Chair²
- Sorority Relations Chair
- Fraternity Relations Chair
- ²-Member Development Chair
- WOW Chair

Section 7. Board of Directors

The Board of Directors will be a separate entity within the Executive Board. The Board of Directors will meet weekly with the Executive Director to decide the agenda for the upcoming Executive Board meeting. The Board of Directors will be responsible for the communication between their subsidiary committees and the Executive Director.

Section 8. Expectations of the Executive Board

- Executive Board members are expected to actively pursue their personal or committee-set fundraising goals.
- Executive Board members are expected to consent to attending all predisposed UGA HEROs calendar events.
- Executive Board members are expected to attend the weekly Executive Board meeting, their weekly meetings, and any other official UGA HEROs meetings.
- Executive Board members are also expected to attend their designated family group meetings at the discretion of their overseeing director. (The Executive Director is not bound to a specific focus group, and is therefore not required to attend those specific meetings.)
- Board of Directors members are expected to attend weekly one-on-one meetings at the discretion of the Executive Director.
- Executive Board members are expected to host committee fundraisers if they are responsible for a committee.
- Executive Board members are expected to participate in every evaluation process noted in

Article VI, Section 8: 1. Only full-time students may serve as officers. Full-time enrollment is defined as: a. Undergraduate: 12 or more credit hours per semester b. Graduate: 9 or more credit hours per semester

Article VIII.

- Executive Board members are expected are expected to attend UGA HEROs promotions.
- Executive Board members are expected to attend required UGA HEROs events.
- Executive Board members are expected to be on time for all meetings, promotions, and events.
- Board of Directors members are expected to be at least one hour early to all UGA HEROs meetings, promotions, and events.
- Executive Board members should fulfill the specific expectations set forth for the calendar year.

Section 9. Acceptable Excuses

Acceptable excuses include illness, family emergency, and any previously discussed conflicts. For meetings and required events, the following procedure is necessary for an acceptable excuse:

- For meetings that the Executive Board member will be leading a committee, the Executive Board member must notify their director at least 48 hours prior to the meeting.
- For meetings that the Executive Board members will not be leading a committee, the Executive Board member must notify their director at least 24 hours prior to the meeting.

Article VII

Voting

When an agreement cannot be reached within the Executive Board, a confidential vote shall be administered by the Executive Director. All members of the executive board are eligible to vote, including the Executive Director.

A simple majority is needed for the motion to be passed.

Voted decisions may be made at Board of Directors meetings exclusively in addition to the Executive Board meetings.

When an agreement cannot be made within the Board of Directors, a confidential vote shall be administered by the Executive Director. All members of the Board of Directors are eligible to vote, including the Executive Director.

Article VIII

Evaluations

All Executive Board members will be responsible for completing the standard evaluation form twice every semester. With this form, each Executive Board member will have the opportunity to evaluate their respective director. The results from the Executive Board will be shown to the respective director by the Executive Director.

If the Executive Board member has a committee, they are responsible for administering an evaluation to them. The results from the committee will be compiled by each committee head's respective director and shown to the individual executive board member privately.

In addition, extra evaluations may be administered throughout the year at the discretion of the Executive Director.

Article IX

Removal of Executive Board Members

Section 1. Grounds for Removal

Grounds for an Executive Board member to be removed include violating a UGA policy, failing to meet the expectations stated previously, or failing to comply with the constitution in any way.

Section 2. Automatic Removal

If an Executive Board member misses three meetings or required events, the Executive Board member will be automatically removed. In this case an Executive Board member will be removed by the following process:

- The Executive Director will present the reasons for their removal in writing to the member.
- The Executive Board member will have 24 hours to decide whether they would like to appeal the removal.

Members can also bring forward issues with Executive Board members to the Board of Directors. If the Board of Directors decides to move forward, the Executive Board member can be removed by a majority vote of the Board of Directors.

Section 3. Appeal Process after Automatic Removal

If a member is removed automatically because of unexcused absences, and the member wishes for an appeal, the following procedure shall be followed:

- The grounds for removal shall be presented to the Executive Board at a regular or special meeting.
- The appealing member shall be given five minutes to present his/her case, or submit a written

statement if he/she prefers to be absent from the meeting.

- There shall be no discussion between the Executive Board members.
- A two-thirds majority vote of the Executive Board shall be necessary to reinstate the member.
- The vote shall be done anonymously, and administered by the Executive Director.

Section 4. Removing the Executive Director

The Executive Director can be removed by either

-The Executive Director of H.E.R.O. for Children, Inc.

☐- A three-fourths vote of the UGA HEROs Executive Board. The decision then list with the Board of Directors, with consultation from H.E.R.O. for Children, Inc., to select a new Executive Director.

Section 5. Case Based Removal

In the case of personal concern, an Executive Board member can be petitioned for removal by the following procedure:

- A written petition will be submitted anonymously to the Executive Director by any member of the Executive Board, a member of their respective committee, or by the Executive Director.
 - The grounds for removal will be presented to the Board of Directors at a Board of Directors meeting.
 - If the Board of Directors decides to move forward, the grounds for removal will be presented at a regular or special meeting.
 - The member in question will be provided one week in advance of the meeting to prepare a defense.
 - The member in question will be given five minutes to submit his/her case, or submit a written statement if he/she prefers to be from absent from the meeting.
 - There shall be no discussion between the Executive Board members.
 - A two-thirds majority vote of the Executive Board shall be necessary for removal.
 - The vote shall be done anonymously, and administered by the Executive Directors. Upon removal, the Executive Director with consultation from the position's director will have the discretion to reassign a replacement Executive Board member.

Article X Ratification

The constitution of UGA HEROs will be ratified upon approval by a two-thirds majority vote of

the Board of Directors. Every Executive Board members, along with the Executive Director must sign a copy of the constitution upon ratification. A hard copy will be distributed to every Executive Board member for reference.

Article XI Amendments

The constitution of UGA HEROs may be amended upon petition by any member and on approval by a two-thirds majority vote of the Executive Board.