



Undergraduate Diversity Collaborative

Preamble

As authorized in Article VII, Section A of the Constitution of the Undergraduate Diversity Collaborative, the Executive Board of the UDC holds these Policies.

ARTICLE I: Executive Officer's Elections

SECTION A: ELIGIBILITY

1. Candidates for an Executive Board position shall meet at least one of the following criteria:
 - a. One semester of active participation in a member organization's executive board, to which the candidate has been elected by the aforementioned member organization's DLR;
 - b. One semester of active participation on one of the four UDC Executive Committees Candidates.
2. Vice President of Finance Candidates must have served in a financial role in the past that confers knowledge of UDC's financial procedure. The Vice President of Finance shall also be prohibited from voting on any mass funding matters regarding .
3. The criteria for candidacy can be waived if the Executive Board and the DLR consent to have the candidate run for office.

SECTION B: EXECUTIVE OFFICER ELECTION COMMISSIONER

The Executive Officer Elections shall have an Elections Commissioner who is an executive board member or former board member who is not a candidate. If no such individual exists or the individual(s) cannot fulfill his or her responsibilities, the Commissioner shall be named by a majority vote of the DLR. The duties of said Commissioner are:

1. To manage and officiate all nominations for the elections at all DLR meetings where nominations are given;
2. Create and communicate the rules for candidacy to the DLR and the candidates at the Commissioner's discretion;
3. Collect and distribute all letters of intent to all candidates and voting members of the DLR and the entire undergraduate population via the UDC Newsletter one week prior to voting, as well as having copies available during voting;
4. To facilitate proper unbiased election etiquette and good flow of discussion during the elections;
5. To break all ties.



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SECTION C: LETTER OF INTENT

All candidates for office shall submit a letter of intent due at the discretion of the Executive Election Commissioner. All letters of intent must be approved by the Executive Elections Commissioner.

SECTION D: ELECTION

Executive Officer Elections shall occur at the DLR meeting prior to Spring Break.

1. Only DLR members are allowed during Executive Officer Elections; no proxies shall be permitted. Non-DLR members are permitted in the room in the case that they are running for a position; said candidates may talk at the discretion of the Commissioner, but will have no vote. Said candidates must be present for all elections.
2. Candidates can only run for two executive positions during elections.
3. Each candidate shall present a speech, presentation, letter, or similar and answer the questions of the DLR at their own discretion.
4. The DLR shall discuss all candidates for each position before voting.
5. All formal and written aspects of a candidate's presentation will be removed during voting.
6. Candidates shall receive a simple majority of votes to be elected.
7. The DLR shall cast secret ballots in elections.
8. Candidates may only be in the room to present their own candidacy during any election for which they are running.
9. All tabulation of ballots shall be completed by the Advisors of the DLR and the Elections Commissioner.
10. No member of DLR is allowed to be present during the tabulation of votes, with the exception of the Elections Commissioner.

SECTION E: POST-ELECTION PROCEDURE

Immediately following elections, winning candidates shall be Executive Officers-Elect and shall:

1. Attend all meetings of the DLR and the Executive Board meetings at a date decided by the Executive President;
2. Be in training until assumption of office; and
3. Retain any previously held voting rights at the time of election until the assumption of office;
4. Be enrolled as an undergraduate student for the duration of their term.

SECTION F: INAUGURATION

During the last DLR meeting Executive Officers-Elect shall be inaugurated as Executive Officers, with all rights, privileges, and responsibilities therein.



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ARTICLE II - Finances

SECTION A: RATIONALE

As a student organization dedicated to providing a diverse and inclusive undergraduate experience for Case Western Reserve University students, it is in the best interest of UDC to develop and implement budgeting and control procedures that ensure the use of fiscal resources in an appropriate and responsible manner.

SECTION B: BUDGET DEVELOPMENT

The development of the budget for the fiscal year will begin with the election of the executive board for the upcoming year. After the board has determined its goals and priorities, a draft budget shall be created by the Executive President and Executive Vice President of Finance to be approved by the board. This draft will be the functioning document until final approval is given by the DLR. The draft budget will be reviewed at the first UDC DLR meeting and motions may be made to adjust the budget before the second DLR meeting.

SECTION C: BUDGET CONTROL

The overall budget shall be divided into separate line items for each priority set. An Executive Officer will be assigned to each line item by the Executive President, based on applicability to officer position descriptions. The Executive Officer assigned to each line item shall be responsible for authorizing expenditures from that line item. The Executive President will be the only authorizing signature for all line items. Monetary transfers between line items requires approval of majority vote of the DLR.

Regarding the use of University sponsored cards attached to the official account, it is the positional expectation that the Vice President of Finance, Vice President of Internal Development, and the Executive President hold this card if the board so chooses to, with priority given to the Vice President of Finance . Should more than three cards be issued, it is to the discretion of the executive board as to who bears that liability.

SECTION D: BUDGET PROCESSING

When an expense has been incurred (or planned for) the Executive Officer will complete an expenditure authorization request and attach the relevant documentation. Executive Officers will be responsible for ensuring that their line item has funds to cover the expense before incurring it. The Executive Officer will then turn the completed paperwork in to the Vice President of Finance for processing. The Vice President of Finance will be responsible for processing all paperwork, logging each entry in the ledger, and returning a copy of the expenditure authorization form to the Executive Officer with account information updated. Expenditures that have not been authorized by the correct Executive Officers will not be processed.

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SECTION E: AUDITS

The Executive Vice President of Finance will audit the ledger on a quarterly basis in conjunction with the advisor utilizing the reports generated by the University Accounting Office. The Executive Vice President of Finance, Executive President, and Advisors to the Executive Board will review the budget and ledger at the end of each semester.

- 1 Every transaction shall be reviewed during the end of the semester audit to ensure that it was transacted in accordance with the rules of UDC and in keeping with the purpose of UDC.
- 2 The Executive Vice President of Finance and Executive President may sign a report of the results of the audit, including any discrepancies discovered.
- 3 This report may also include a statement by the Executive Vice President of Finance and Executive President stating that the audit was conducted ethically and carefully and that all discrepancies have been reported to the best knowledge of both parties.

ARTICLE III - Membership Recognition

SECTION A. MEMBERSHIP APPLICATION

1. Applications shall be sent to the UDC Executive Board and shall provide the following:
 - a. Names of the President, Vice President, Treasurer, and Secretary, complete with their respective Case IDs;
 - b. Contact information for their confirmed advisor(s);
 - c. Proposed operating budget for the organization for the upcoming semester;
 - d. Availability for a meeting between the leaders of the proposed organization and the UDC Vice Presidents of Internal Development and Finance;
 - e. An organization charter delineating the organization's purpose, structure, and operating procedures;
 - f. All applying Member Organizations must have at least 10 members.

SECTION B. MEMBERSHIP PROCESS

1. Organization Recognition Conference
 - a. All members of the Internal Development Committee and the Executive Board shall serve as voting members of the ORC.
 - b. Member Organizations that have completed the application process shall be given 5 minutes to present to the ORC with a 10 minute question and answer session.
 - c. Upon the completion of the presentations, the ORC will deliberate on which organizations have met the organization criteria required to join the UDC.
 - d. The ORC shall use the following criteria to evaluate applying Member Organizations:



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- i. Vision and Mission - Applying Member Organizations shall align with the overall mission of UDC as outlined in ARTICLE II in the UDC Constitution.
 - ii. Sustainability - Applying Member Organization shall outline their future plans to ensure its sustainability.
 - iii. Uniqueness - Applying Member Organization shall have a purpose that differs from an existing student organization at CWRU.
 - iv. Student Interest - Applying Member Organizations shall have at least 10 interested members.
 - e. The ORC reserves the right to suggest classification changes contingent to potential recognition.
 - f. A four-fifths majority is required to allow organizations to present before the DLR at the next possible DLR.
2. DLR Membership Recognition
- a. Following approval by the ORC, applying Member Organizations shall present to DLR for 5 minutes with a short 5 minute question and answer.
 - b. After which, the Vice President of Internal Development shall present the findings of the ORC in regards to the applying Member Organization for 5 minutes to DLR.
 - c. A deliberation period of the DLR shall occur for the recognition of a new member organization to be finalized by a three-fifths majority vote.

SECTION C. POST-MEMBERSHIP PROCESS PROCEDURE

1. Approved member organizations shall:
 - a. Meet with a member of the Internal Development and Finance Committees within three weeks of recognition;
 - b. Submit a finalized budget to the Finance Committee to be reviewed at the next mass funding meeting;
 - c. Follow all requirements outlined in ARTICLE V, Section A in the UDC Constitution.

ARTICLE IV - Standing

SECTION A: MEMBER ORGANIZATION STANDING

1. Member Organizations shall:
 - a. Maintain Member Organization requirements outlined in ARTICLE V, Section A, Subsection 1 in the UDC Constitution;



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- b. Represent their community in a positive, and constructive manner throughout all aspects of UDC;
- c. Executive Board Members shall maintain an acceptable academic and disciplinary record in accordance with CWRU guidelines.

SECTION B: INACTIVE MEMBERSHIP

1. Organizations that has a 0% attendance at DLR, the organization shall be an inactive member organization.
2. Inactive Member Organizations shall:
 - a. Not receive mass funding for the next semester;
 - b. Lose voting rights for the next semester;
 - c. Be considered an inactive organization until attendance has been reviewed by the UDC Executive Board.

SECTION C: REINSTATEMENT

1. A Member Organization shall be reinstated to active membership if all of the following requirements are met:
 - a. The Member Organizations shall meet with the Vice President of Internal Development, Vice President of Finance, and the Executive President;
 - b. The President of that Member Organization presents to the DLR a written request for reinstatement of active membership; and
 - c. The DLR accepts the request by a simple majority vote.

ARTICLE IV - Executive Board Expulsion

SECTION 1: REASONS

Any member of Executive officer shall be expelled from that body by a two-thirds majority vote of the DLR if the body feels that one or more of the infractions below has been met.

- 1 Failure to meet uphold their duties as outlined in duties in ARTICLE IX in the UDC Constitution.
- 2 Misconduct while acting on behalf of DLR or in connection with DLR.

SECTION 2: TRIAL

Charges for expulsion shall be presented to the Executive President, who shall preside over the ensuing trial of any other member. If the charges are against the Executive President, the Executive Vice President of Internal Development shall receive the charges and preside over the trial.



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SECTION 3: EXECUTIVE OFFICER REPLACEMENT

If an Executive Officer is expelled, that officer shall relinquish all responsibilities and connections with UDC for the remainder of that academic year and that office shall be considered vacant, to be filled in accordance with the governing documents of this organization.

ARTICLE V - Inaugurations

SECTION 1: EXECUTIVE OFFICER INAUGURATIONS

1. A ceremony shall be held during the last General Body Meeting for the purpose of inaugurating Executive Officers.
2. At this ceremony, the incoming Executive Officers shall take the Oath of Office for each position.
3. If the ceremony fails to occur for any or all officers, all incoming officers shall assume their office at the close of the last DLR Meeting.

ARTICLE VI - Oaths of Office

SECTION 1: EXECUTIVE OFFICERS

Each Executive Officer shall take the appropriate Oath at Inauguration. If an officer is filling a vacancy, the Oath of Office shall be taken immediately. After taking the Oath, the officer will be considered inaugurated.

1. The Oath of Office of the Executive Officers shall be administered by the Elections Commissioner. Each officer shall, with their right hand raised, repeat the following after the Elections Commissioner, inserting the officer's name and office where indicated.
2. *I, (state your name), promise to carry out the duties of my position to the best of my abilities. I promise to always act in the best interest of the Undergraduate Diversity Collaborative, its member organizations, and marginalized students at Case Western Reserve University. I pledge to uphold the goals, mission, and vision of the Undergraduate Diversity Collaborative. I will work in a concerted effort with other Executive Board members to accomplish the duties of my position and the goals of this organization. I pledge to support the membership and always work towards creating inclusive spaces, developing ethical leaders, and advocating for marginalized students at Case Western Reserve University. Lastly, I pledge to work collaboratively with other organizations and administrators to create an accepting campus community in which all members can feel welcome and meet their full potential.*