

MNA Student Association (MNASA) Constitution

The Constitution of the MNA Student Association of the University of Notre Dame

Article I. Name

The name of this club shall be the MNA Student Association/MNASA (pronounced M-N-A-S-A).

Article II. Purpose

The Purpose of MNASA shall be to foster cohort camaraderie and community involvement through the coordination of educational, social, and awareness projects. MNASA will work toward its goal by:

- Coordinating a regular series of group meetings and outings that include social events and community engagement/service initiatives
- Assisting local nonprofit organizations
- Meeting with University administrators and staff to provide feedback on current nonprofit endeavors
- Creating a mentorship program between local E-MNA graduates and current R-MNA students

Article III. Membership

Section 1. Membership in MNASA shall be open to any interested graduate students at the University of Notre Dame enrolled in the full-time Master of Nonprofit Administration program.

Section 2. Notre Dame faculty/administrators may join the club as "Associate Members." Associate Members may not run for office and do not have voting rights.

Section 3. If deemed necessary, a person's membership may be reviewed by the club officers for repeated or serious violations of the club constitution. Members may also be expelled by a unanimous vote of the club officers for gross ethical or professional misconduct.

Article IV. Membership Fees

Section 1. Membership fees, from the student activities fee, will be collected at the beginning of the fall semester along with fall tuition through IrishPay. No additional fees required.

Section 2. Only active members may participate in club activities.

Article V. Officers

Section 1. The Club Officers of MNASA shall be the President, Vice President, Treasurer, and Secretary. The creation of additional officer positions (i.e., Co-President, Web Master, etc.) must be approved by a two-thirds vote of the active membership and with the support of the Advisor.

Section 2. Only currently enrolled MNA students may serve as officers.

Section 3. The duties of the President shall include:

Coordinating bi-weekly meetings of the club.

Chairing all meetings of the club.

Calling emergency meetings, pursuant to Article IX, Section 3.

Providing leadership to the club.

Working directly with the Advisor to ensure the club is operating within the expectations of the University.

Acting as the chief spokesperson of the club.

Establishing an effective relationship with Mendoza College of Business, Student Activities Office, and other University administrative departments.

Section 4. The duties of the Vice President shall include:

Assisting the President with the fulfillment of his/her duties.

Appointing all committee chairs, pursuant to Article VII.

Providing support for the development of club activities planned by the committees.

Working with the Treasurer to establish budgets for committees that are created.

Section 5. The duties of the Treasurer shall include:

Keeping a record of all financial transactions.

Meeting with the Advisor on a regular basis to review account balances and financial transactions.

Preparing any and all budgets, financial budget requests/appeals, etc.

Working with the Vice President to establish budgets for committees that are created.

Maintaining detailed membership records, including the amount of dues collected from each member.

Sections 6. The duties of the Secretary shall include:

Keeping detailed minutes of all meetings.

Coordinating the press relations of the club, including, but not limited to: relations with The Observer, Scholastic Magazine, social media (Facebook, Twitter, Instagram), listserv lists, flyer/poster approval, and maintaining the MNASA website.

Ensuring that all changes of officers are reported to the appropriate University officials.

Working with the Vice President to establish budgets for committees that are created.

Section 7. All officers are responsible for retaining transition manuals to pass on to future officers. Transition manuals will contain the documents, processes, notes, and tasks from previous position holders. The manuals will be provided to the newly elected officers after election results are finalized. The President, Vice President, Treasurer, and Secretary are responsible for transitioning new officers and providing support if needed.

Section 8. At the first meeting between the President, Vice President, Treasurer, and Secretary, they will determine the representative to the Specialized Masters Council (SMC). That member shall be responsible for representing the MNASA at all meetings.

Section 9. Officer transition resources can be found here:

https://drive.google.com/file/d/1sk6KOeNEtL_xPoRB0epxzcpNujanZ3Ti/view.

Article VI. Officer Election/Impeachment

Section 1. All Club Officers shall be elected before Oct. 1 and will serve a term of Oct. 1 - May 31.

Section 2. Officer elections will consist of the following three-step process: 1. Nominations, 2. Elections, 3. Run-Off Elections (if needed). The Club Advisor will initiate the election process.

Nominations: Nominations will be held in the meeting prior to the scheduled date of elections. Any active club member may nominate a fellow club member to any of the club officers' positions. Nominations will only be accepted during the meeting prior to elections. Candidates can be nominated for more than one position and they may nominate themselves for a position if they are not nominated by another member.

Elections: Elections will consist of each candidate speaking for up to five minutes, followed by up to three minutes of questions and answers from the club membership. Only active members shall cast a vote, and only these votes shall count toward the computations of the 50%+1 required margin for election to office. The order of elections shall be as follows: President, Vice President, Treasurer, Secretary. The advisor receives ballots to ensure an independent election.

Run-Off Elections: In the event that no candidate receives at least 50%+1 of the vote of the currently active club members, a run-off election shall be held between the two candidates receiving the most votes.

Sections 3. In the event that an officer is judged to be deficient in his/her duties (as decided by a unanimous agreement of the three club officers and advisor), he/she may be removed by a two-thirds vote of the club's membership. The Advisor shall oversee the impeachment process to ensure a fair and democratic process.

Sections 4. The filling of an office vacated by impeachment shall be conducted by a special election held in the manner of elections as defined in Article VI, Section 2. In case of a vacancy

for the President, the Vice President shall be appointed President, and a replacement for the Vice President shall be elected.

Article VII. Committee Chairs

Section 1. The Club Officers shall decide on an annual basis which committees need to be established in order to advance the club's position on campus.

Sections 2. All committee chairs will be appointed no later than **Oct. 15** by the Vice President. All appointments must be approved by the majority of the Club Officers. In the event of unforeseen circumstances, the President, Vice President, Secretary, and Treasurer can decide with a three-fourths vote to appoint at a date of their choosing.

Section 3. Only MNA graduate students may serve as committee chairs.

Section 4. The duties of all committee chairs shall include:

Selection of members to serve on their respective committees. This selection includes soliciting volunteers for committees as well as Officers reaching out to active members.

Coordinating and chairing committee meetings, as needed.

Keeping the Club Officers and Advisor abreast of the plans and intentions of the committee.

Becoming familiar with pertinent University policies and procedures.

Article VIII. Advisor

Section 1. The Club Officers shall unanimously agree upon and appoint an Advisor no later than April 1 to service a term from May 1 - April 30.

Section 2. The Advisor must be a full-time Notre Dame faculty member or administrator

Section 3. The Advisor's duties shall include:

Meeting with the club officers on a regular basis.

Attending club meetings and club activities.

Keeping abreast of club issues and intentions.

Meeting with the Treasurer on a monthly basis to review account balances and financial transactions.

Assisting with the implementation of an officer transition program.

Section 4. The Advisor shall be an ex-officio member of the club and as such shall not have voting rights.

Section 5. The Advisor shall have veto power over any decision made by the club which is in direct violation of University policy. This authority shall only be used in circumstances where the club officers knowingly intend to violate University policy.

Article IX. Meetings

Section 1. The club shall meet at least once per month. A listing of meeting dates shall be established by the Club Officers and shall be emailed to the membership no less than one month before the scheduled meeting.

Section 2. Only active student members may vote at meetings. A quorum to conduct business shall be 50% of dues-paying members.

Section 3. In the event that an emergency meeting of the club needs to be held, the President of the club shall have the authority to call such meetings. All officers must agree in advance to an emergency meeting and at least 24 hours notice must be provided to all active members by sending out both a text/message and email. Communication of emergency meetings will be the responsibility of the Secretary.

Article X. Disbursement of Funds

Section 1. All disbursements of funds must be approved by the Treasurer and Advisor.

Section 2. Reimbursement for expenditures will only be accepted for members who have retained an original, itemized receipt and a description of the expense incurred

Section 3. Any expenditure in excess of **\$200** must be approved by the majority of the Club Officers.

Section 4. All financial transactions of MNASA will be managed through the University of Notre Dame's accounting system.

Section 5. Only the Club Officers and the Advisor shall have the ability to charge expenses to the club via the University's account charge system.

Article XI. Amendments

Section 1. Amendments may be made to this constitution at any time by a two-thirds vote of the active club membership.

Section 2. Members interested in proposing amendments to the constitution must submit the proposed amendment to the President no later than ten days before the club's next meeting.

Section 3. The proposed amendment shall be presented via email to the active club membership no later than five days before the meeting where the amendment will be debated.

Section 4. Upon receiving a two-thirds affirmative vote in favor of a constitutional amendment/revision, the President shall submit the amendment/revision in writing to the Student Activities Office for review/approval.

Section 5. The Constitution shall be reviewed annually.