

# STARTING A UNICEF CANADA CAMPUS CLUB

unicef   
canada  

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on campus

# WHO IS UNICEF?



No one wants to stand by when a child is in desperate need. But in remote and hard-to-reach communities around the world, there are children struggling to hold on to life.

That's why UNICEF works tirelessly to ensure children survive, wherever children's lives are at risk. By plane, train, boat or foot, we reach the poorest, most vulnerable children in the world's most inaccessible places, bringing them simple, life-saving essentials like vaccines and clean water.

We've saved more lives than any other humanitarian organization. As part of the UN, we are active in more countries than any other organization. Our determination and our reach are unparalleled. **Because nowhere is too far to go to help a child survive.**

## OUR VISION

Every child. Every opportunity. No exceptions.

## OUR MISSION

To mobilize and empower Canadians to invest in the positive transformation of every child's future.

## WHAT WE VALUE

We value **VISION**.

Vision is critical for positive change.

We value **RESOLVE**.

Our mission demands undaunted persistence.

We value **RESOURCEFULNESS**.

We are effective, inspired thinkers who find a way.

We value **INCLUSIVENESS**.

Our work extends to every child and is carried out in a spirit of diversity and respect.

# WHAT DO WE HAVE TO SAY?

Six key messages outline the main pillars of UNICEF's work in the world. Here are brief descriptions.

## CHILD SURVIVAL:

Nearly 21,000 children under the age of five – about one every four seconds – die every day, from preventable causes.

**UNICEF works to ensure child survival wherever children's lives are at risk. We provide life-saving essentials like vaccines and clean water to the world's most vulnerable children.**

## EDUCATION:

Over 68 million primary-school-age children around the world are out of school.

**UNICEF works to ensure that every child has access to a quality education, leading to lifelong opportunities and advancing individual and global development.**

## CHILD PROTECTION:

Hundreds of millions of children across the globe are victims of exploitation, abuse and violence every year.

**UNICEF works to create a safe, protective environment in which all children are protected from violence, exploitation, and unnecessary separation from family.**

## HIV AND AIDS:

There are approximately 1,000 new HIV infections in children every day.

**UNICEF is committed to preventing the transmission of HIV to children, and protecting and treating children affected by AIDS.**

## ADVOCACY:

Almost half of the world's population is under 25 years old. It is vital that children's best interests come first at all times and in all environments.

**UNICEF advances the rights of children in all countries by influencing the perspectives and decisions of governments and others who set policy and law.**

## EMERGENCIES:

During emergencies, reaching vulnerable children is often the most difficult challenge. Most children do not survive for this reason – not as a direct result of the tragedy.

**UNICEF is on the ground in areas affected by disaster, saving and safeguarding children and their families, and helping them re-establish their lives.**

# WHAT IS A UNICEF CAMPUS CLUB?



The UNICEF Campus Club is a body of university/college students who are grounded in the belief that they can take simple effective steps to help address issues related to the plight of children both here in Canada and overseas. The Campus Clubs support UNICEF's ability to provide programs and advocacy work for children all over the world by raising funds.

University/College students have the unique opportunity to engage a broad range of people and gain access to resources in order to increase public awareness about UNICEF through awareness-raising, advocacy and fundraising initiatives. The existence of student activist groups and international programs provides a forum for campus-wide advocacy for children's rights that will have an impact on the students, faculty, and staff. Through educating their peers, students involved in UNICEF Campus Clubs are ensuring that their generation will include a great number of people who support children's issues.

In working with UNICEF Canada, students will have an amazing opportunity to make a real difference in the lives of children and youth all over the world. By becoming actively engaged with UNICEF Canada, students can change the world for future generations by working to ensure that the children of today grow up in a safe and healthy environment to become the leaders of tomorrow.

# YOUR GUIDE TO STARTING A UNICEF CAMPUS CLUB

## 1. Check your campus

Double check the list of existing campus clubs to see if a UNICEF Campus Club already exists at your university.

## 2. Contact UNICEF

Let us hear from you so that we can tell you about current developments and projects. We have a lot of information and many helpful resources.

## 3. Educate Yourself

- Take time to read about UNICEF. Understand the significance of carrying out sustainable projects.
- Learn how the donations sent to UNICEF are used.
- Learn more about the issues affecting children and how your involvement with UNICEF can help make a difference.

## 4. Become an Official UNICEF Campus Club

Register your group with the Student Activities Center at your college/university. Talk to the student body government and/or student activities department to learn how to become an official group on your campus.

Here's a list of questions you might want to ask your Students Activities representative:

- Are there any campus funds available for your club — such as funds for event planning, attending conferences, etc.?
- Can you register a group e-mail address with the university? (This avoids the confusion that can arise when the group's e-mail address changes every time the leadership does.)
- Can you get a cubicle or an office space to keep the club's materials?
- Where can you have meetings?
- Is there a campus mailbox that the group can use to receive official mail?
- Can you advertise your group during special events — such as during new student orientation?
- Are there any specific rules or restrictions related to fundraising on campus? (Some universities may require that you get special permission).
- Is there a campus listserv where you can post messages about your club's activities and receive messages about the activities of other groups?
- When, how, and where do you need to re-register your club each year?

### 5. Register with UNICEF Canada.

- Registration should include a copy of your group's constitution and bylaws (see Chapter 4: The Nuts and Bolts) and a signed Campus Agreement (see Appendix 1).
- Provide contact information and notify our office of changes in leadership, including the election of new officers at the beginning or end of each school year.
- Let us know how you're doing! Report progress in terms of dollars raised, membership numbers, elementary schools visited, presentations, events hosted, etc.

### 6. Set Goals. Make Plans.

- Set simple goals at first. Some of your goals for the first semester might include setting up the campus group, getting a team ready, increasing membership, targeting one issue that you would like to work on and setting a fundraising target. Your UNICEF Canada contact can help identify issues that are current priorities.
- How do you want your UNICEF group to have an impact on your campus? What activities would be most effective for the students at your school?

### 7. Find a Group. Create a Support System.

- Develop a "core" group of supporters and advisors who understand your goals.
- Consider working with existing student groups or clubs that focus on specific issues such as: human rights, international development, intercultural understanding, political accountability, and/or environmental advocacy.
- Align with groups that advocate similar values and speak to the leaders to see if you can go and meet with their members to introduce your campus.
- You may also be able to piggyback on a project another group is already working on that fits with your group's goals and priorities. Also consider aligning your UNICEF club with a relevant academic department such as the departments of Political Science, International Development Studies, Justice and Law, and/or the Faculty of Education.



### 8. Find a Faculty Advisor.

- Many institutions require student groups to identify a faculty advisor in order to receive student activity funds. Even if your school does not, having a faculty advisor, or advisory committee, is a good idea. Involving faculty members can help ensure continuity and stability!
- Faculty members from Political Science, International Relations, Education and other social science departments are often interested in working with the group. Consider these contacts as invaluable for future speaking engagements, discussion panels and networks within the field of development.

### 9. Publicize, Publicize, Publicize!

- So, you've got a great cause? Let everyone know! Talk to people, put up flyers, send out e-mails, chalk up the sidewalks, and set up information tables in common areas. UNICEF Canada has specific tools to help you spread the word!
- Recruit and educate your fellow students in whatever creative ways you can come up with. Post notices of your club's events. You can even set up a "Bring a Friend" recruitment session.
- Set up a club website, Facebook group/event, etc. to publicize your activities. Make sure to set up a link on your page to the on-line UNICEF campus portal!

### 10. Do It All Again!

- Make sure your group stays active. If people feel as if nothing is being accomplished, they'll stop showing up to meetings.
- Be sure to stay in close contact with your student activities department so that you can follow their policies and continue to receive funding and university support.
- Keep recruiting new members, and don't forget to train new leaders early on.
- "Sustainability" of your organization should be one of your goals!

### 11. Make It Your Own.

- UNICEF offers you a lot of options when it comes to fundraising and advocacy campaigns. You can choose the campaign that most suits your club's and campus needs and interests. Make sure to investigate all of UNICEF's core issues and campaigns to find the one that fits your campus club!
- Don't be afraid to use creative ideas to spread the word.
- Remember — whatever you don't get to do this year can be a goal for next year's UNICEF Campus Group!

Most colleges and universities require potential clubs to submit a copy of the organization's constitution and bylaws along with their completed registration form in order to become an official group. Each member of your organization should also have a copy. The guide below will help you develop your Campus Group's constitution and bylaws by providing you with the basic structure and contents. Not all information included in this guide is required for your constitution or bylaws. Feel free to alter the language in a way that will reflect the ideals of your campus group. However, the section(s) pertaining to UNICEF Canada, and the usage of logos cannot be altered. Please refer to Appendix 2 "Sample Campus Group Constitution and Bylaws" for an example of how to personalize your club's constitution and bylaws.

# GUIDE TO BUILDING A CONSTITUTION

Generally, constitutions establish the broad structure and format of an organization. Constitutions typically include the following elements:

**PREAMBLE:** Enter statement, however, none is required.

### **ARTICLE I: Name**

The name, emblem and insignia of UNICEF or UNICEF Canada shall not be used for any purposes by the Campus Clubs, until unless the materials have been provided by UNICEF Canada. Campus Clubs are required to use the UNICEF Canada on Campus name, emblem and insignia. In no case shall UNICEF Canada on Campus be used as a trade name or trademark, nor in a way or for a purpose that demeans or impugns the name of UNICEF, UNICEF Canada and UNICEF Canada on Campus. Please refer to the UNICEF Canada on Campus Brand Guide for more information.

### **ARTICLE II: Purpose/Mission Statement**

The first step in establishing an organization is to give it a purpose. The most effective manner of accomplishing this task is to write a mission statement. A good mission statement should be used as a stepping stone for the direction the organization should take in all its actions. It should also emphasize fundraising, advocating and educating on behalf of the world's children.

#### **Example Mission Statement:**

*To build a better future for children and youth around the world through fundraising, advocacy and education.*

### **ARTICLE III: Membership**

This Article should include information about membership requirements including active, associate, honorary, etc. and qualifications (grade point average, areas of interest, etc.).

The following information should be included as well:

- Membership shall be limited to regularly enrolled [school name here] students, faculty, and/or staff members.
- Membership shall not be denied to any person because of age, race, sex, religion, ability, sexual orientation, or national origin.

### **ARTICLE IV: Dues and Payment**

It is the Campus club's decision whether or not there will be dues for your club. However, dues will help to offset any expenses that the group might incur (i.e. photocopying).

### **ARTICLE V: Officers and Committees**

CRITERIA - All officers must be regularly enrolled students at [name of school here].

ELECTIONS AND REMOVAL - Include when and by whom the officers are elected. Be sure to specify how many members need to be present to form a quorum.

Specify the procedure for removal of officers, which is usually a 2/3 majority vote of the total voting membership. Finally, specify how offices are filled if there is a vacancy, such as an appointment or special election.

DUTIES AND RESPONSIBILITIES - Include the title of each officer and a brief delineation of duties.

COMMITTEES - Include all current committees as well as requirements for the appointment of special projects, informal committees, etc.

### **Sample List of Officers: Sample List of Committees:**

- President Secretariat
- Vice-President Communications and Media Committee
- Treasurer Events and Fundraising Committee
- Communications Officer Recruitment Committee
- Membership Officer
- Secretary

### **ARTICLE VI: Meetings**

This article should state the requirements for setting up a regular meeting time, as well as any requirements to be made for calling special meetings. This article should also differentiate between meetings of the general membership and meetings of the executive members of the group only. The officer position that has the authority to call meetings should be stated here.

### **ARTICLE VII: Quorum**

This section should set down the rules pertaining to the number of members, or the percentage of the membership required being present to transact business. You must also include a description of the process for decision-making. This should include how many members must be present to conduct business, the number of votes needed within the quorum in order to make decisions, how decisions about the expenditure of funds are made (if different), and any exceptions to this rule.

### **ARTICLE VIII: Amendments**

All amendments are subject to final approval by the appropriate governing body.

### **ARTICLE IX: Ratification**

This section should state the requirements for ratification of the constitution of the newly formed organization.

### **ARTICLE X: Advisor**

You may include a method for selecting and removing your faculty/advisor. It may be a vote of the membership or the executive committee, or any other method you choose.

### **ARTICLE XI: Disbursal of Assets**

Should the club cease to exist, you must have a provision that all remaining funds be sent to UNICEF Canada.

# GUIDE TO CREATING BYLAWS

The bylaws spell out the process and procedures used to attain the goals and implement the structural format. The bylaws outlined here are as suggested by UNICEF however campus groups must first ensure that they meet the guidelines and bylaws as set out by their host university or college. Upon meeting those requirements, your campus group can then include the UNICEF guidelines in their campus group bylaws.

Bylaws are typically amended by a simple majority vote and can therefore adapt more easily to current organizational needs. Bylaws usually include the following:

## **I. Detailed material concerning members, rights, duties and expulsion and resignation procedure.**

### SECTION 1: Membership

- Any student who is officially enrolled at least part-time, as defined by [school name here], may be elected to active membership to [group name here].
- We shall adopt criteria which will serve as minimum membership requirements for all members and prospective members of [group name here]. Criteria shall be adopted by majority vote of the group's board of directors. The criteria for students seeking membership shall include:
  - Payment of all membership dues (if applicable)
  - Meeting attendance requirements
  - Fulfillment of any other requirements as set forth by the group

### SECTION 2: Membership Dues & Assessments

DUES - When dues are to be paid (if applicable)

ASSESSMENTS - What projects/committees will get what dues allocated to them and what process will decide how to spend money (executive board, general vote, etc.)

### SECTION 3: Meeting Times

Requirements for deciding when the group will meet, including frequency and duration.

### II. Duties, authority, and responsibility of the executive body.

#### SECTION 1: Make-up of the Executive Body

The Executive Body will be made up of five voting members:

- Chairperson
- Two Vice-Chairpersons
- Secretary
- Treasurer
- Non-Voting Members of the Executive Body:
  - Academic Advisor
  - All Committee Chairpersons

#### SECTION 2: Duties of the Executive Body

Outline the duties of each of the members of the Executive Body, including the roles, responsibilities and obligations of the:

- Chairperson
- Two Vice-Chairpersons
- Secretary
- Treasurer
- Academic Advisor

#### SECTION 3: Voting of Executive Board Members

- Procedure for Electing Board Members
- Time, procedure, selection process, percentage of the general membership necessary for the vote to hold, for electing the Executive Board. Also include the duration (term) of positions.
- Procedure for filling unexpected vacancies.

#### SECTION 4: Termination of Executive Board Member

- Procedure for ending a board member's term.

### III. Name of standing committees, method of choosing the Chairpersons and committee members and duties of the committee(s).

#### SECTION 1: Standing Committees

- Name each committee and describe its duties. Also name the Chairperson and his/her duties.

#### Sample List of Standing Committees and Descriptions:

ADVOCACY COMMITTEE – This committee is responsible for the promotion of the rights of the child throughout the campus and within the local community.

CAMPUS COMMITTEE – This committee is responsible for coordinating the efforts of the UNICEF campus club with other groups on campus, leveraging shared publicity and encouraging further member recruitment.

#### SECTION 2: Standing Committee Chairpersons

- Procedure for choosing chairpersons and for filling vacancies.

### IV. Method to amend bylaws, usually by a majority vote.

#### SECTION 1: Amendment Process

- This process should reflect the current needs of the group.

# REPRESENTATION OF UNICEF CANADA AND UNICEF

The consistency and accuracy of UNICEF Canada's reputation and communications are vital to its sustained efforts to help the children of the world.

Unless UNICEF Canada gives its prior written consent, Campus Volunteers are asked NOT to contact organizations or individuals on behalf of UNICEF Canada or UNICEF. Campus Clubs may, however, contact individuals on behalf of their own Campus Club.

UNICEF Campus Clubs should seek approval from UNICEF Canada prior to taking any action or making any statement that might significantly affect or obligate UNICEF Canada. These actions may include, but are not limited to, public statements to the press or media, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations.

## Confidentiality

Campus Clubs are responsible for maintaining the confidentiality of all proprietary or privileged information to which they may be exposed, whether this information involves a single staff, volunteer, client, or other person or involves overall UNICEF Canada business. The Campus Club Agreement Form contains a confidentiality clause.

## Planning and Running Events

UNICEF Canada recognizes that Campus Clubs will host special events that serve as a significant part of their fundraising, education/PR, and advocacy efforts. However, there are several points worth particular attention in the college and university environment:

### Being the "Host"

On most college and university campuses, the organization running a special event is viewed by the administration and community as the "host" of that event. This means that the members of the Campus Group are responsible for what goes on at that event. **Campus Clubs are liable for ensuring that the event is safe, legal, and properly approved by all authorities that might be involved.**

### **Alcohol**

In terms of alcohol usage, there is a diversity of campus cultures, and rules vary from province to province and campus to campus. Some campuses may be tolerant of student use of alcohol. However, we urge Campus Clubs to avoid the use of alcohol at their functions; it simply does not fit into the image and purpose that UNICEF portrays. If alcohol is to be consumed, Campus Clubs must strictly follow the campus alcohol policy and should have a system in place to ensure that no underage drinking occurs.

### **Gambling**

Games of chance are, again, not representative of the UNICEF Canada image. They are also often against school, local, or provincial ordinances. Some forms of games of chance (like door prize drawings etc.) may be acceptable in certain circumstances.

### **Sponsorship for events**

It is a great idea to try and get sponsors to support your Campus Group events. Please note that UNICEF Canada would not accept sponsorship from the following types of companies:

- Alcohol-related
- Armaments-related
- Tobacco-related
- Gambling-related
- A company known for violating UN sanctions
- Companies that make or distribute breast milk substitutes
- Companies found guilty of employing child labour
- Companies convicted of environmental abuse

We can generally accept donated alcohol as long as the event is clearly perceived as third party or 'in support of UNICEF'. The company donating the alcohol must not have its logo positioned anywhere near the UNICEF logo and should not be seen as being in partnership with UNICEF in any way. Preferably there would be no mention, but there could be a line such as 'Evening drinks kindly supplied by Company X'.

If you have any questions or concerns, or to receive detailed information on tax receipting procedures for cash and other donations, please contact your UNICEF Representative.



Congratulations on starting your UNICEF Campus Club! Now it's time to start thinking about running meetings. This section will help you with the first meeting, leadership, and general tips for your UNICEF Campus Club.

## **The First Meeting**

Nervous about running your first meeting? Don't be! Here's a checklist to help guide you, but remember, this is only a suggestion. How you organize your meetings is up to you.

### **FIRST MEETING CHECKLIST**

Introduce yourself and any other co-founders or leaders of your UNICEF Campus Club.

Consider playing an ice-breaker game such as bingo. This allows for each member to learn each others names and allows for a more comfortable group setting.

Introduce UNICEF, UNICEF Canada, the Campus Initiative, and your UNICEF Campus Club. You might want to include:

- What UNICEF is/does/stands for, including history. Visit **unicef.ca** and look at and possibly summarizing some of Chapter 1.
- UNICEF Canada has several excellent resources to help get you started. Our reports and publications can be accessed on-line at **unicef.ca**
- What UNICEF Canada does, and that your Campus Group is affiliated with UNICEF Canada.
- What the Campus Initiative is and the power that university and college students gain from working together. Remind people that membership in this group entails joining a national initiative of university and college students who are focused on raising awareness of the plight of children throughout the developing world.

Discuss your goals for the group, and any plans you might have for the year.

Mention the key words: educate, advocate, and fundraise. Emphasize the fundraising aspect as the best way you can help the world's children.

Find out what your group members want to do, what their goals and interests are, etc.

You might want to consider how you would like to structure your group. Talk about electing officers or leaders of the group (if you don't already have them). Give people time to think over how involved they want to be. Then students can volunteer or be elected to a leadership position in the group.

Have a sign-up sheet ready to get the names and contact information of all the people present. Send them reminder e-mails about the time and place of the next meeting.

Keep the first meeting short - about 30 to 45 minutes. Leave time for people to hang out at the end and ask more questions. Having some refreshments will also be a great motivator!

### General Meeting Tips and Organizing your Campus Club

#### MEETING FACILITATION

**Productivity** - Above all else, make sure your meetings are productive.

**Stability** - Meeting at the same time in the same place will give your group stability. Send out a reminder for the meeting a couple of days ahead of time.

**Agenda** - If you have a specific plan it will make the meeting run smoothly. Be flexible, too. If people are passionate about something, bring it into the conversation.

#### CLUB ORGANIZATION

**Task Forces** - Task forces are a great way to accomplish multiple projects within one group. Design task forces with your officers so that they can each pick one to lead. During the meeting split up into task forces but come back together at the end to share what each group has been doing.

**Follow-up** - After the meeting, one of the group leaders should mail to everyone in the group the minutes and recommendations. It's important to let everyone know what you are doing, and in case they miss a meeting, they will not be lost or confused at the next one.

#### GENERAL TIPS

**Follow-through** - See a project all the way to the end. Follow-through and follow-up will help keep club members engaged and excited about the progress being made.

**Food** - Everyone enjoys eating, and it will always be appreciated if there are snacks at your meetings. Try to get them donated, if you can.

**Have fun!** - Don't forget your sense of humor. People are volunteering their time, and they should look forward to coming to meetings not only because of the worthwhile cause, but because they enjoy spending time with you and the other members of the club. In fact, the level of fun associated with a club has been cited by most Campus Club Presidents as one of the top factors that attracts and retains members. You are working for an important cause; have fun while doing it!

## Treasurer

Your UNICEF Campus Club should elect a treasurer whose sole job it is to oversee all funds and transactions associated with your club. The treasurer's duties include:

- Obtaining a reasonable budget from the college or university, whether it means working with student government or requesting money from a campus activities fund.
- Working with small groups to develop an individual budget for each fundraising event.
- Overseeing funds associated with all fundraising events.
- Sending contributions to UNICEF Canada in a timely fashion (see below for how to do this).
- Keeping careful track of all financial transactions that occur between your UNICEF Campus Club and other people. This can be done through an Excel spreadsheet in which the treasurer records all pertinent data about the transactions (including names, dates, event, amount, the purpose of the transaction, etc.).

## Budget

Your UNICEF Campus Club's budget is very important because it helps set goals and provides an historical reference on each activity or event should any questions arise about the proper use of funds. Planning out a detailed budget before each event is extremely useful. To plan an event budget, you should:

- Determine and record existing funds and anticipated revenue from the event.
- Define and record necessary expenses, including exact costs for everything you plan on buying.
- Record when all expenses will be paid. Expenses should be no more than 10% of total budget.
- Review, revise, and assemble into a final budget.
- Make sure there is enough extra money to be able to cover any unexpected costs.

After the event, review your budget. Did you go over, under, or were you right on target? Use this information to plan accordingly for next time. If you need to, make sure that you reimburse the proper people with the correct amount of money in a timely manner.

## Submitting funds to UNICEF Canada

- Make all cheques payable to UNICEF Canada when you are allotting your campaign funds.
- Mail all cheques to: **UNICEF Canada, 2200 Yonge St., Suite 1100, Toronto, ON M4S 2C6**
- Another option instead of mailing the cheques is to deposit the funds directly into the UNICEF Canada CIBC bank account. Please ask your representative for the bank deposit slips.
- No cash should be sent through the mail.
- Be sure to write your Club name on all cheques or money orders.
- Include a short note with all donations that states a few short details on the fundraiser and where the money should go (ie. which campaign).

### **Indication of Assent**

A designated student representative and/or faculty advisor from each UNICEF Campus Club must agree to these policies by signing a written UNICEF Canada Campus Club Agreement Form. The agreement obligates you to comply with the policies of UNICEF Canada.

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Name of Campus Club

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Name of School

**THIS AGREEMENT is entered into as of \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ by UNICEF Canada and \_\_\_\_\_ (“Campus Club”).**

**UNICEF Campus Clubs, of which this group is one, are formed as part of UNICEF Canada Campus Initiative to empower college and university students to help the world’s children by creating, through the network of UNICEF Canada , volunteer opportunities to educate, advocate, and fundraise. In return for receiving the support of UNICEF Canada, Campus Clubs agree to conduct their activities in a manner consistent with the policies and charitable mission of UNICEF Canada.**

### **Agreement**

**UNICEF CANADA SUPPORT.** UNICEF Canada will provide guidance and support to Campus Club activities directly related to UNICEF’s mission. UNICEF publications will be made available for Campus Clubs to help educate students about UNICEF programs. Campus Clubs will also receive briefings on new developments and emergencies with which UNICEF, the United Nations Children’s Fund, is involved.

**MUTUAL CONSULTATION.** Both UNICEF Canada and the Campus Club will communicate throughout the year about UNICEF activities or interests. The Campus Club leader is usually the first point of contact with UNICEF Canada.

**AFFILIATION.** The Campus Club may represent that it is supporting and assisting UNICEF Canada and for that limited purpose it has permission to use the name and logo of UNICEF On Campus. The Campus Club will, however, always make it clear that it is operating as a separate organization, not part of UNICEF Canada, and will not purport to speak or otherwise act for UNICEF Canada.

**COMPLIANCE.** In conducting its activities, the Campus Club will abide by all applicable laws, regulations, and rules in the conduct of its activities, including, most specifically, the raising of funds. All funds raised by the Campus Club will be promptly turned over to UNICEF Canada, net of any reasonable pre-approved expenses, for use in helping the world's children.

**GOODWILL OF UNICEF CANADA AND UNICEF.** Preservation of the integrity and reputation of UNICEF Canada and UNICEF is of crucial importance. In conducting its activities, the Campus Club will not do anything that may adversely affect either the integrity or reputation of UNICEF Canada or of UNICEF.

**UNICEF CAMPUS CLUB POLICIES.** It is expected that UNICEF Canada will adopt policies from time to time for the UNICEF Campus Clubs. The Campus Club agrees to conduct its activities consistent with these policies.

\_\_\_\_\_  
Print Name of Student Representative

\_\_\_\_\_  
Print Name of UNICEF Representative

\_\_\_\_\_  
Signature of Student Representative

\_\_\_\_\_  
Signature of UNICEF Representative

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment**

A mailing address is required for each Campus Club. Regular mailings and other communications from UNICEF should be directed to the address below.

**Campus Club Name** \_\_\_\_\_

Address \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ PROV \_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail \_\_\_\_\_

**Campus Club President** \_\_\_\_\_

Address \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ PROV \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail \_\_\_\_\_

Please submit this form to your representative at UNICEF Canada.

# CONSTITUTION AND BYLAWS

UNICEF McMaster — SAMPLE Constitution and Bylaws  
\*United Nations Children’s Fund\* at McMaster University

**Purpose:**

To empower the University to help the world’s children by exposing them to the perils facing children and by providing opportunities to make a difference.

**Mission:**

To help the children of the world by educating, advocating, and fundraising.

## SAMPLE CONSTITUTION OF UNICEF MCMASTER

**ARTICLE I: Name**

The name of this organization shall be UNICEF McMaster, an acronym for McMaster University United Nations Children’s Fund.

**ARTICLE II: Purpose**

The purpose of UNICEF McMaster shall be to empower the University community to help the world’s children by exposing them to the perils facing children and by providing opportunities to make a difference.

**ARTICLE III: Membership**

All UNICEF McMaster meetings are open to every eligible member. The criteria for membership are an active interest in the welfare of the world’s children. Additionally, membership shall be limited to regularly enrolled McMaster University students, faculty, and/or staff members and; membership shall not be denied to any person because of age, race, sex religion, handicap, or national origin.

**ARTICLE IV: Dues and Payment**

There are no dues required for membership into this organization.

### ARTICLE V: Officers

This organization shall be governed by a steering committee of five elected members including an executive chairperson, a vice-president for administration, a chairperson for finance, and two at-large chairpersons. All officers will be selected by an election held during the last five weeks of the spring term and they will serve the following year until the spring term. If a position is vacated before spring term, this opening will be announced as soon as possible and a vote for a new officer will take place at least one week after this opening is announced.

### ARTICLE VI: Meetings

The executive chairperson will be responsible for selecting a regular meeting time according to schedules of the general membership. This organization shall meet on a weekly basis. If a special meeting is required, any member may request the executive chairperson to set an additional meeting time. If the executive officer decides that this matter can not be handled during regular meeting time, s/he may call a special meeting as long as s/he has ascertained that fully half of the membership is aware of this "special" meeting.

### ARTICLE VII: Quorum

Quorum will be met whenever there are at least one officer and three or more members present at a regularly scheduled meeting time. If the meeting occurs at a time other than the regularly scheduled meeting time, there must be at least one half of the membership present to establish quorum.

### ARTICLE VIII: Amendments

Amendments to this constitution shall be made by a majority vote of the membership present at the time the amendment is brought to the floor. Amendments will be brought to the floor by the steering committee of officers noted in Article V, but general members may propose an amendment by submitting it to the steering committee a week in advance.

### ARTICLE IX: Ratification

This constitution shall be ratified by the organization when it receives approval from a majority of the general members.



### BYLAWS

#### MEMBERSHIP

UNICEF McMaster has an open membership policy; any person officially affiliated with McMaster University may join the organization at any time during the school year. The responsibilities of members will be determined by themselves in committee meetings and during general meetings. Each member should also attempt to participate in at least one committee and its activities.

#### COMMITTEE STRUCTURE

This organization shall be constructed around committee work. Each committee shall elect a head of its own by a majority vote of the members. Members can join several committees and membership to a committee is on a volunteer basis. It is expected that involvement in a committee will constitute activity on the part of the member. There are nine outstanding committees:

**Ad hoc. Constitution/Bylaws** - This committee will be responsible for the official establishment of UNICEF McMaster. They will file all necessary paper work and follow-up on the administrative tasks of a new organization.

**Advisory Search** - This committee will establish a list of advisors for this organization. While UNICEF McMaster will be officially advised by the International Students office, additional advisors will be sought for advice on actual issues of advocacy, education, and fund-raising.

**Greeting Cards Sales** - (Optional - only if it is determined that minimal sales requirements can be met). This committee will be in charge of establishing UNICEF card sales in various locations. Besides setting up these sales, the committee will support the publicity surrounding the sales and will collect the funds raised.

**Trick-or-Treat Committee** - This committee shall be in charge of organizing a fund-raising drive focused around Halloween. They will run fund-raising campaigns both on campus and in the local community.

**Education Committee** - This committee will be in charge of organizing speakers for the weekly UNICEF McMaster meetings. They will be in charge of general education drives on McMaster campus.

**Campus Outreach** - This committee will work with other committees to make the campus aware of the activities of UNICEF McMaster. They will run general education campaigns as well as help with other international activities that occur on campus and are related to children's issues.

**Schools Outreach** - This committee will reach into the local school system and attempt to educate the children about the conditions of the life for children elsewhere in the world.

**Advocacy** - This committee will be in charge of selecting and promoting children's rights throughout the campus and the local community.

**Publicity** - This committee will work in conjunction with the other committees to promote the activities of UNICEF McMaster. They will not only publicize issues related children's rights in an educational manner, but they will also publicize the activities of UNICEF McMaster and the meeting times and locations.

### OFFICERS' DUTIES

The chair positions enumerated below shall serve mainly as a steering committee. The majority of the work should be done in committee and the officers will serve mainly as a coordinating body for the efforts of the committees. The officers should meet weekly at a time before the regularly scheduled meeting to establish an agenda for the meeting. The individual duties will be as follows:

#### EXECUTIVE CHAIRPERSON:

- Selects a meeting time according to the schedule of the general body
- Establishes an open link of communication with the general membership
- Serves as the main liaison between any administrative meetings and UNICEF McMaster
- Runs general meetings

#### VICE-CHAIRPERSON FOR ADMINISTRATIVE AFFAIRS

- Records minutes for every meeting
- Runs general meetings in the absence of the executive chairperson

### CHAIRPERSON FOR FINANCE

- Works with the fundraising committees to ensure stability and accurate disbursement of any funding
- Records any financial information necessary

### CHAIRPERSON-AT-LARGE (2 POSITIONS)

- Serves as a representative of the committees
- Coordinates the work of the committees

### MEETINGS

Meetings will be conducted in a semi-formal manner. Members must be recognized to speak and the meetings will be run according to the pre-established agenda. Items may be placed on the agenda by speaking to the executive chairperson. After the general business has been conducted, committees will meet.

### AMENDMENTS

Amendments to the Bylaws may occur when a simple majority of the members present at the meeting at which the amendments were proposed. Any member may submit an amendment proposal to the steering committee, which will allow it on the floor at the following meeting. The steering committee may propose amendments after they have discussed them.