

Conflict Negotiations and Conflict Management (CNCM) Association Constitution

Article I. Name of the Organization

The name of the organization shall be the Conflict Negotiations and Conflict Management (CNCM) Association.

Article II. Purpose of the Organization

The CNCM student association will support and empower students by:

- Fostering an appreciation of the diverse field of conflict management;
- Building collaborative partnerships; and,
- Developing community and continuity,

Thereby yielding better equipped conflict management professionals.

Article III. Membership Limitations

Membership to the CNCM Association is open to all University of Baltimore Students. The President must be enrolled in the CNCM Program.

The University of Baltimore does not discriminate on the basis of - and prohibits discrimination against any member of the University community on the basis of - sex, gender, race, religion, age, disability, national origin, ethnicity, sexual orientation, gender identity, or other legally protected characteristics in its policies, programs, activities or employment practices; this includes inquiries regarding Title IX of the Education Amendments of 1972 as amended ("Title IX"), Title VII of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973.

Article IV. Governing Structure

The CNCM shall consist of Executive Officers, an Executive Cabinet and General Membership.

All executive powers and duties of the CNCM Association shall be vested in the Executive Officers.

For quorum a majority (51%) of Executive Officers must be present or able to cast a ballot electronically.

Executive Officers

The Executive Officers of the CNCM Association shall include a **President, Vice President, Treasurer, Secretary and a Chief of Staff**. Only the Executive Officers shall maintain voting power within the Executive Cabinet. ***President, Vice President, Treasurer, and Secretary are selected by a general body election.*** The ***Chief of Staff will be appointed by the elected Executive Officers*** following the general election.

Executive Cabinet

The **Executive Cabinet shall be comprised of the Executive Officers and no more than 5 appointed cabinet positions**, including committee chairpersons. Appointed positions are made at the discretion of the Executive Officers and shall have a job description created prior to the appointment.

Committee chairs and appointed positions do not hold voting rights within the Executive Cabinet

Appointments to the Executive Cabinet can be proposed by any Executive Officers member and must be approved by a simple majority vote.

General Membership

General members have voting rights at general membership meetings and in Executive Officer elections. General members contribute to CNCM through participation in programs and events, participation on committees, volunteering with the organization, and by bringing suggestions and concerns to the Executive Cabinet.

Article V. Executive Officer Responsibilities

- All Executive Officers:
 - Ensure the operations of the organization are in alignment with the organization constitution
 - Attend mandatory Student Organization Workshops as required by the Center for Student Involvement
 - Attend internal budget meetings
 - Participate in the Transition Meeting and transition process
 - Transition newly elected officers to their position at the conclusion of their term
 - Set an estimated budget of events before each funding allocation period.
 - Submit paperwork and documentation required by CSI
 - Keep, maintain, and submit itemized receipts as needed to document financial transactions
 - Participate in the decision-making process, meetings, and discussions
 - Serve as committee chairs as needed
 - Maintain read/write access to the CNCM Association website, email account, OrgSync portal and social media accounts.
 - Administrator access in OrgSync is limited to only executive officers
 - Make all financial decisions for the Association via majority vote of Executive Officers.
 - Protect the assets and resources of the organization, and the personal information of the members
 - Review and approve each month's Treasurer Report
 - Other duties as designated by majority vote of executive officers

- President:
 - Represents the CNCM
 - Calls special meetings of the entire organization or cabinet when deemed necessary.
 - Ex-officio member of organization related committees.
 - Call special elections when necessary.
 - Preside over all meetings.
 - Signs all necessary correspondences.
 - Serves as a backup to the treasurer
 - Call to vote
 - Attend all meetings pertaining to changes in club policy and/or working with representatives outside of the CNCM Association
 - Shall have the exclusive power to appoint committee chairs where needed.
 - Must be a CNCM program student

- Vice President:
 - Preside over meetings if President is unavailable
 - Must attend all meetings pertaining to changes in club policy and/or working with representatives outside of the CNCM Association
 - Take minutes in the absence of the secretary

- Treasurer:
 - Handles all financial transactions for CNCM
 - Record and report finances
 - Develop budgets in collaboration with Executive Officers
 - Keeps an accurate record of all income and expenditures
 - Reports frequently to the Executive Cabinet and general membership on the financial status of the organization
 - Submits all payment requests via OrgSync and signs appropriate financial expenditure requests
 - Attend mandatory CSI Financial trainings, including budgeting and supplemental funding workshops

- Secretary:
 - Record minutes of all meetings and distribute to all members
 - Track attendance and active membership of CNCM Association members
 - Correspond with the members at-large on the Association's behalf
 - Check and reply to CNCM association e-mail
 - Compile and distribute a bi-monthly newsletter about Association events and opportunities.
 - Take pictures at all events and post to OrgSync and social media
 - Update "How-to" binder for future Executive Officers

- Chief of Staff
 - Oversee committee chairs
 - Oversee documentation and reporting for the organization
 - Support the organization in operational functions
 - Other duties as assigned by the President and Executive Officers

- Committee Chairs
 - Members at-large who elect to take a leadership role in fulfilling a specific objective or area of focus.
 - Responsible for managing and organizing all aspects of the event, as applicable
 - Responsible for maintaining communication with the Executive Officers.

Article VI. Faculty or Staff Advisor

Advisor Selection

The primary advisor of the organization must be a full-time professional faculty or staff member of the University of Baltimore with preference given to faculty in the CNCM program. The organization can select additional advisors at their discretion. Advisors are nominated by the CNCM Association Executive Cabinet and appointed by majority vote of the Executive Officers.

Advisor Responsibilities

- Will facilitate the student led operations of CNCM.
- Must have a basic knowledge as to the purpose, structure and history of the organization.
- Will provide guidance to CNCM to attain their goals.
- Will be responsible for approving group’s finances and budgets.
- Be knowledgeable of the Center for Student Involvement policies and advise students to consult CSI on matters of state and federal laws that affect the activity of the organization.
- Maintain consistent communication with the organization officers.

Article VII. Committees

Upon a majority vote of the Executive Officers committees can be created as needed for the benefit of the organization.

Article VIII. Meetings

Executive Officer Meetings

Meetings will be held a minimum of once a month during the fall and spring semester. A standing meeting time will be determined by a common agreement between members by the end of the 2nd week of each fall and spring semester. Executive Officer meeting minutes will be posted to OrgSync. The determination of the meeting being open to the general membership is at the discretion of the Executive Officers by majority vote.

General Meetings

General Meetings for members should be held at least once a semester. Meetings are open to all students.

Article IX. Voting and Decision Making

All votes on any and all actions within the association will be decided by majority vote of the membership present at the meeting during which the vote is taken.

Article X. Executive Officer Elections

Voting

All registered members listed on CampusGroups are allowed to vote. All officers appointed by the President shall be approved by consent of the general membership.

Eligibility

- Any registered member of CNCM is eligible to be nominated for an officer position.
- Any registered member of CNCM can nominate oneself for an officer position.
- Must have at least one full semester remaining at UB.
- Must meet the qualifications for the position to which they aspire, in accordance with the requirements stated in this Constitution

Election Process

Elections for office shall be conducted by secret ballot or via CampusGroups. CNCM may choose to deputize the Election Commission to conduct annual or vacancy elections in conjunction with the CNCM constitution by a majority vote of the Executive Officers.

Elections will be held annually between March 1 and April 15.

A plurality of the vote is required for election for any office. In case of a tie, a runoff election will take place between the candidates shall be held the following week.

Terms of Office

Newly elected members shall begin their terms on June 1st following transition trainings. Terms are from June 1 to May 31 of the following academic year.

Article XI. Vacancies

Resignations

Any member/officer of CNCM reserves the right to resign their position at any time. Motions to resign must be submitted via email to the Advisor and President and provide at least 2 weeks' notice.

Officer Removal

CNCM reserves the right to remove a member of the organization for violating any of the policies and procedures written in the documents listed in the Governing Structure section of this constitution pending a 2/3 vote of the Executive Officers.

A written complaint about the accused officer must be submitted to the adviser and president. If the accused officer is the president, the complaint will be submitted to the vice president and adviser. An emergency meeting with the accused, full Executive Cabinet and adviser must be called within 5 days of the submission of the written complaint. The accused shall be provided with written notice of the charge and given a minimum of 4 days' notice of the meeting time.

The President (or Vice President if the President is the accused) will present the case against the accused officer. The accused is allowed to respond to accusations directly to the Executive Cabinet and the adviser.

After the presentation of the accused's case, the entire Executive Cabinet will vote on their removal. The removal must pass by a 2/3 vote.

The President (or Vice President if the President is the accused) will notify the accused by email of the findings of the Executive Cabinet and copy The Center for Student Involvement (studentorgs@ubalt.edu) on the email.

The accused has 5 days to appeal the decision to The Center for Student Involvement. If the accused appeals, The Center for Student Involvement will review the complaint, the process followed and make a final decision on the appeal.

Filling of Vacant Positions

If the President position becomes vacant, the Vice President shall assume the role of the President immediately.

Other vacant positions in the Executive Cabinet may be filled by a current executive officer by a majority vote of the executive officers.

If the vacancy is not filled by a current executive officer, nominations will be taken from the general membership and a vacancy election will be held. The candidate who receives a plurality of the vote will win the position.

Article XII – Financials

The Treasurer is the manager of CNCM's accounts.

CNCM abides by the policies and procedures listed in the Center for Student Involvement Student Organization Manual, as well as those put forth by the Students Allocations Board.

All financial transactions on an external account requires the approval/signature of 2 Executive Officers, of which 1 must be the Treasurer and the other can be any Executive Officer. In the case that the Treasurer position is vacant, the President may sign in their place.

Expenditure Procedure

Before each funding allocation, the Executive Officers will set a budget based on their best estimate of costs and predicted Student Allocation Board funding allocations. If, at the time of purchase, it is discovered that the budget was not divided appropriately and the expenditure will result in a purchase beyond that of the pre-approved amount, the Treasurer must be consulted. The Treasurer holds the final authority to either approve this expenditure or veto it, based on their knowledge of the current financial situation of the Association.

Article XIII - Amendments

Any member can bring forward in writing a request for amendment to the constitution.

The Executive Officers will review the amendment and vote on the proposal.

The CNCM Association Constitution will be reviewed bi-annually by the Executive Officers in order to keep up to date with CSI standards and to make any necessary changes.

Amendments or changes to the Constitution must pass with a 2/3 vote of the Executive Officers. If passed, amendments go into effect immediately.