



# WAKE FOREST UNIVERSITY CHAPTER CONSTITUTION AND BYLAWS

## Article I: Club Name

Wake Forest IJM, as the official club name shall be, represents members who are Wake Forest University students, faculty, or staff, that are concerned about issues of injustice and desire to raise awareness about IJM and the reality of injustice on their campus. Wake Forest IJM was not created by IJM, International Justice Mission, or the University. It is recognized by IJM as a registered Campus Chapter, which is founded and run by college and university students to contribute to the work of IJM at their respective institutions. It is also independent of the University and is responsible for its own contracts, acts, or omissions. The Chapter does not claim to represent the views or opinions of the University (or North Carolina state). A member(s)'s personal opinions (aside from ones that IJM explicitly expresses as a whole) are not representative of the organization or of the University.

## Article II: Non-Discriminatory Statement

Wake Forest IJM is a non-partisan and non-ethnic group. It does not discriminate on the basis of race, color, gender, religion, national origin, ethnicity, disability, veteran or military status, citizenship status, sexual orientation, marital status, or age.

## Article III: Purpose and Goals

Wake Forest IJM works to fight against injustice and oppression in the world in the following ways: praying for the IJM staff and the victims of injustice, fundraising to support IJM's work, and participating in activities to spread awareness about human rights abuses.



## Article IV: Officer Positions and Responsibilities

These members' duties may include but are not limited to:

- **President:** lead Wake Forest IJM; very active in all events; plan and run the general and officer meetings; make room reservations; oversee and coordinate the activities of the Chapter; monitor the use of funds; communicate with new and continuing members; collaborate with other organizations and clubs; serve as the representative for the Chapter to the college campus (school administration/faculty, student government, etc.) and local community (churches, businesses, other schools); communicate frequently with the faculty advisor and IJM's Director of Student Ministries.
- **Vice President:** assist the President in the development, implementation and evaluation of the vision and goals for the Chapter; very active in all events; communicate with new and continuing members; run meetings and take relevant actions in the absence of the President.
- **Secretary:** responsible for collecting and distributing the meeting agendas from the President and Vice President; maintain the record, minutes, and details of meetings; manage the list of Chapter members and their contact information; oversee the club e-mail and mailing-list accounts; responsible for dissemination of information to the group; create and update a calendar of events; e-mail mailing-list weekly about upcoming events and meetings; write and distribute the Chapter newsletter (if implemented). Other administrative responsibilities may be assigned as needed.
- **Treasurer:** develop the Chapter budget; develop strategies for fundraising; maintain the Chapter's accounts; operate in full understanding of the principle of biblical stewardship and is able to teach others about stewardship.
- **Publicity Coordinator(s):** collaborate with other organizations and clubs; oversee, coordinate and implement advertising and public relations efforts for Chapter activities and recruitment.



- **Prayer Coordinator(s):** encourage individuals, small groups and the campus as whole to pray on a regular basis for the work of justice and the victims of oppression, especially those served by IJM; distribute the monthly Prayer Updates provided by IJM to the rest of the group.
- **Education Coordinator(s):** collaborate with other organizations and clubs; help the Chapter, the campus and/or the community understand a) what constitutes injustice, b) specific injustices occurring in the world, c) God's passion for justice and His heart for these victims, and d) things that can be done to seek justice and rescue the oppressed.
- **Fundraising/Special Events Coordinator(s):** assist the President and Treasurer in managing financial account; develop and implement methods to raise funds for IJM and the IJM Campus Chapter (this can be done through special events, special offerings, and budget line-item gifts).
- **Volunteer Involvement Coordinator(s):** develop ways that individuals and groups can use their skills, gifts, and talents to serve God's passion for justice and serve the victims of abuse and injustice in our world through their active and hands-on involvement. The goal is to give all members and opportunity to contribute to the Chapter's success.

The duties described above may be changed by the present leadership team, provided all officers are in agreement. Amending the constitution for this purpose is not required.

## Article V: Officer Terms, Conditions, Elections, and Impeachment

### Officer Terms

There may be more than one person serving in each role in any given academic year. There shall not be more than two persons occupying an officer position. A person can hold more than one officer position in any given academic year, if circumstance makes it necessary. All officers are responsible for fulfilling their respective officer duties for the academic year, upholding an ethical and professional conduct worthy of the gospel, and abiding by the



applicable local, state, or federal laws and University policy and procedures presently in place or hereafter enacted. An officer's term officially starts in August of the year he/she will hold the position and officially ends in June of that academic year.

### Officer Conditions

Should an officer be absent due to reasons deemed excusable by the rest of the officer board (e.g. studying abroad), he/she may resume his/her responsibilities upon returning. During the absence, a fellow officer shall temporarily fill in. Should an officer be absent for a substantial amount of time, he/she may lose his/her position; the decision to withdraw an officer on the basis of an absence shall be up to the discretion of the rest of the officers.

### Elections

To be eligible for an officer position, all persons interested must submit an officer application form by the end of the spring semester and must undergo an interview with all current officers. Should a current officer chose to rerun or run for a different position, he/she must also submit an officer application form by the end of the spring semester and must undergo the same interview process provided to new applicants. Current officers interested in rerunning or running for a different position shall not be allowed to vote for themselves or be involved in the interview process for the position they are running for.

No candidate – or affiliated member(s) – for any position is allowed to bribe, tempt, or threaten members/potential voters for increased chance at winning and/or security of the respective position. Smear tactics of any kind will not be tolerated. A member in violation of any of these restrictions will automatically be disqualified.

In the event that a potential candidate decides to run for a non-pre-existing, newly-made position, he or she must inform the present officers, who will then determine if the new position is necessary and/or acceptable. If so, the officers will announce the opening of the new position (allowing other members to run for it as well). If not, the candidate who brought up the initial new position is allowed to drop from the race or run for another open position.

By the beginning of June, a leadership team for the following academic year shall be elected by the officer board using the principle of majority rule. The new officers shall attend all officer meetings and train for their new positions during the remainder of the spring semester.

### Conflict and Impeachment

If there are conflicts/problems between the officers at any given time, all parties involved shall strive for a peaceful resolution. When meetings to resolve the conflicts/problems are called for, full and timely attendance is required of every officer.



The decision to impeach an officer on the basis of misconduct shall be based on guidelines set forth in the Bible; misconduct includes, but shall not be limited to, stealing from/during fundraising events, stealing from the club account, using club funds inappropriately, tampering with or altering financial records, disrespecting fellow club members and faculty advisor(s), damaging the reputation of IJM, evading officer responsibilities, and breaking one or more of the local, state, or federal laws and University policy and procedures presently in place or hereafter enacted.

The impeachment process is as follows: first, all current officers, including the defendant officer, must agree on a date and time for a meeting (full and timely attendance is required of every officer for that meeting); second, the meeting shall begin with one officer initiating a motion to question and discuss the defendant officer regarding his/her misconduct (at least one other officer must move to second the motion); third, the defendant officer shall provide his/her final statements before exiting the room to allow for a closed voting session among the rest of the officers; fifth, one officer shall call for a motion to vote to impeach the defendant officer and at least one other officer must move to second the motion; finally, a closed voting session shall take place and the result shall be formally announced to the defendant officer once he/she is called back into the room.

## Article VI: Membership and Recruitment

Members are highly encouraged to attend all general meeting and participate in all Chapter activities. Members will be recruited during the first weeks of both the fall and spring semester. New members will be able to join Wake Forest IJM at any time throughout the academic year.

## Article VII: Faculty advisor Rules and Duties

There can be one or more faculty advisors, but he/she must be of the University faculty or staff. The current faculty advisor does not have a term limit, unless otherwise requested. The faculty advisor shall be 1) an advisor, who will be available to discuss overall goals and offer their expertise, and 2) an ambassador, who will play an important part in helping the Chapter make contacts and develop relationships with other faculty members and administrators. The faculty advisor will be concerned and aware about injustice, have an open Christian faith, be knowledgeable about the campus, and respected by students and other faculty.

In the event that the faculty advisor voluntarily resigns or any other change regarding the sponsor will be absolutely necessary, an election will be set up and held by the current officers with all proposed replacement sponsors as potential candidates



## Article VIII: General and Officer Meetings

General meeting and officer meetings will be held as reasonably necessary to ensure the success of the Chapter. Every general meeting shall have a pre-established agenda, and all officers must be present at each officer and general meeting unless granted an excused absence up to the discretion of the rest of the officers.

## Article IX: Financial Account

Absolutely no member of Wake Forest IJM is allowed to permanently keep any money paid (i.e. for the purchase of fundraising items), any monetary (or otherwise) donations given, or any sponsorship money given to the group. Any found in violation of this will be asked to immediately leave the group and compensate for any losses. A member may, however, accept and give money or donations directly to the President, Treasurer, or Fundraising/Special Events Coordinator(s).

The President, Treasurer, or Fundraising/Special Events Coordinator(s) (or any other officer who may oversee the group budget and financial records) cannot, under any circumstance, tamper with or alter the financial records. Any found in violation of this will be asked to immediately leave the group and compensate for any losses. Any changes to the financial record must be discussed with and agreed upon by all officers, provided the changes are reasonable and/or necessary, in accordance with the actual funds existing, and not to the personal benefit of any individual officer(s).

Those who have made donations are allowed to view statements prepared by either the President, Treasurer, or Fundraising/Special Events Coordinator(s) explaining the exact appropriations of the funding, if they so wish. Anonymous donations are accepted.

## Article IX: Amendments and Ratification

Any amendments to the Wake Forest IJM constitution are to be specifically stated, voted on by all officers through the principle of majority rule, under oath to be complied with, written down in the constitution, and “signed” by all present officers (as shown below) at the beginning of each academic year.

As drawn up, fully agreed upon, under oath to comply with, and ratified on January 25 of 2008 by the following officers:

- Caroline Benson and Allie Eyers (Co-Presidents)