

Constitution

Article I – Name

- Section 1: The Name of the organization shall be [NAME OF GROUP].
- Section 2: [NAME OF GROUP] is to be affiliated with the global network of YouthMappers, www.youthmappers.org.
- Section 3: [NAME OF GROUP] is to be the single definitive and inclusive representative group for YouthMappers at the [NAME OF UNIVERSITY].

Article II – Purpose

- Section 1: The purpose of [NAME OF GROUP] shall be to grant students the opportunity to improve skills in the field of mapping and create open geographic data and analyses that address locally defined development challenges worldwide. Our vision is to cultivate a generation of young people to become leaders in creating resilient communities and empowering them to define their world by mapping it. The organization will strive to exchange and collaborate with other YouthMappers chapters and youth groups worldwide while also offering themselves as a resource and service to [NAME OF UNIVERSITY] student organizations and our local community to add value through mapping.

Article III – Membership

- Section 1: Any student currently enrolled in [NAME OF UNIVERSITY] is eligible for membership. Membership shall not be denied to a student on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression.
- Section 2: Membership exceptions to student enrollment can include faculty members. Membership classifications and requirements are outlined in the by-laws.

Article IV- Officers

- Section 1: The executive officers of the organization must be currently enrolled [NAME OF UNIVERSITY] students and will consist of a President, Vice President, Treasurer, Secretary, and Student Organization Representative Council member.
- Section 2: Each officer must be qualified and willing to uphold the organization's purposes and goals and be willing to dedicate the time necessary to achieve the goals of the organization and members they represent.
- Section 3: Each officer shall attend necessary trainings specific to their position required by the University.

Article V – Meetings

- Section 1: General meetings shall be held a minimum of [#] times per semester. The dates of the meetings shall be decided by the executive officers and be posted at least [#] days prior to the event.
- Section 2: The Quorum will consist of one-third of the active membership. All student members must be informed [NUMBER OF DAYS} prior to any organization wide elections.

Article VI – Committees

- Section 1: The organization shall be structured into two main committees: external and internal. The responsibilities of the committees are outlined in the by-laws.

Article VII – Advisor

- Section 1: There will be at least one faculty advisor to the organization. The advisor(s) will offer assistance to the executive officers of the organization and be informed on all fiscal matters as well as matters of chapter policy. The advisor shall remain in office until a replacement is needed.
- Section 2: Advisor(s) will be nominated by the executive officers of the organization and elected by a majority vote of the quorum.
- Section 3: The responsibilities of the advisor(s) will include over-sight of the officers' performance, events put on by the organization, compliance with university regulations, and the organization's finances.

Article VIII – Legal Agreement

- Section 1: The organization agrees to abide by all federal, state, and local laws; and by [NAME OF UNIVERSITY] Policies and Procedures.

Article X – Amendments

- Section 1: Amendments to the constitution can be passed by a majority vote of the quorum.
- Section 2: Amendments to the constitution can be proposed by any member in good standing at general meetings.

By-Laws

Article I – Membership

Section 1: Membership shall be open to all students and faculty with an interest in the organization and its activities.

- a. Student members are students who are enrolled in the University and classified by the University as a student.
- b. Faculty/Staff Members are those who provide a service to the organization and are gainfully employed by the university. Faculty/Staff members will not have voting privileges and cannot hold officer positions.

Section 2: Members of the organization may resign from the organization for any reason.

- a. The reason for resignation need not be known by the organization or its officers.
- b. The member wishing to resign may contact the president or the secretary with their intent by phone, email, written notice or in person.

Section 3: Members may be expelled if the executive officers and faculty advisor(s) feel they are a significant detriment to the organization.

- a. The executive officers shall take a majority vote on the matter in private and the reason for the expulsion shall not be made public.
- b. The member in question shall be allowed to make a defense before the officers and advisor(s) and be aware of all the charges against them.

Section 4: Dues

- a. The organization will not collect dues from its members.

Article II – Duties of Officers

Section 1: The President shall serve as the chief executive officer to the organization, shall preside at all meetings of the organization, and the president shall oversee all aspects of the organization, provide assistance to all other officers, and ensure that all duties required by YouthMappers are met.

Section 2: The Vice President shall preside at organization meetings in the absence of the president. The Vice President shall assist the president in matters related to the presidency. The Vice President shall assume office if the President becomes vacant.

- Section 3: The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare financial reports. The treasurer shall attend all necessary trainings required by the University for student organizations.
- Section 4: The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit copies to the officers after each meeting and members upon request. The Secretary shall maintain membership records for the organization and shall be responsible for communicating events and meetings to the members.
- Section 5: The Student Organization Representative Council Officer is responsible for representing the organization at all meetings required by the University.

Article III – Selection and Replacement of Officers

- Section 1: The executive officers of the organization will be elected by a majority vote of the organization's quorum.
- Section 2: Executive officer elections will be held every year at the end of the Spring Semester.
- Section 3: Executive officers may be removed if the other officers or members feel that the officer in question is unable or refuses to perform the tasks necessary. An officer can be removed by the following procedure:
- a. Petition executive officers with signatures of 1/3 of the quorum.
 - b. Executive Board shall then notify officers and call for a vote within 10 days of the petition being filled.
 - c. All members will be notified of the vote a minimum of one week prior to removal voting.
 - d. At the removal voting the petition's stated reasons shall be made public and the officer charged shall be allowed to respond to the charges.
 - e. Removal from office shall require a 2/3 vote of the quorum.
- Section 3: In the case that an officer is removed from office or resigns from their position the following steps shall be followed:
- a. The president is to fully document the steps taken and update the University with changes to the individuals in office. In the case that the president is removed or resigns from office this responsibility is the Vice President's.
 - b. The executive officers shall appoint an interim acting officer who will hold this position until the next scheduled election.

Article IV – Committees

- Section 1: The organization shall have two main committees in which all other committees will be under. These committees shall be the external committee and the internal committee.
- Section 2: The external committee shall be under the leadership of the executive officers and be responsible for the organization's events, communication, outreach, and recruitment.
- Section 3: The Internal committee shall be under the leadership of the executive officers and the responsibilities shall include overseeing and managing the organization's projects, acting as technical experts to the organization, and developing potential projects or activities.
- Section 4: The Executive officers may appoint and remove committee leaders and members by a majority vote.

Article V – Finances

- Section 1: The organization may collect funds through grants, fundraisers, university student governance associations, and donations. All funds will be managed by the treasurer who will keep all executive officers and the faculty advisor up-dated with regular reports of the funds through a monthly report. All purchases of the organization require the approval of both the treasurer and the president.

Article VI – Order of Business

General meetings will be conducted in the following way:

- a. Roll call
- b. Announcements
- c. Old business
- d. New business
- e. Ending roll call

Article VII – Parliamentary Authority

- Section 1: Officer Meetings shall follow Roberts Rules of Order

Article VIII – Requirements to affiliated organization

- Section 1: The [NAME OF GROUP] will duly abide by the terms of participation, statement of ethics, and other guidelines under YouthMappers to maintain active status in the network, such as but not limited to adopting the current logo use policy, adhering to ethical standards, and following reporting requirements.