

CONSTITUTION OF UNICEF_ESU RSO

(Approved: September 2025)

PREAMBLE

UNICEF, the **United Nations International Children's Emergency Fund**, is a global organization working in over 190 countries and territories to protect the rights, well-being, and future of every child. The Emporia State University UNICEF Club (UNICEF_ESU) operates in partnership with UNICEF USA to engage students in education, advocacy, and fundraising efforts that support this mission both locally and globally.

ARTICLE I: NAME, PURPOSE & MEMBERSHIP

Section 1: Name

The name of this organization shall be UNICEF_ESU, hereinafter referred to as UNICEF at ESU or Emporia State University UNICEF Club.

Section 2: Purpose

The purpose of this organization is to support the mission of UNICEF USA by educating, advocating, and fundraising on behalf of the world's most vulnerable children. This Club will:

1. Educate the Emporia State University campus and local community on global and local issues affecting children, including but not limited to access to clean water, education, healthcare, and protection from violence.
2. Advocate for policy changes at the local, state, and national level that align with UNICEF's mission and uphold the rights of children everywhere.
3. Fundraise for UNICEF USA to support lifesaving programs and initiatives worldwide.
4. Engage students in meaningful leadership, volunteer, and service-learning opportunities that connect local action to global impact.
5. Foster collaboration with other Recognized Student Organizations (RSOs), campus departments, and community partners to strengthen UNICEF's mission and visibility.

Section 3: Membership

3.1 Eligibility

Membership is open to all degree-seeking students at Emporia State University regardless of race, creed, color, national origin, religion, age, sex, sexual orientation, gender identity, disability, or veteran status.

3.2 Membership Tiers

- General Member: Must attend at least two meetings per semester and participate in one event (advocacy, service, or fundraising).
- Active Member: Must attend at least three meetings per semester and assist in planning or executing at least one club project.
- Executive Member: Must be elected or appointed to a leadership position and fulfill their duties as outlined in the Constitution and Bylaws.

3.3 Membership Rights

All members in good standing shall have the right to:

- Vote in general elections and on club matters (Active and Executive Members only).
- Run for office (Active Members only).
- Participate in all club events and activities.
- Access national UNICEF USA training, resources, and opportunities.

3.4 Membership Responsibilities

Members are expected to:

- Support the mission of UNICEF USA through active engagement.
- Attend meetings regularly and participate in events.
- Uphold the values of respect, inclusivity, and collaboration.

3.5 Graduation Recognition

Members who maintain Active Member status for at least two semesters and contribute significantly to events will be eligible for a UNICEF USA graduation cord or other recognition items, per national club guidelines.

3.6 Advisor and Affiliate Members

Faculty, staff, and community members may serve as advisors or affiliates but may not vote or hold office unless they are enrolled as degree-seeking students.

3.7 Removal of Members

Any member who fails to fulfill responsibilities or violates ESU's Student Code of Conduct may be subject to removal by a two-thirds vote of the Executive Board. Written notice will be provided, and the member will have an opportunity to appeal before final action is taken.

Section 4: Dues

- No mandatory dues shall be collected for membership unless approved by a majority vote of active members and in compliance with ESU RSO policy.
- The club may collect voluntary contributions or participation fees for specific events, provided such contributions are used solely to support club activities in alignment with UNICEF USA's mission.

Section 5: Meetings

1. Frequency – The club shall hold at least two general meetings per month during the academic year, with the schedule determined by the Executive Board at the start of each semester.
2. Mode of Meeting – The Executive Board shall determine the mode of each meeting, which may be held in person, via Zoom, or through another approved platform as deemed appropriate.



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3. Executive Board Meetings – The Executive Board shall meet once every week for 30 minutes to one hour, or as otherwise determined by the President, to discuss planning, progress, and organizational matters.
4. Quorum – A quorum for official votes shall consist of at least 50% of active members.
5. Special Meetings – The President, Advisor, or a majority of the Executive Board may call a special meeting with at least 48 hours' notice to members.
6. Attendance – Members are expected to attend meetings regularly. Excused absences may be granted by an officer if notified in advance.

ARTICLE II: OFFICERS & RESPONSIBILITIES

Section 1: Executive Board Requirements

1. All officers must be degree-seeking students at Emporia State University in good academic standing (minimum cumulative GPA of 2.5 or as required by the RSO policy).
2. Officers must be Active Members in good standing at the time of election or appointment.
3. Officers are expected to serve for one academic year unless otherwise specified or replaced.
4. Officers must attend all Executive Board meetings unless excused by the President.

Section 2: Executive Board Titles

The Executive Board shall consist of the following officers:

- President
- Vice President
- Secretary
- Treasurer

- Director of Outreach & Engagement

Additional officer positions may be created or dissolved by a two-thirds vote of the Executive Board.

Section 3: Officer Duties

President

The President shall:

1. Preside over all general meetings and Executive Board sessions.
2. Serve as the primary liaison between UNICEF ESU, Emporia State University administration, ASG, and UNICEF USA staff.
3. Ensure that all club activities, communications, and branding adhere to UNICEF USA brand guidelines and ESU RSO policies.
4. Develop and oversee the club's strategic goals, calendar of events, and long-term vision.
5. Facilitate annual officer transitions and ensure new leaders are fully briefed on club operations.
6. Call emergency or special meetings when necessary.
7. Represent the club at campus events, leadership councils, and community forums.
8. Maintain relationships with local media, community organizations, and potential partners.
9. Ensure the club maintains its Recognized Student Organization (RSO) status by:
 - Attending required RSO events.
 - Completing the 30 service hours requirement.
 - Maintaining an up-to-date Hornet Central page.
 - Re-registering the club with updated leadership for the following academic year.



10. Support all officers in fulfilling their responsibilities and step in as needed when a position is vacant, or an officer is unavailable.

11. Act as the public spokesperson for the club on and off campus.

Vice President

The Vice President shall:

1. Assist the President in executing all duties and assume presidential duties in their absence.
2. Oversee all club committees, ensuring they meet deadlines and achieve objectives.
3. Lead project management for advocacy, service, and fundraising initiatives.
4. Monitor member engagement and ensure resources are used effectively.
5. Coordinate training opportunities for members (e.g., UNICEF USA webinars, leadership workshops).
6. Serve as the internal point of contact for conflict resolution between members or committees.
7. Ensure that the club maintains its Recognized Student Organization (RSO) status by fulfilling all annual requirements, including:
 - Attending required RSO events.
 - Completing the 30 service hours requirement.
 - Maintaining an up-to-date Hornet Central page.
 - Re-registering the club with updated leadership for the following academic year.

Secretary

The Secretary shall:



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1. Take accurate minutes at all meetings and distribute them to members within 48 hours.
2. Prepare and circulate meeting agendas at least 48 hours before meetings.
3. Maintain the club's official email account and ensure timely responses to inquiries.
4. Send meeting reminders, important updates, and action items to members.
5. Manage the club's social media accounts (Instagram, Facebook, TikTok etc.) and coordinate online campaigns.
6. Maintain an updated membership roster and contact list.
7. Assist with onboarding new members, including welcome emails and orientation materials.
8. Archive all club documents (meeting notes, event flyers, financial reports, etc.) for historical reference.

Treasurer

The Treasurer shall:

1. Oversee all financial transactions of the club.
2. Collect funds and donations, ensuring they are submitted to UNICEF USA via the approved portal.
3. Maintain accurate and up-to-date financial records, accessible to the Executive Board at all times.
4. Prepare and present semester budgets to the Executive Board and general membership.
5. Submit required financial reports, to ASG or ESU administration as requested.
6. Lead the allocation and reserve fund request application process for the club through ASG, ensuring all required documentation is submitted on time.



7. Lead or assist with fundraising activities, ensuring compliance with ESU and UNICEF USA policies.
8. Seek and apply for grants, sponsorships, and funding opportunities (campus or external).

Director of Outreach & Engagement

The Director of Outreach & Engagement shall:

1. Lead recruitment and campus outreach to grow the club's presence through tabling, flyers, and creative engagement ideas.
2. Manage social media accounts by creating video and graphic content, reposting and sharing relevant materials, and keeping the accounts active and engaging.
3. Develop and implement strategies to increase membership and retain active members.
4. Build partnerships with other RSOs, academic departments, and local organizations.
5. Track and report membership growth and engagement metrics.
6. Coordinate volunteer opportunities and encourage member participation in community service.
7. Manage GroupMe, mailing lists, or other communication channels to keep members connected.

Section 4: Shared Officer Responsibilities

All Executive Board members are expected to:

1. Attend all Executive Board and general meetings unless excused.
2. Support club events and initiatives, regardless of personal role.
3. Be ready to step in and temporarily fulfill the duties of another officer if that officer is unavailable.
4. Assist in the recruitment and retention of members.

5. Maintain a positive and professional representation of UNICEF ESU on and off campus.
6. Fulfill any additional duties assigned by the President or the Executive Board as needed.

Section 5: Officer Transition

- Outgoing officers shall prepare a written transition report summarizing duties, ongoing projects, passwords, documents, and other essential information for their successor.
- Outgoing and incoming officers shall meet, along with the Advisor, within two weeks after elections to review responsibilities and transfer materials.
- All club property, records, and account access must be transferred before the end of the spring semester.

ARTICLE III: ADVISOR

Section 1: Advisor Role

The club shall have one Faculty or Staff Advisor from Emporia State University who will serve as the primary liaison between the club, ESU, and UNICEF USA. The Advisor shall:

1. Provide guidance and support in line with university, ASG, and UNICEF USA policies.
2. Assist the Executive Board in decision-making processes, navigating challenges, and maintaining compliance with all club requirements.
3. Offer mentorship to officers and members, fostering leadership and personal growth.
4. Attend at least one club meeting or event per semester (more if possible).
5. Review the constitution, assist in updating governing documents, and ensure continuity during leadership transitions.
6. Help build and maintain relationships with university departments, student organizations, and the local community.

Section 2: Responsibilities & Expectations

To ensure a successful advisor relationship, the Advisor should:

- **Availability:** Communicate their availability to the Executive Board at the start of each semester and agree on regular meeting times or office hours for club matters.
- **Active Participation:** Provide feedback on events, help recruit members and encourage member engagement by attending activities when possible.
- **Communications:** Stay informed on all major club decisions and events through the club's chosen communication method (email, in-person meetings, phone, or messaging platforms).
- **Feedback:** Serve as a constructive resource, offering suggestions for improvement and helping evaluate projects.
- **Sustainability:** Maintain access to key club information, records, and contacts to support leadership transitions and long-term club continuity.
- **Knowledge:** Be familiar with UNICEF USA's mission, policies, and club program to better assist the Executive Board in aligning activities with organizational goals.

Section 3: Primary Advisor and Additional Supporters

- The Primary Advisor will be the official Faculty/Staff representative on ESU and UNICEF USA records and is ultimately responsible for fulfilling the duties in Section 1.
- The club may invite Additional Advisors or Supporters (faculty, staff, alumni, or community members) to assist with projects, fundraising, or mentorship. These individuals are not official representatives but may work alongside the Executive Board to advance club goals.
- The Primary Advisor shall coordinate the involvement of additional supporters to ensure consistent communication and role clarity.

ARTICLE IV: ELECTIONS AND APPOINTMENTS

Section 1: Election Timeline

- Elections for the following academic year shall be held no later than the second week of March.
- The Secretary will announce the election process to all active members at least two weeks prior to voting.
- Voting may be conducted either via a secure online ballot or by in-person secret ballot, as determined by the Executive Board.

Section 2: Nomination Process

- Any active member in good academic standing may nominate themselves or be nominated by another member.
- Nominees must confirm acceptance of the nomination before being placed on the ballot.
- Candidates may present a brief statement or speech outlining their qualifications and goals.

Section 3: Term Duration

- Each officer shall serve for one academic year (Fall–Spring).
- Officers may seek re-election for no more than one consecutive term in the same position.

Section 4: Removal from Office

- An officer may be removed by a two-thirds (2/3) majority vote of active members present at a scheduled meeting.
- Grounds for removal include failure to fulfill duties, violation of university policy, misconduct, or behavior inconsistent with UNICEF USA's mission and values.

- The officer in question must be given at least seven days' written notice of the removal hearing and an opportunity to respond.

Section 5: Vacancies

- If a position becomes vacant, the Executive Board shall announce the vacancy within one week and hold a special election within two weeks.
- In the interim, the President may appoint a qualified member to temporarily fulfill the duties of the vacant position until the election is complete.

ARTICLE V: COMMITTEES

Section 1: Formation

- Standing or ad-hoc committees may be created at the discretion of the Executive Board to support club operations, events, and initiatives.

Section 2: Standing Committees (*Examples — may be expanded as needed*)

1. Advocacy Committee – Leads education and policy awareness campaigns aligned with UNICEF's mission.
2. Fundraising & Events Committee – Organizes and executes approved fundraising and service events.
3. Social Media & Marketing Committee – Creates engaging digital content, manages social media accounts, and promotes events.
4. Volunteer Coordination Committee – Recruits and organizes volunteers for campus and community service activities.

Section 3: Committee Leadership

- Committee Chairs shall be appointed by the Vice President in consultation with the Executive Board.

- Chairs must report monthly to the Executive Board on progress and challenges.

ARTICLE VI: FINANCES

Section 1: Funding Sources

The club may raise funds through:

1. Donations collected specifically for UNICEF USA through approved channels.
2. Associated Student Government (ASG) reserve fund requests or allocations, if eligible.
3. Collaborative events and partnerships with other Recognized Student Organizations (RSOs) or community groups.
4. Approved on-campus and off-campus fundraisers, in compliance with ESU and UNICEF USA policies.

Section 2: Financial Oversight

- All funds must be deposited and recorded through the appropriate ESU and UNICEF USA accounts.
- No funds may be used for personal benefit or for purposes unrelated to the club's mission.
- The Treasurer shall submit semester financial reports to the Executive Board and make records available to any active member upon request.

ARTICLE VII: BRANDING & REPRESENTATION

Section 1: Brand Compliance

- The club will adhere to all UNICEF USA branding guidelines, including approved logo colors (white, black, cyan) and permitted apparel colors (white, black, cyan, gray).



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- All promotional materials (flyers, social media posts, videos) must be approved by the President or Secretary before publication.

Section 2: Representation

- Members representing the club at events, meetings, or conferences must act in a manner consistent with the mission and values of UNICEF USA and ESU.

ARTICLE VIII: AMENDMENTS

Section 1: Proposal Process

- Any active member may propose an amendment to this constitution by submitting it in writing to the Executive Board.
- Proposed amendments must be shared with members at least one week prior to the vote.

Section 2: Approval

- Amendments require a two-thirds (2/3) majority vote of active members present at a scheduled meeting.
- All approved amendments must be reviewed by the Center for Student Involvement and ASG before taking effect.

Date Approved by Membership:

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APPENDIX A
ATTENDANCE FORM

Date:

Theme/Topic:

Meeting Attendance:

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APPENDIX B

CLUB MEMBERSHIP FORM

Full Name: _____

ESU Student Email: _____

Phone Number: _____

Graduation Year: _____

Major/Program: _____

Preferred Pronouns: _____

Interest Areas (check all that apply):

- ☐ Advocacy & Policy
- ☐ Fundraising & Events
- ☐ Volunteer/Service Projects
- ☐ Social Media & Marketing
- ☐ Leadership Opportunities

Are you interested in serving on the Executive Board?

- ☐ Yes – Position(s) interested in: _____
- ☐ Maybe in the future
- ☐ No

Can we add you to the club's GroupMe or communication platform?

- ☐ Yes
- ☐ No

Why are you interested in joining UNICEF USA at ESU?

Member Signature: _____ **Date:** _____



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APPENDIX C

OFFICER AGREEMENT FORM

Position Title: _____

Officer Name: _____

ESU Email: _____

Phone Number: _____

By signing this agreement, I acknowledge that I have been elected or appointed to the position listed above and agree to:

1. Fulfill all duties and responsibilities outlined in the UNICEF_ ESU Constitution and by-laws.
2. Attend all Executive Board meetings and general club meetings unless excused in advance.
3. Always represent the club in a professional and respectful manner.
4. Uphold the mission and values of UNICEF USA.
5. Maintain the club's "Active" status with ASG by meeting all required deadlines, service hours, and compliance tasks.
6. Step in to assist other officers if needed to ensure smooth club operations.
7. Complete a proper transition at the end of my term, including transferring documents, passwords, and resources to my successor.

Officer Signature: _____ **Date:** _____

President Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____