

# UAH CATHOLIC CAMPUS MINISTRY BYLAWS

## Article I. Name and Purpose

**A.** The name of the organization shall be: The University of Alabama in Huntsville Catholic Campus Ministry. From here on stated as UAH CCM.

**B.** The purpose of the UAH CCM shall be to unite Catholic/Christian post-secondary students within the Huntsville area in fellowship; provide opportunities to explore topics related to the Catholic faith, student life, and adult transition; maintain an encouraging social atmosphere for spiritual growth; and establish a Catholic presence in the community.

## Article II. Membership

**A.** A member of UAH CCM is considered any person who attends a regular on-campus meeting of UAH CCM and provides contact information for the UAH CCM officers. There are no membership fees associated with membership and members will remain members for the remainder of the academic school year (Fall through Summer semesters).

**B.** A member of UAH CCM may be removed from active membership. Loss of membership will result in the removal of the individual from UAH CCM rosters and loss of voting rights. Actions that warrant the removal of an individual from membership include, but are not limited to, consistent disruptive behavior at UAH CCM events, loss of good standing with The University of Alabama in Huntsville, or any action that would result in excommunication from the Catholic Church. Other causes for membership termination may be reviewed at the discretion of UAH CCM leadership. A terminated member may appeal the decision to the Officers (see Article III) and the Advisory Council (see Article V) for a review of the decision.

**C.** The University of Alabama in Huntsville and UAH CCM prohibit discrimination in admission, educational programs, and other student matters on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status or genetic or family medical history.

## Article III. Officers

**A.** The officer positions include the president, the vice president, treasurer, and secretary. All officers have equal voting rights in officer meetings. Officers can request a vote on any item of discussion. In the event of a tie, the Faculty/Staff advisor will cast a tie breaking vote.

**B.** All officers are required to:

- Be a baptized Catholic.
- Attend officer and Advisory Council meetings.
- Be enrolled in a local college or university.
- Be in good academic standing with the university or college (maintain a GPA greater than 2.25).
- Attend as many organizational events as possible.

**C.** Preceding the election, at a meeting determined by the officers, officer nominations will be held. Any member may nominate another member or himself for any officer position. At a following meeting, a vote will be held to elect a nominee to each position. New officers must be elected on or



near one month before the end of the Spring semester. Each elected officer is elected by a majority vote of all UAH CCM members able to vote during the meeting. A tally of the vote is not required unless requested by the sitting president or vice-president. All officers are eligible for reelection if they still meet the officer requirements for the following Academic school year. The officer term begins/ends at Spring Commencement.

**D.** Newly elected officers are encouraged to shadow the current officers until their term expires and the newly elected officers take over. While newly elected officers are encouraged to attend officer and Advisory Council meetings, they do not get to vote on topics/issues discussed in the meetings until the current officers leave office.

**E.** Any officer may resign at any time upon providing a formal document to the other officers and Faculty/Staff Advisor for the secretary's records stating the date he or she will no longer hold his or her position. The election for the officer's replacement will occur at a general body meeting decided by the remaining officers.

**F.** In order to impeach a current UAH CCM officer, the Faculty/Staff Advisor will organize an Advisory Council meeting that excludes the officers. At the meeting, the council will vote using majority rule on whether or not the officer in question should be impeached. At least a majority of the Advisory Council must be in attendance for a vote to take place. If the majority of the Advisory Council votes to impeach the officer in question, the officer is immediately removed from office. The election for the officer's replacement will occur at a general body meeting, decided by the remaining officers.

**G. President:**

The president of the UAH CCM will be responsible for: organizing UAH CCM general body meeting topics, growing membership through public relations, and overseeing the delegation of committee duties. The President will also be responsible for determining dates and agendas for officer meetings and Advisory Council meetings.

**H. Vice-President:**

The vice-president will assist the president in all his or her roles, as well as acting as president when the president is unavailable.

**I. Treasurer**

The treasurer will be in charge of handling all monies, including distribution, and will provide reports upon request from the president or vice-president. The treasurer will also work with the fundraising committee to plan fundraisers.

**J. Secretary**

The secretary will be responsible for maintaining notes of officer and Advisory Council meetings, as well as paper records of the UAH CCM constitution and passwords for the UAH CCM email and social media accounts. The secretary should also keep all documents and records in a Google Drive or similar type of safe document hosting service. Towards the end of the academic school year, the secretary will be in charge of conducting a UAH CCM census of its members. Upon end of term, the secretary must give UAH CCM records over to the new secretary.



## **Article IV. Standing Committees**

**A.** The officers will establish and maintain any such committees as are necessary to complete the work of UAH CCM. The standing committees will serve as working bodies of UAH CCM and will be accountable to the officers for the organization and implementation of activities, projects, and programs with the approval of the officers. Any member of UAH CCM is eligible to join a standing committee.

**B.** The officers will oversee committees but may appoint committee leaders to preside over committees and attend UAH CCM officer meetings as requested.

**C.** Officer meetings that include any appointed committee leaders should be held at least once per month, but are ultimately at the discretion of the officers. Appointed committee leaders should be in attendance or send a representative to each of these meetings to provide detailed updates of committee business.

**D.** There standing committees are as follows:

- Community Service
  - Plan and Organize service projects.
- Fund Raising
  - Work directly with UAH CCM Treasurer to plan and organize on-campus fundraising events and seek out opportunities for potential funding in the community.
- Community Relations
  - Update on and off campus advertisement and meeting notices as well as online presence. Attendance at as many organizational events as possible is required.
  - Coordinate and implement the promotion of UAH CCM at campus events throughout the year.
  - Create print media and visual concepts (t-shirts, promotional items, etc.) to promote UAH CCM.
- Spirituality
  - Nurture the spiritual formation through a variety of small group ministries, including but not limited to rosary groups, bible study and music.

## **Article V. Faculty/Staff Advisor and Advisory Council**

### **A. Faculty/Staff Advisor**

The officers will meet to elect a Faculty/Staff Advisor for each academic school year. The Faculty/Staff Advisor will remain in the position until resignation or a new advisor is elected. Officers will meet with the the Faculty/Staff Advisor at least once per Fall and Spring semester. The Faculty/Staff Advisor is a member of the Advisory Council and must be present at Advisory Council meetings. The Faculty/Staff Advisor will act as head of Advisory Council meetings.

### **B. Advisory Council**

At the beginning of each academic year officers must agree by general consensus on members of the Advisory Council. A list of the members of the Advisory Council will be documented by the Secretary. A member of the Advisory Council must be a practicing Catholic, however, members



should have active leadership and participation in the community. In addition to the Faculty/Staff Advisor, members can include, but are not limited to: priests, deacons, consecrated religious, youth ministers, Diocese of Birmingham employees, UAH Faculty/Staff, and religious organization leaders. The Advisory Council meetings will discuss: education curriculum, future guest speakers, local parish involvement, diocesan involvement, outreach programs, the UAH CCM constitution and/or bylaws, service projects, budget, etc. At the beginning of each academic school year, officers will present a UAH CCM schedule of the upcoming school year to the Advisory Council. This calendar should include general body meetings, UAH CCM activities, and officer meetings. Members of the Advisory Council will be invited to attend officer and general body meetings. Officers will meet with the Advisory Council at least once an academic year. A list of the members on the Advisory Council must be kept on file and updated each academic school year.

#### **Article VI. Meetings**

**A.** UAH CCM meetings are held at least once each week at an announced time and place as determined by the officers and Advisory Council.

**B.** UAH CCM meetings will minimally consist of prayer, topical discussion, Christian fellowship, and activity planning.

#### **Article VII. Amendments**

**A.** Any part of this constitution may be changed by majority approval of the sitting officers and Advisory Council.

**B.** Any part of this constitution in contention with the rules or principles of the University of Alabama in Huntsville shall be rendered null and brought into compliance by the officers and the Faculty/Staff Advisor.

**C.** In the event that a policy question arises and there is no clear practice outlined within this constitution a temporary policy may be enacted at the discretion of the Officers and will last until the matter is resolved or a permanent amendment may be made to this constitution.









