



Humanity First Student Organization (HFSO) Model Constitution

ARTICLE I – Name

What is the exact title and any group acronym that will be used in addressing your organization?

Official: Humanity First Student Chapter at *name of school*

Abbreviated: **Humanity First Student Organization of– (School Name/Nickname)**

In order to use the name and maintain active status from Humanity First USA, HFSOs are required to renew its Memorandum of Understanding (MOU) and submit an Update Form at the beginning of every new administration year. Failure to renew the MOU or Update Form will result in removal of active status and revoke students' right to use the Humanity First name.

ARTICLE II – What is your group's purpose?

Briefly describe the purpose and objectives of your organization

The primary purpose and intention of the HFSO at *name of school* is to advocate for human life by means of undertaking disaster relief efforts, as well as human development projects for socially disadvantaged communities in collaboration with Humanity First USA (HF-USA). Any use of HFSO platforms to promote and participate in political causes is prohibited. HFSO at *name of school* may partake in any HF-USA programs listed below after seeking approval from HF-USA:

- Disaster Relief
- Food Security
- Gift of Sight
- Global Health
- Knowledge of Life
- Water for Life

Projects supporting external organizations and programs must be approved by HF-USA.

ARTICLE III – Membership

Describe who is eligible for membership?

Any student, faculty, or staff member at name of school is eligible.

Are there any restrictions on students (e.g., grade point average, class standing, etc.)?

There are no restrictions on students.

Define who is an active member?

Any student who pays membership dues at name of school. If dues cannot be collected due to school regulations, an active member is defined as someone who registers and actively partakes in projects and fundraising in support of HFSO of name of school.

Where may membership dues be allocated?

Towards HFSO administration work or any HF-USA program. Funds being used for any external cause must be approved by HF-USA.

[REQUIRED MEMBERSHIP LANGUAGE]

Only currently registered students, faculty, and staff at name of school may be active members in HFSO at name of school. Only active members may vote or hold office.

Non-active members:

HF-USA may assign HF volunteers or alumni to participate in HFSO name of school activities. All interested volunteers and alumni will be required to fill out an approved membership form.

If your organization will be recognizing off-campus participants, including your group's alumni, you are required to send a statement about the status and role of these "non-active" members to HF-USA through HFSD (Humanity First Student Division) Support Team.

[REQUIRED ANTI-HAZING STATEMENT]

We will not engage in any hazing activities of any kind whatsoever, nor will we restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, or any other protected class).

ARTICLE IV - Officers/Elections

List the officers by title (e.g. Executive Director) or define the leadership structure if another system is used (e.g., spokesperson by consensus). Includes, but not limited to:

Executive Director, Administrative Director, Auditing Director, Fundraising Director, Public Relations Director, Digital Media Director, Local Events Coordinator, National Programs Director, Webmaster, Historian, Committee Chairs.

Which officers constitute an executive committee?

All officers

Describe the process of Election

Election or application based.

How will the Executive Director be chosen?

For the position of the Executive Director, a candidate must be a volunteer with HF-USA or HFSD for at least one year, and he/she must have his/her qualifications and leadership skills reviewed, by HF-USA. Then, the highest number of votes by the membership (there will be one vote per member) will lead to selection. The nominated Executive Director's resume will be emailed to HF-USA through HFSD (Humanity First Student Division) Support Team.

Other officers are voted in by the membership. Majority vote is needed for a candidate to win a position.

Who conducts the Election

The previous HFSD administration at name of school conducts the election or interview for the applicants.

How are new organization board members established?

The person who charters the HFSD at the school is the Executive Director who may hold application based election under his/her discretion. This must only be done during the first year of the establishment of the school.

Define who is qualified to vote/ is voting member

Any student who pays membership dues at name of school is a voting member. If dues cannot be collected due to school regulations, an active member is defined as someone who actively partakes in projects and fundraising in support of HFSD of name of school.

What time of year will selections/elections occur?

Selection should happen in early April/May for the following year, but can happen at the organization's earliest convenience.

How long do officers serve?

Officers will serve a one-year or semesterly

Which officer serves as the primary signatory?

The Executive Director serves as the primary signatory.

How will officers, including the Executive Director, be removed or replaced?

The Executive Board will need to hold a meeting with at least 2/3rd of the Board present concerning the removal or replacement of a fellow officer. Removal will come after the Executive Board meets with the offending officer and comes to a majority decision about whether to remove or not.

A process beginning with nomination of prospective officers by the executive board - which will be based on the individual's previous activity, evident leadership ability, and expressed interest of the applicant - will be used to replace officers. Then an interview process will be held to evaluate the most suitable individual.

The new Executive Board must inform HF-USA through HFSD (Humanity First Student Division) Support Team of any adjustments made to the HFSO Board.

ARTICLE V - Meetings

How often general body meetings and board meetings will be held?

The group will meet between one - three times a month.

Who can call the general body and board meetings?

Two members of the Executive Board are required to call the general body meeting.

What is a quorum for board meetings?

Quorum is three persons.

Will there be a call for special emergency meetings?

Special emergency meetings can be called by the Executive Board and/or the Administrative Director.

How will you notify people of emergency meetings?

People will be notified of emergency meetings via phone, e-mail, Facebook, word of mouth, and any other means used by members of the HFSO.

ARTICLE VI - Constitutional Amendments

Who can propose an amendment?

An amendment can be proposed by any member of the Executive Board, but must be approved by 2/3 of all board members. The proposed amendment must not be in conflict with the approved MOU signed with HF-USA.

How are they proposed?

Amendments are proposed by making an appeal to the HFSO Executive Board. There must be at least a 2/3-majority vote by the Executive Board for the proposed amendment before it can be sent to HF-USA.

What is the required period of time between the proposed amendment and a final vote?

The required period of time between the proposed amendment and a final vote of the Executive Board is at least two weeks.

[REQUIRED AMENDMENT CLAUSE]

All amendments, additions, or deletions must be filed with the Center for Student Leadership (or similarly-situated institution/organization at your school).

[REQUIRED AMENDMENT STATEMENT]

All amendments, additions, or deletions must be filed with the Office of Student Affairs (or similarly-situated institution/organization at your school), within one week of adoption.

FUNDRAISING AMENDMENT

Funds that HFSO raises for local administrative costs will not be tax-deductible or in the jurisdiction of HF-USA. Any funds that HFSO would like to raise for a specific humanitarian mission or program shall be pre-approved by HF-USA and the method of such fundraising shall be done through HF-USA's approved fundraising guidelines. Approved methods include, but are not limited to: 1) raising funds through the usa.humanityfirst.org website and 2) the direct mailing of checks to HF-USA at the corporate mailing address.

*** Opening a student bank account**

Humanity First EIN number can't be used in any circumstances to open a student bank account. HFSO can apply for its own EIN number.

*** Funds that HFSO raises for local administrative costs will not be tax-deductible or in the jurisdiction of HF-USA.**

A HFSDO can collect small amounts of money for their local costs; however we should make it clear to whoever is giving the \$, that this is not a tax deductible donation

*** Any funds that HFSDO would like to raise for a specific humanitarian mission or program shall be pre-approved by Humanity First USA, and the method of such fundraising shall be done through HF-USA's approved fundraising guidelines.**

Prior to starting any fundraising, please make sure you have approval from HF-USA through HFSD (Humanity First Student Division) Support Team administration as far as the methods you will use and the specific program/project that you are fundraising for.

***Approved fundraising/donation collection methods include, but are not limited to, 1) raising funds through the www.humanityfirst.org website and 2) the direct mailing of checks to HF-USA at Humanity First USA 300 E. Lombard Street, Suite 840 Baltimore, MD 21202**

Funds must go to Humanity First National Finance so that we can make sure the appropriate tax - deductible receipts are issued to the donors.

The other approved methods are setting up a fundraising page for your specific HFSDO or cause using Classy as Humanity First USA has an account with it and funds will directly come to Humanity First and the appropriate receipts will be issued.

***Cash collection**

All cash must be converted into money order, addressed to 'Humanity First' and mail it to the above provided address. Attach a list of donors, their addresses and amount so tax - deductible receipts are issued to them.

Contact the HF Marketing Director: ismat.mahmood@us.humanityfirst.org

ARTICLE VII – Dissolution –

How will dissolution be decided?

1. Decision of the Executive Board.
2. Insufficient or less than three members to conduct basic activities
3. Cancellation of MOU from HF-USA

What is the required majority of votes to dissolve the group?

2/3rd majority of the Executive Board.

What will you do with the unspent funds?

Donate to HF-USA to the extent permissible

[REQUIRED FUNDS STATEMENT] If required by the institution