



Woodbury College Chapter of Mediators Beyond Borders Constitution

(a.k.a. – Operators Manual)

Purpose of this document; This single text Constitution is a common reference point for all of those involved in this Chapter. Its' purpose is to make simple the workings of the Chapter so the members can focus on the activities of the Chapter. It is naturally a document in flux and can be amended through the proper procedures. It is meant to be an operators' manual and an internal peace keeping guide.

Mediators Beyond Borders Mission

Partnering for Peace & Reconciliation, MBB is a non-profit, humanitarian organization established to partner with communities worldwide to build their conflict resolution capacity for preventing, resolving and healing from conflict.

Woodbury College Student Chapter Mission

We exist to further the MBB Mission by engaging students, faculty, and conflict resolution professionals in a university-based setting. The Woodbury College Student Chapter will enhance the knowledge and skills of students by partnering them with practitioners and global student networks with the goal of promoting peace by the integration of diverse conflict resolution processes within vulnerable communities.

Relationship with Mediators Beyond Borders International

The Woodbury College Chapter of Mediators Beyond Borders operates under the overall guidance, rules, and direction of the international organization, currently based in Pittsburg, PA USA. Members of the Woodbury College Chapter are also members of the International MBB organization.

Activities of the Chapter

The following are potential activities of this Chapter. This base may be expanded on. Activities are to be determined and approved by the student members, and their advisors, on an ongoing basis.

1. Provide research into specific geographic regions by compiling information on specific countries, and conflicts, for utilization in projects for in-country initiatives.
2. Create and maintain ongoing sister chapter relationships with universities across the globe by building long term relationships, university chapter to university chapter, as well as individual relationships, student to student.
3. Become involved in research within specific MBB projects.
4. Have at least one local public event, each semester.
5. Student chapters are typically assigned a specific country to research and create relationships with sister educational institutions and NGOs operating in-country.
6. Research and contact with countries and key stakeholders within the communities.
7. Apply for and be considered for MBB projects and/or initiatives.
8. Involvement in projects, fieldwork, and internships affiliated with MBB.
9. Have fun! Promote peace!

Positions to Maintain

1. **Student Members** – We will maintain at least ten dues paying active student members.
2. **Internal Faculty Advisor(s)** – We will work with at least one faculty advisor on a regular basis. The Chapter's ongoing needs, and the individual advisor, will determine the advisors' role.
3. **External Advisor(s)** - We will work with at least one external to the College advisor on a regular basis. The Chapter's ongoing needs, and the individual advisor, will determine the advisors' role.
4. **Officers** - We will keep in place a minimum of the following officer positions.
 - Presidents (2) – One Senior and one Junior President. The role of the Senior President is to lead the organization. The role of the Junior President is to co-lead the organization. Succession of the current Senior President must be maintained and should be considered closely in the nominating/voting process of the Junior President.
 - Secretary/Treasurer (1). The role of the Secretary/Treasurer is to maintain the finances of the organization as needed. This person may be called upon to perform other needed duties that are beyond the skills, or time, available from the other elected officers.
 - Other officer positions may be added as needed pending the direction of the membership. Suggested by the MBB positions include; Vice President, Events Chair, Publications Chair, etc...

(A current list of all of these positions, and those people that hold them, will be maintained in a fashion that is easily visible to all members.)

Communication

Most communication will be made via our on-line website and communication center. (currently called "Moodle.") On-line library, database(s), discussion boards, activity & project reporting centers, etc... will be maintained in one area and all information will be archived for a TBD length of time. Activity leaders and members are expected to maintain reporting and notes so everyone can benefit from all activities. All student members will have access to this web-based tool.

Financial Obligations of The Chapter

As agreed by the Board of Directors of Woodbury College, this student Chapter will be self-sustaining and should expect no financial support from the College. The Chapter is responsible for the payment of Chapter dues to the main body of the organization MBB on a yearly basis. That current dues payment is \$365.00 USD Spring 2008. The Chapter will collect dues, donations, and/or any other monies, in order to keep this financial obligation to MBB. The chapter will maintain financial practices that allow it to be financially viable at all times.

Membership

Student Membership - Requirements and Procedures: A diverse membership will be encouraged of students from all academic programs, of all races, creeds, ages, sexes and nationalities. Members are required to pay yearly student dues of a TBD amount (currently \$18.50 USD in Spring of 2008) to the Secretary/Treasurer. Dues paying student members of the Woodbury College Chapter are automatically members of the MBB main group. Members may join at any point during the school year. Members will remain active on-line and within planned activities. Each member will be involved

in at least one project activity on an ongoing basis and will report to the Chapter at large at least every two months on current goals and progress made.

Alumni, Faculty & Community Members; Members other than student members are welcome and encouraged to participate in approved Chapter activities and efforts. Communication and coordination of these member efforts is to be determined. Non-student members will not have voting rights and will not have access to the communication website. Dues payments are to be determined.

Miscellaneous Details

Voting Privileges: Voting privileges are limited to active student members in good standing with the organization. Requirements to maintain voting privileges include paying dues and meeting membership requirements. All student members, including officers, can vote. Voting may take place at face to face meetings and/or on-line pending the discretion and consensus of the Presidents and the Secretary/Treasurer.

Election of Officers: The election of officers will take place once a year at the beginning of the Fall Level/Semester. Officers are nominated by anyone present at the meeting who meets the membership requirements. All Officers are required to be members in good standing who meet the membership requirements. The election process will be by printed ballots, in which each member present at the election meeting will circle the name of the candidate on the ballot. Ballots of members not present may be counted if received by the Secretary in advance of the election. The results will be announced at the meeting and on the website within one week of the vote. A simple majority of votes cast will be required to win a position. An officer can hold only one position at a time. No proxy ballots can be cast.

On-line nominating and voting may be instituted if an in-person meeting, of a majority of members, proves impossible and is agreed upon as outlined in "Voting Privileges."

Terms of Office: Term in office will be one year from the date the officer is voted in to office.

Removal of Officers: Officers can be removed by a vote of more than 75% of the active members in good standing. A new vote will then be taken to fill that position, and that new officer will fulfill the remainder of the current term.

Expenditures: Spending of Chapter monies will be approved by the Treasurer and at least one of the Presidents.

Amendments to this Constitution: This Constitution may be amended thru the following process. The Senior President will arrange for discussion of the Constitution among all members. Suggestions will be discussed among all members, for a time frame TBD by the Senior President. A revised / amended Constitution will be posted for further discussion. At some point after this secondary discussion, the two Presidents and the Secretary/Treasurer will agree that it is time to vote or revise again. Revisions/amendments must be approved by at least 75% of the voting membership. The two Presidents and the Secretary/Treasurer must all vote to approve the changes. The new document will be posted and the old revision will be archived.

Works Cited

Some of the ideas and context for this original version of the Woodbury College Constitution were taken from the following sources. Many thanks to both Universities for thinking this through before we did.

PITT MWB Constitution. University of Pittsburgh, Pittsburgh, Pennsylvania, USA. September 1, 2007. Posted to the MBB website.

Constitution of The Student Chapter of Mediators Beyond Borders at The University of Ljubljana. University of Ljubljana, Slovenia. January 1, 2008. Posted to the MBB website.