

# **Duke China Care Constitution**

*First Adopted February, 2006*

*Amended October, 2007; April, 2008; October, 2009*

## **Article I. Name**

The name of the organization shall be “Duke China Care” (hereafter referred to as DCC)

## **Article II. Purpose**

The purpose of DCC is to support children living in Chinese orphanages as well as families living in the United States who have adopted or are planning to adopt from China. Through its various programs, the DCC will take a proactive approach to providing greater opportunities for Chinese orphans, primarily through care, interaction and education. DCC advocates for children in Chinese orphanages, assisting where possible in matching them with families in the United States. Furthermore, DCC also will fundraise to help meet the cost of surgeries and medical care for orphaned Chinese children with disabilities. DCC is expressly apolitical.

## **Article III. Membership**

1. Membership of DCC shall be open to students in good standing enrolled in Duke University, and in certain instances students from other universities in North Carolina. Membership will be open to all, regardless of race, creed, color, sex, sexual orientation, or physical disability. Honorary membership shall be extended to graduated students at the discretion of the Board.
2. Membership, except honorary membership, shall be retained until the student severs relations with the University whether by graduation or otherwise. Membership will be retained during the vacations and recesses of the University, and when the member is away. Any member may resign at any time by filing a written resignation with the Vice President.
3. An active member with voting privileges must participate in at least two events organized by DCC every semester. Members participating in University-sanctioned academic programs off-campus shall be exempted from this requirement upon approval by the Board. In exceptional circumstances, the Board may grant active member status at its discretion.
4. The Board may expel a member by a two-thirds majority vote of all the officers if he or she violates the apolitical principles stated in Article VII.

## **Article IV. Officers**

1. The officers of DCC shall consist of President, Vice President, External Affairs, Treasurer, Playgroups Coordinator, Fundraising Coordinators (2), Mentorships Coordinator and Information Officer. They shall collectively be known as the Board.
2. The officers shall have the collective responsibility to ensure that the activities and programs implemented by DCC are in accordance with the purpose of DCC as stated in Article II.
3. The Board is vested with the final authority on all matters of DCC, except for the power to amend the Constitution, as enunciated in Article IX. The Board may also institute additional guidelines that do not contradict the Constitution.
4. All officers shall be registered undergraduates of Duke University.
5. The President shall be the chief executive officer of DCC and shall have general supervision and control of its activities and programs. The President is also

responsible for communicating with the National China Care group and the faculty advisor. In addition, the President represents DCC as a whole and must attend all general functions, unless excused by the Board.

6. The Vice President shall assist the President in administrative and general matters. He or she shall keep a record of all meetings of DCC and of all activities and programs. He or she will handle all formal correspondence between members and officers of DCC, as well as the arrangement of meeting and activity venues. He or she will act as President in the President's absence.
7. The External Affairs will engage other organizations, including the Duke Student Government and University officials. He or she will serve as the primary contact for members of the press and other organizations both within and without the Duke community.
8. The Treasurer shall have general charge of the financial affairs of DCC. He or she will formulate a budget, obtain funding, keep records of all financial transactions and process reimbursements.
9. The Fundraising Coordinators(2) will oversee the planning and execution of all fundraising activities of DCC.
10. The Playgroups Coordinator will instigate, manage and develop DCC's playgroups program.
11. The Mentorships Coordinator will manage and develop DCC's mentorships program.
12. The Information Officer will maintain DCC's website, produce promotional items, and act as the club historian.
13. In order to facilitate efficient operations, co-officers and additional offices may be appointed at the discretion of the Board, with two-thirds of all the officers concurring. Offices appointed in this manner shall cease to exist as the term of office of the current Board ends, unless the Constitution is amended.
14. Any officer may resign by submitting a written resignation at least two weeks in advance to the President and Vice President. The officer is expected to continue to fulfill all officer duties until after two weeks or until a replacement can be found, whichever is first.
15. The Board may dismiss any officer with two-thirds of all the officers concurring.
16. Every officer is responsible for briefing and training his or her successor.

#### **Article V. Elections**

1. The President shall be elected annually by the Board. Other officers shall be elected annually by the members of DCC. Elections shall be held during the month of April. The term of office shall start on the first day of summer recess and shall terminate on the last day of the following academic year. Officers-elect shall collaborate with the incumbent Board between the elections and start of their terms of office, but they shall not possess any officer voting rights during this period.
2. The President, or an officer appointed by the President, for example a graduating senior, shall act as the Electoral Officer. The Electoral Officer shall be responsible for informing all members of the election date and candidates, as well as collecting and counting the ballots. Appointment to the office of the Electoral Officer shall not preclude him or her from voting.
3. Any active undergraduate members of DCC may run for the office of the President. All candidacy statements shall be filed in writing with the Electoral Officer at least one week before the date appointed for election by the Board. Each officer shall have one vote by secret ballot, and may vote by proxy if necessary.
4. Any active undergraduate members of DCC may run for the other offices. The election for the other offices shall be held one week after the election of the President. Each candidate may run for two offices simultaneously, and he or she shall designate one as his or her preferred office before the elections. All candidacy statements shall be filed in writing with the Electoral Officer at least five days before the date

appointed for elections. All active members shall have one vote for each office by secret ballot, and may vote by written proxy if necessary.

5. In the event of the resignation or dismissal of an officer, the Board may appoint a member by a two-thirds majority vote of all the officers, or call a special election to fill the vacant office.

#### **Article VI. Meetings and Resolutions**

1. General meetings shall take place for all members of DCC once a semester, where members of the Board will make program progress reports to the entire organization.
2. For Board meetings and votes, two-thirds of the Board shall constitute a quorum. A simple majority vote is then required for decisions on matters of importance, such as elections, the budget, and how funds collected by a fundraising program are spent. All votes shall consist of affirmative and negative votes. Abstentions shall not be included in the total vote count. If the vote is held during a meeting, absent officers shall indicate their votes in writing to the chairing officer before the start of the meeting. If the vote is performed entirely by written proxy, all officers shall indicate their votes to the chairing officer within 48 hours or their right to vote will be forfeited.
3. For general meetings a simple majority of the active members of Group shall constitute a quorum. All active members eligible to vote shall have one vote with respect to any resolutions put forward during a meeting. Members may vote by written proxy if necessary. Resolutions may be passed by a simple majority vote.
4. The President shall chair all meetings. In the President's absence, the Vice President of Internal Affairs shall chair.
5. Notices of regular and special meetings shall be communicated to all members of DCC by the Secretary.

#### **Article VII. Policy Change**

1. Members of DCC must nowhere and at no time take measures to instigate or influence change in children's welfare policy in China, either at a national or local level, without prior consultation with the Board.
2. If a member wishes to carry out measures with a view towards effecting such policy change, using either DCC's name or programs organized by DCC, he or she must submit a written proposal to the Board for approval at least two weeks in advance.
3. The Board, following consultation with the President of the China Care Foundation, must reach a two-thirds majority to approve of any such proposals.
4. If DCC elects to become a more politically active body, it must reform under a different name.

#### **Article VIII. Dissolution**

1. The Board may dissolve DCC by a unanimous vote.
2. In the event of dissolution, all assets of DCC shall be donated to the China Care Foundation and / or other recognized charities serving a similar cause.

#### **Article IX. Amendments**

1. This Constitution may be amended by two-thirds majority vote of DCC.
2. Any three members with voting privileges may propose an amendment. Proposals shall be filed in writing with the Secretary prior to a meeting so that DCC may

debate the proposal. Amendments may be voted on at regular or special meetings, or by written proxy.