

***The American Cancer Society's
Relay For Life at the University of Michigan***

CONSTITUTION

Article I: NAME, PURPOSE and MISSION STATEMENT

Section 1. Name. The official name of this organization shall be The American Cancer Society's Relay For Life at the University of Michigan.

Section 2. Purpose. The purpose of this student organization is to work with the American Cancer Society to support their mission of eliminating cancer as a major health problem by preventing cancer, saving lives and diminishing suffering from cancer through research, education, advocacy and service. Specifically, this organization is dedicated to organizing and implementing a Relay For Life, the American Cancer Society's signature twenty-four hour fundraising event. Many elements go into the planning of one such event. The focus of which is to recruit teams of participants to raise money for the American Cancer Society throughout the school year and attend the Relay For Life event.

Section 3. Mission Statement. The mission of this organization is to represent the hope that those lost to cancer will never be forgotten, that those who face cancer will be supported and that one day cancer will be eliminated.

Article II. MEMBERSHIP

Section 1. Committee and Chair Membership. Relay For Life at the University of Michigan will only allow University of Michigan students to become Senior Leadership Team members and/or voting members of the planning committee. Any University of Michigan student may apply to become a member of the planning committee. The amount of planning committee members accepted onto the planning committee shall remain flexible to allow for the completion of a full committee. Once every chair position is filled and every subcommittee has members, the Senior Leadership Team will decide when the committee is full. This organization shall not discriminate on the basis of age, color, gender, handicapped status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

Section 2. Event Participants. Relay For Life at the University of Michigan will allow anyone to become a participant in the event, but will primarily

encourage participation from the University community, including graduate and undergraduate students, faculty and staff. Once again, this organization shall not discriminate on the basis of age, color, gender, handicapped status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

Section 3. Standing.

A person remains in good standing with Relay For Life by attending meetings and events sponsored by the organization.

Additionally, members of the planning committee are bound by the rules of the constitution and will remain in good standing by obeying these rules.

Due to the sheer size of our participant base, participants can not be prevented from participating in the event if they do not meet their fundraising goals or meeting/event obligations. Although, the planning committee can request that a participant be escorted out of a Relay For Life event if that participant is engaging in behavior deemed inappropriate or dangerous by a member of the planning committee. The planning committee will be required to follow the standards set by the American Cancer Society, which forbids the use of alcohol, tobacco or other illegal substances at events, and will use these guidelines to judge inappropriate participant behavior.

Article III. OFFICERS

Section 1. Service Year and Position Names. Within this organization there will be two Event Co-Chairs who will serve from May 1st to April 30th of every given year. The planning committee will serve from September 1st to April 30th of every given year. The planning committee consists of:

- I. Executive Director
- II. Team Income Management Directors with a subcommittee of Mentorship Directors/Specialists, Recruitment Directors/Specialists, Corporate/Alumni Relations Directors/Specialists and a Grow Blue Committee
- III. Internal Relations Director with a subcommittee of a Survivorship Director/Specialist and a Mission Director/Specialist
- IV. Marketing Directors with a subcommittee of Social Media Directors/Specialists, a Graphics Director/Specialist, an Online Director, a General Marketing/Outreach Director/Specialist and a Hope Squad Committee
- V. Event Execution Directors with a subcommittee of an Activities & Entertainment Director/Specialist, a Ceremonies Director, Community Engagement Directors/Specialists, a Logistics Director and Special Events Directors/Specialists

Section 2. Duties of Executive Officers. The following are the duties required by the Executive Officers of Relay For Life at the University of Michigan:

Executive Director- Maintain Integrity and the Mission of the American Cancer Society through the Relay For Life at the University of Michigan. Build and maintain relationships with executives among other student organizations. Prepare for and lead all general member and board meetings. Provide descriptions of each position to the chairs and committee members to ensure that each is aware of his or her base responsibilities. Work with the Planning Committee to develop future events and projects.

SLT Directors- Provide detailed information to the Planning Committee. Assist individuals in the Planning Committee who work under the sub categories of SLT: Event Execution, Internal Relations, Marketing and Team Income Management.

Section 4. Duties of Planning Committee. The Planning Committee of the Relay For Life shall consist of subcommittee chairs, mentioned in Section 1 of Article 3, and subcommittees. Responsibilities of the planning committee shall include but are not limited to: attending committee, and if applicable, chair meetings; contributing ideas; creating and implementing events; and helping to carry out and lead events.

Section 5. Duties of Team Captains. Team Captains act as liaison between the Planning Committee and the Team. They are responsible for organizing and registering a team of as many participants as possible with the American Cancer Society. Additional responsibilities include: distributing fundraising materials to respective teams, organizing team fundraisers before and during the event, coordinating team walking shifts during the Relay and ensure that at least one member from each team is on the track at all times. Finally, Team Captains entrusted with collecting and turning in the funds raised for the organization, especially at Bank Night. Team Captains are also encouraged to attend the Kickoff! Event held annually in the fall semester to commence the fundraising season and should attend every team captain meeting thereafter.

Section 6. Duties of Team Participants. Each team participant is encouraged to raise at least \$100 for the American Cancer Society and to attend and participate in the Relay For Life event in its entirety. There will be AI-Participant meetings throughout the year and fundraisers prior to the event that participants are encouraged to attend.

Section 7. Duties of the ACS Liaison. The American Cancer Society assigns a regional liaison to each of its events. The liaison provides support for the planning committee and is responsible for working with the committee to

organize the event. The liaison also acts to help choose qualified event co-chairs and can aid in selecting qualified committee members.

Article IV. OPERATING PROCEDURES

Section 1. Meetings. Planning Committee Meetings in regard to Relay For Life will be held at least twice a month in the Student Unions (which includes the Michigan Union, League, Palmer Commons etc...) around campus at the University of Michigan starting in the fall semester. Team Captain Meetings will occur at least once a month, but no more than twice a month.

Section 2. Procedures. Meetings will be run by the Senior Leadership Team. Meetings will commence on time and will continue for as long as is needed, preferably within an hour. Robert's Rules of Order will not need to be followed while the chairs are leading the meeting, unless the committee deems it necessary.

Section 3. Removals.

Executive Officer Removal Policy – Should any Executive Officer fail at his or her responsibilities, the remaining Executive Officers should first approach him or her to discuss specific issues with his or her actions. Should the problem persist, the Executive Officers will call a meeting with the ACS Staff Liaison who will need to approve of the removal. At a final meeting with the ACS Staff Liaison, the Executive Officers, and the Officer-in-question, the Officer-in-question will be dismissed.

Committee Member Removal Policy – Should any Committee Member fail at his or her responsibilities, first the Executive Officers should approach him or her to discuss specific issues with his or her actions. Should the problem persist, the Executive Officers will vote amongst themselves for the Committee Members dismissal.

ARTICLE V. MANDATORY EVENTS

Section 1. Relay For Life. The Relay For Life event will be booked as soon as possible and will take place at the end of the winter semester each year. A back up location will also be secured as soon as possible, in the event of untimely weather. At each Relay For Life there will be an Opening Ceremony, Luminaria Ceremony honoring those who battled cancer, Closing Ceremony releasing the fundraising total of the year and other events for entertainment purposes.

Section 2. Kickoff! Relay For Life will hold an annual Kickoff! to commence the registration and fundraising season in the Fall Semester, most likely in late October or early November.

Section 3. Bank Night. Relay For Life will hold an annual Bank Night to collect the bulk of the funds raised before the event from Team Captains. Preferably, the Bank Night will be the Tuesday before the Relay For Life. However, Bank Night can occur at any time during the week of the actual Relay For Life event.

Article VI. AMENDMENTS

Section 1. Making Amendments. An amendment can be presented by any member of the Relay For Life Planning Committee

Section 2. Proposing Amendments. Proposed amendments shall be presented when the Planning Committee is in meeting. The amendment shall be voted on, in the next scheduled Planning Committee meeting.

Section 3. Applying Amendments. An amendment to this constitution shall take effect seven days after its passage, unless the amendment explicitly states otherwise.

Article VII. REGISTRATION RENEWAL

Section 1. Registration Renewal. The executive officers of the organization are responsible for registering with the Michigan Student Assembly at the start of each year.

Article VIII. RATIFICATION PROCEDURES

Section 1. Time of Ratification. Following the interview process and selection of the Senior Leadership Team in late April, this group will be responsible for looking over the Constitution and revising it for the following Fall. They will have the summer prior to coming back to the University of Michigan in the Fall to do so.

Article IX. STATEMENT OF COMPLIANCE

Section 1. Statement. This organization has read and fully complies with the University's policies. We understand that the organization's registration is contingent upon our acceptance.

Relay For Life at the University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the

basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations.

Upon joining the organization, all members agree not to undermine the purpose or mission of Relay For Life at the University of Michigan.

Constitution Approved by the Full Senior Leadership Team: October 5, 2017

Signed by the Senior Leadership Team, October 5, 2017:

Olivia Kim, Executive Director
Jeffrey Solomon, Co-Internal Relations Director
Jordana Brown, Co-Internal Relations Director
Sam Klein, Co-Team Income Management Director
Rachel Samitt, Co-Team Income Management Director
Shale Mack, Co-Event Execution Director
Brandon Fazal, Co-Event Execution Director
Matthew Mendelsohn, Co-Event Execution Director
Maheen Khan, Marketing Director
Katherine Fitzpatrick, ACS Staff Partner/Liaison