**Sample Constitution**

SODA: Student Organ Donation Advocates at [university name]

*Please make sure you review your campus’s policies for clubs to ensure that your chapter meets the requirements to be an established club on campus.*

**PREAMBLE**

We, the members of SODA: Student Organ Donation Advocates, do hereby establish this Constitution on Full Date so that our purpose may be realized to its fullest extent.

1. **Name**

The group of students sharing this common interest shall be SODA: Student Organ Donation Advocates.

1. **Purpose *(or Mission Statement)***

The mission of SODA: Student Organ Donation Advocates is to advocate for organ donation through education and donor registration efforts in our community.

1. **Membership**

*What defines an active member of your group?*

An active member of our group completes a volunteer training session with our local Organ Procurement Organization (OPO) and/or attends 50% of SODA: Student Organ Donation Advocate’s educational programming. The purpose of the volunteer training is to learn about organ donation and become more comfortable with having meaningful conversations about the topic. There will be at least one volunteer training session on campus per semester. The purpose of the other educational events is to learn about organ donation from social, ethical, and biomedical perspectives.

*Will dues be charged?*

No.

*Is your group open only to undergraduates?*

No, the group is open to all students.

**

*How can a member leave the organization? (annual membership)*

To annul membership, one may email Chapter Email Address indicating that he/she would like to be removed from our email list.

1. **Leadership Team**

*What leadership team members are required for a SODA Chapter? What leadership team members are optional?*

**Required**

* President
* Treasurer

**Optional**

* Secretary
* Marketing & Social Media Coordinator
* External Programming Coordinator
* Internal Programming Coordinator
* Volunteer Coordinator

*What are the duties/responsibilities of each team member? If the chapter does not fill each position, the tasks may be divided among the team members.*

* President
	+ Maintains the mission of SODA and manages the SODA campus leadership team
	+ Facilitates brainstorming with the team
	+ Maintains relationship with the campus and communication with SODA National
	+ Creates meeting agendas
* Secretary
	+ Takes notes during meetings
	+ Maintains an updated list of members
	+ Reserves campus spaces and equipment for events
	+ Sends weekly or biweekly emails to members
* Treasurer
	+ Manages SODA chapter budget and reimbursements
	+ Applies for more funding through the campus or SODA National
	+ Purchases food and supplies for events and campaigns
* Marketing and Social Media Coordinator
	+ Designs marketing materials
	+ Promotes events to the campus community
	+ Maintains social media pages and SODA chapter’s website
	+ Works on getting local and regional media attention
* External Programming Coordinator
	+ Plans large events that reach students from a variety of backgrounds
	+ Secures speakers for these events and delegates tasks to other members of the Leadership Team
* Internal Programming Coordinator
	+ Plans small events that occur frequently throughout the semester to reach and engage the core SODA chapter members
	+ Secures speakers for these events and delegates tasks
* Volunteer Coordinator
	+ Maintains relationship with the local Organ Procurement Organization (OPO)
	+ Schedules at least one volunteer training per semester with OPO
	+ Manages volunteer opportunities on- and off-campus

*When and how are officers elected? Who can vote and how?*

* The election process for new Leadership Team positions occurs on a rolling basis. If a person expresses interest in being on the leadership team or submits an application through our formal application process, the candidate’s application will be reviewed by the leadership team. If selected, the candidate will then meet with a representative of the leadership team to further gauge interest. The person will be added if the leadership team votes 75% in favor of adding the person to the leadership team.
* Yearly elections will be held for established positions and will be managed by the current Leadership Team.

*How and for what reasons are officers impeached?*

* Officers are impeached when the board has a 75% vote for impeachment.
* Impeachment can occur due to a variety of reasons, including but not limited to, the following:
* Unexplained poor attendance at meetings and events
* Inability or unwillingness to perform the assigned duties
* Negatively affecting the chapter’s reputation

*What are the general functions, duties, and expectations of the leadership team?*

* Go through the volunteer training process
* Attend weekly leadership team meetings
* Attend, support, and promote all chapter events
* Sign up and attend volunteer opportunities

*What is the role/expectations of your advisor?*

* Discuss challenges as they arise
* Provide connections to guest speakers

**Operations**

*How are meetings or events run and how frequently?*

* Leadership team meetings are run by the president once per week.

*Is there a certain structured agenda?*

* Yes. The agenda is created by the President with input from the Leadership Team. Meetings begin with follow-up from last week’s action items, continues with active items such as program planning, marketing, and budgeting, and ends with action items for the next meeting.

*From where will your group receive money (i.e., grants, sponsorships, etc.)?*

* SODA National (sodanational.org). Chapters will not need to fundraise for themselves. SODA National will provide the funding for everything chapters need to be successful.

*How are committees formed and for what purpose?*

* Committees are formed based on expressed interest.
* Sample committees
	+ Registration committee: conducts presentations to student groups to promote organ donation awareness and hosts organ donor registration drives
	+ Marketing committee: supports efforts to promote SODA events and registration drives and to increase education and registration rates
	+ Education committee: generates educational initiatives and materials to allow for continued learning about organ donation

**

*What is the protocol for interacting with the public?*

* All conversations about organ donation should be respectful.
* The goal of organ donation conversation is to educate, not debate.
1. **The Constitution**
* Any member may request a vote to amend the Constitution. An amendment requires a two-thirds majority vote by members.
* The process of constitutional review:
	+ Submit an email to Chapter Email Address with the specific section you would like reviewed
	+ The amendment will be voted on at the next General Body Meeting
	+ Amendment needs 75% vote to amend the constitution
1. **Code of Conduct** *Note: the following must be in your group’s Constitution. More can be added, but this is the minimum.*

SODA will not engage in any activities that:

1. Violate the campus’s charter, judicial code, or campus policies.

2. Violate the constitution, statutes, or policies of the student government.

3. Endanger the tax-exempt status of the campus.

4. Explicitly or implicitly advocate acts of cruelty toward other individuals, or groups, nor advocate the violation of any individual rights.
5. All SODA functions and activities are open to all interested persons regardless of actual or perceived race, color, religion, sex, national origin, appearance, size, age, ancestry, marital status, socioeconomic status, health status, political affiliation, disability, gender identity, gender expression, sexual orientation, veteran status, or any other discriminatory or segregating factors.

