**Chapter Constitution**

**Be The Match On Campus®** **Mission**

Engage students in the Be The Match® mission to save lives by:

* Providing meaningful, unique opportunities for students to learn about blood cancers and other life-threatening diseases treated by a blood stem cell transplant.
* Increasing awareness of the need for young, committed, racially and ethnically diverse registry members who can save a life.
* Holding campus-wide education/awareness events, donor registry and fundraising events and activities to give the entire student body the opportunity to join in this social movement and global effort.

**Article I – Name**

**Section I** The name of all official chapters will lead with the brand name Be The Match On Campus.

**Section II** Guidelines exist for co-branding the name of the school or name of the chapter with the Be The Match On Campus name and logo. Leadership of the chapter will partner with their Be The Match representative to ensure all co-branding guidelines are met.

**Article II – Purpose**

The purposes of this organization are to:

1. Be the official chapter partnering with the Be The Match representative to educate and engage the university or college community in this unique opportunity to save lives.
2. Partner with the Be The Match representative to plan and achieve the yearly goals of the chapter:

* Raise awareness of the Be The Match mission to save lives through cellular therapy.
* Recruit committed members to the Be The Match Registry® of potential marrow donors.
* Raise funds for Be The Match patients and families through Be The Match Foundation’s Donor Drive platform.
* Keep accurate records of these awareness, recruitment and fundraising efforts and report volunteer hours each month.
* Ensure chapter’s sustainability by voting in officers each spring for the following year.

**Article III – Governance**

The chapter is governed by a constitution and by-laws. It is optional to have an assigned faculty or staff advisor. It is required to hold annual elections for board officers and to annually review and approve this constitution.

**Section I** There may be one faculty or staff advisor assigned to the chapter. The advisor will be recommended/appointed by the chapter and board members.

**Section II** The advisor shall work closely with chapter members to ensure all activities comply with school policies and guidelines and all local, state and federal laws. The advisor is not required to attend meetings or events.

**Section III** The chapter shall adhere to the Be The Match mission, policies and guidelines. Failure to do so may result in discontinuance of the chapter.

**Section IV** The chapter shall work in partnership with their assigned Be The Match staff partner as assigned to their chapter. The staff partner will provide resources and guidance to assist the chapter in setting and achieving goals and fulfilling the requirements set forth in this constitution.

**Section V** The chapter shall annually review and approve this constitution. Approval must be agreed upon by elected board officers, Be The Match representative staff partner, and follow any rules set forth by campus administration. Review and approval will take place each spring before the conclusion of the academic year.

**Article IV – Chapter Membership**

**Section I** Membership in the chapter will be open to all interested students. The

Be The Match On Campus chapter shall not discriminate based on race, creed, color, sex, age, national origin, disability or sexual orientation. To be recognized by Be The Match as a chapter member, students must complete the annual sign-up form.

**Section II** The Be The Match On Campus chapter will not participate in any hazing of prospective or current members for the purpose of admission into or affiliation with the chapter. Members of the chapter are free to leave or dissociate without fear of retribution or harassment.

**Section III** The amount of any dues to be paid, payment schedule and other related activities will be determined by the chapter’s board members.

**Section IV** The types of membership are active, inactive and alumni. Only active members are eligible to vote.

1. To be considered active, the member must attend meetings and volunteer at events regularly. Attendance issues and opportunities will be addressed by a member of the board.
2. A member may be removed if the member does not abide by this constitution or any rules of the school.

**Article V – Chapter Meetings**

**Section I** The meeting schedule will be determined by the board and chapter members.

1. In order for an official meeting to take place, at least half of the members must be present.
2. Meetings will abide by the most recent version of *Robert’s Rules of Order* or another meeting structure mutually agreed upon by the board.
3. Once the quorum is met, a simple majority vote will declare a decision valid.

**Article VI – Chapter Board**

**Section I** Officers of the Be The Match chapter board must include:

* + - President
    - Donor Recruitment Chair
    - Fundraising Chair
    - Chapter Membership Chair

These (and other) optional officer positions may be added to help meet chapter goals:

* + - Vice President
    - Treasurer
    - Secretary
    - Marketing & Events Chair
    - Volunteer Training Chair
    - Education & Commitment Chair
    - Diversity Chair

Board officers will serve a term of one year, beginning the day they were elected, with elections held in the spring. At the end of each term, the board positions will be reviewed. Positions may be added or removed based on need and availability. Board officers are not permitted to serve two consecutive terms in the same role but can be elected to a new board position should they pursue the opportunity to do so.

1. The president will preside over all meetings and work with other board members to ensure members are accountable to meeting requirements of the chapter. The president shall also perform other duties as determined by the board.
2. The vice president or another member as assigned will preside over all meetings in the president’s absence.
3. The president, vice-president, or another member as assigned may serve as a treasurer during chapter meetings in the absence of the treasurer.
4. The treasurer or another member as assigned will supervise the financial administration of all revenue of the chapter and perform other duties as determined by the board.
5. The secretary or another member as assigned will publish minutes of each meeting and has responsibility for preserving the records of the chapter.

**Section II** Annual election of board members

1. Any member may run for office as long as they are maintaining at least a 2.0 GPA.
2. Board member elections will be held in the spring of the academic year, before the conclusion of the semester to ensure that leadership is in place prior to the next academic year. The only exception to this schedule will be for new chapters or an unexpected vacancy mid-term.
3. Any vacancy in office, except that of the president, will be filled by conducting an election during a meeting.
4. In a case of a vacancy, the office of the president will be filled by the vice-president.
5. Voting will consist of a simple majority.

**Section III** Board meetings

1. The board will meet once every two weeks at minimum during the regular academic year and in accordance with their campus schedule.
2. Board meetings are mandatory for all officers except in cases of illness or other extreme circumstances.

**Section IV** Dismissal of board officers

Officers may be dismissed for cause as determined by the chapter members, Be The Match representative staff partner, and the Office of Student Affairs. Officer recall requires two-thirds vote by the chapter.

**Article VII - Responsibilities**

This chapter will adhere to school policies and all local, state and federal laws. It will also adhere to the chapter leadership and volunteer policies the National Marrow Donor Program®, which operates Be The Match.

**Article VIII – Amendments**

**Section I** Proposed amendments to this constitution will be considered if there is a simple majority vote by members of the chapter and approval from the Be The Match representative staff partner. Amendments will be adopted if there is a two-thirds vote.

**Section II** Any revisions to the constitution and/or by-laws must be reviewed and approved by the Office of Student Affairs and the Be The Match representative staff partner.

**Article IX – Ratification**

This constitution will become effective once ratified by the Office of Student Affairs and a simple majority vote by the chapter.

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