Constitution and Bylaws of the United Campus Ministry
Florida Atlantic University  Approved: July 22, 2003

I. Purpose

United Campus Ministry (UCM) exists at Florida Atlantic University (FAU) for the purpose of assisting the University in its mission of educating the whole person. UCM seeks to create an atmosphere in which individuals at the university are engaged in the active pursuit of intellectual and spiritual truth. It seeks to enhance the quality of community and individual life, on and off campus. UCM provides a structure for coordinating affiliated ministries on all FAU campuses.

UCM is a department of Student Affairs and is thereby subject to the laws of the State of Florida, regulations of the FAU Board of Trustees, and such other legally constituted authority as may be appropriate. It shall enjoy the same access to university facilities and resources as other university department and organizations.

II. Organizational Structure

United Campus Ministry consists of the UCM Board, a Director, Staff, UCM Student Advisory Council and Auxiliaries.

II. A. The UCM Board

The UCM board shall have a minimum of ten people with the following representation:

* At least four (4) members of the UCM Staff, chosen by the Director
* At least three (3) University employees, chosen from FAU faculty, staff or administration, by the UCM Board Chair
* At least two (2) students selected by the UCM Student Advisory Council
* The UCM Director

Officers: Chair, Vice-Chair, Secretary and Treasurer. Board officers shall serve for two year terms.

Committees: Committees will be formed up by the Chair, in consultation with the Director, to complete the work of UCM.

Meetings: The Board will meet as often as necessary to accomplish its tasks, but no less than five times per year.

Duties of Officers:

* The Chair shall preside at all meetings, prepare agendas, and serve as the UCM-SAC club advisor.
* The Vice-chair shall perform the duties of the Chair in the Chair’s absence.
* The Secretary shall record minutes of UCM Board meetings and maintain a UCM membership list.
* The Treasurer shall oversee the finances and budget of UCM. The budget of the UCM-SAC is the responsibility of the UCM-SAC Treasurer.

II. A2. Duties of the UCM Board

* to appoint and/or dismiss the UCM Director.
* to collaborate with UCM Staff and the participating (denominational?) religious groups to develop and secure financial support for a viable ministry to the FAU campuses.
* to serve as liaison between the various elements of the University, the community at large and student clubs.
* to collaborate with the UCM Staff in carrying out the goals and objectives of UCM.
* to approve an annual budget.
* to support and aid the Director of UCM in carrying out the duties of the position.
* to establish policy of UCM to be carried out by the Director.
* to vote on all matters pertaining to the business of the Board.
* to develop a strategic plan for UCM.
II. B1. The UCM Director
The UCM Director coordinates the various components of UCM.

II. B2. Duties of the UCM Director:
* to maintain and personally staff the UCM Breezeway Information Center.
* to report on the activities of UCM at each UCM board meeting.
* to report on the activities of UCM to the Dean of Students as needed.
* to uphold the Purpose of UCM, to the best of his/her ability.
* to coordinate the respective ministries in joint ventures.
* to maintain the center for ministries provided by the University.
* to secure and supervise clerical staff.
* to serve as liaison with University Administration, especially the Division of Student Affairs.
* to coordinate and facilitate campus student religious organizations.
* to develop public relations, interpreting and publicizing the ministry, working especially with participating groups, the UCM Board and University administration.
* to collaborate with University staff in developing programs and activities to further the goals and objectives of UCM.
* to implement the strategic plan developed by the Board.

II. C. 1. The UCM Staff
The UCM Staff consists of the ministers and volunteers who are appointed by their religious organizations to serve on the FAU campuses, and who commit themselves to the goals and philosophy of UCM.

II. C. 2. Duties of the UCM Staff:
* to lead and direct their ministries in a cooperative way with other UCM ministries and the University.
* to attend, or send a representative to, each UCM Board meeting.

II. D.1. The UCM Student Advisory Council (UCM-SAC)
The UCM-SAC will assist UCM by providing formal input from FAU students on the spiritual quality of life on all FAU Campuses. Membership is drawn from UCM affiliated student organizations.
Advisor for the UCM-SAC: The Chair of the UCM Board. If the Chair is not eligible or able to serve as the advisor, an advisor will be selected by the UCM Director, with the approval by the UCM Board.

II. D.2. Duties of the UCM-SAC:
* to advise the UCM Director and UCM Board on all issues deemed relevant by the members of the UCM-SAC.
* to select the student UCM board members.
* to collaborate with the UCM Director to facilitate the activities of all UCM affiliated student organizations.
* to collaborate with the UCM Board and Staff to assess the needs and interests of the student community.
* to prepare an annual budget and solicit Student Activity funds to support its activities.
II. E.1. United Campus Ministry Auxiliaries

The UCM Auxiliaries will consist of concerned and interested persons who wish to advance the work of UCM. Possible groups include “FAU-UCM Alumni”, “UCM Clergy Advisory Board”, “Friends of UCM” and “The UCM Club.”

II. E.2. Duties of the UCM Auxiliaries:

* to communicate concerns to the UCM Staff and Board.
* to provide financial support to UCM.
* to collaborate with the UCM Staff in coordinating activities.
* to serve UCM as a volunteer resource.

III. Religious Rights and Freedoms

All members of UCM shall respect the Constitutional rights and religious beliefs of students, faculty and staff and shall not proselytize those persons of different religious persuasion, but may respond to anyone voluntarily seeking information about a particular religious orientation.

UCM will strive to create and maintain a fair and open environment for all participating clubs and affiliated religious organizations. All participating clubs will be given equal access to UCM support and appropriate university resources.

IV. Practices and Procedures

IV. A. Amendments to the UCM Constitution and Bylaws

Amendments to the UCM Constitution may be made by the affirmative vote of 2/3 of the Board present at a meeting, provided that written notice of the proposed amendment has been given 10 days prior to the Board meeting.

IV. B. A quorum shall consist of a majority of voting members.

IV. C. Each member of the UCM Board shall have voting privileges, but no voting shall take place by proxy.

IV. D. If a Board member has two un-excused absences in a given year, the Board may remove the member.

IV. E. Electronic means of communications, including, but not limited to email, web postings, video-conferences and telephone-conferences, are all regarded as appropriate means of conducting UCM business.