

Bylaws of University of Virginia Habitat for Humanity

Preamble

Habitat for Humanity International, Inc., a Georgia-based nonprofit corporation (“Habitat for Humanity” or “Habitat”) is an ecumenical Christian housing organization that works in partnership with people in need to improve the conditions in which they are forced to live.

For purposes deemed worth, a service organization, affiliated with Habitat for Humanity, is hereby established to assist Habitat for Humanity by working with any local affiliated or sponsored projects or the International headquarters and by submitting itself to be governed by and dedicated to upholding these Bylaws and any codes of social responsibility as outlined by the campus student government association.

Article 1: Name

The name of the organization shall be
The University of Virginia Habitat for Humanity (UVa HFH)

Article 2: Purpose

It shall be the primary purpose of UVa HFH to provide opportunities for its members to participate in all aspects of the work and ministry of Habitat for Humanity. In furtherance of this primary goal, the Chapter shall endeavor:

Section One. To assist and work with the local affiliated or sponsored project or to help community members form a Habitat project if one does not exist.

Section Two. To raise money for the overall work of Habitat for Humanity and the local affiliated or sponsored project.

Section Three. To educate the campus and local community about affordable housing issues and the work of Habitat for Humanity

Section Four. The Campus Chapter will serve as an autonomous organization and is not to be established in conjunction with or aligned exclusively with any particular denominational ministry, church, club, or other campus group. The Campus Chapter cannot operate as a project or single agenda item of any one group; it must be a separate organization representative of and open to the entire campus.

Article 3: Membership

Section 1: Active, voting members of this organization shall be composed of UVa students, with faculty members, administrators and staff members being equally included as associate non-voting members.

Section 2: Membership and participants shall be free from discrimination based on 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

Section 3: Voluntary membership dues shall be \$15.00 per semester or \$20.00 per year.

Section 4: Executive officers and general members are expected to fulfill the prescribed requirements per one academic semester to maintain active status:

- Active membership to at least one committee.
- Active involvement in at least one activity.
- Participate in at least one work trip.

Section 5: The organization shall meet at least once a month.

Article 4: Officers

Section 1: The board of directors shall consist of at least six (6) members and will meet at least twice a month during the school term in addition to the regular meetings of the Campus Chapter. The Board of directors shall be composed of the following student officers: Executive Director, University Director, Building Coordinator, Treasurer, Publicity Chair, and Collegiate Challenge Chair. The board may also name an affiliate or sponsored project representative to serve as a board member to act as a resource and liaison between the local Habitat project and the Chapter.

Section 2: All officers on the Board of Directors shall serve for one year. Upon completion of their term they shall remain on the board as a non-voting member for 8 weeks.

Section 3: It shall be the duty of the Executive Director to:

- Serve as the General Liaison to Habitat for Humanity International, Greater Charlottesville Habitat for Humanity, other local Habitat affiliates, and the Charlottesville community
- Coordinate and oversee the various branches of the executive board
- Organize and direct a weekly executive board meeting during the semester
- Attend regular meetings with Greater Charlottesville Habitat for Humanity

Section 4: It shall be the duty of the University Director to:

- Serve as the general director of all member-based activities, with the exception of building.
- Organize and direct the weekly chapter meeting
- Coordinate and oversee the University Board

Section 5: It shall be the duty of the Building Coordinator to:

- Organize and implement weekly builds
- Serve as a liaison to outside organizations seeking to volunteer through habitat
- Establish a temporary committee for the selection and preparation of a Habitat house when applicable.

Section 6: It shall be the duty of the Treasurer to:

- account for all funds of the organization and keep an accurate record of all monies received and disbursed.
- Reply to all donors with a notification of receipt and necessary tax information
- Write and submit a minimum of 3 grant proposals a semester with or without the help of an appointed grant writer.

Section 7: It shall be the duty of the Collegiate Challenge Chair to:

- Plan and implement The collegiate challenge spring break trip annually
- Plan and implement any other Habitat affiliated service trip approved by the members

Section 8: It shall be the duty of the Publicity Chair to:

- Direct advertising for any and all public UVa HFH campaigns and events
 - Distribute all electronic advertising
 - Purchase and store miscellaneous advertising supplies e.g. chalk
- Take and distribute board meeting minutes

Section 9: The University Board will consist of the following semester-long appointed positions with the University Director as chairman: Fundraising Co-Chairs, Director of Membership, Social Chair, Historian, and Webmaster. The Board will meet at least twice a month during the school term in addition to the regular meetings of the Campus charter.

- It shall be the duty of the Fundraising Chair to
 - Direct a small committee consisting of 3-5 members through the planning and implementation of a fundraising event
- It shall be the duty of the Director of Membership to:
 - direct all recruiting and informational activities
 - record attendance, take and distribute member meeting minutes, and produce a list of eligible voters.
 - shall establish and be chief of a committee dedicated to educating the Campus through the newsletter and shall publish at least one edition of the newsletter
- It shall be the duty of the Social chair to:
 - plan and organize social events open to all active members of the Campus Chapter.
 - be responsible for planning non-building events to generate enthusiasm for the Habitat.
- It shall be the duty of the Historian to:
 - Keep a current history of the organization
 - make a presentation once a semester of the history
- It shall be the duty of the webmaster to:
 - Design and publish the UVa Habitat for Humanity website.
 - Give a presentation of the website once a semester

Article 5: Elections

Section 1: All officers serving on the Board of Directors shall be elected at the end of the final campus charter meeting of the fall semester

Section 2: All officers shall assume responsibility following elections. Outgoing officers shall remain on the Board as non-voting advisors to ensure an orderly transition of the group.

Section 4: Nominations may be made by any active member. Self-nominations are permitted.

Section 5: Election Procedures:

- Nominated members for each position will be given 5 minutes to speak before the assembly

- After all nominees for a position have finished their speeches they will be removed to another room and closed debate among active members will be allowed for 10 minutes
- Members will then vote by secret ballot and the Executive Director and University Director shall count up the votes and post the winners