**NMDP Chapter Constitution**

**NMDP Chapters Mission**

Engage students in the NMDP mission to save lives by:

* Providing meaningful, unique opportunities for students to learn about blood cancers and other life-threatening diseases treated by a blood stem cell transplant.
* Increasing awareness of the need for young, committed, racially and ethnically diverse registry members who can save a life.
* Holding campus-wide education/awareness events, donor registry and fundraising events and activities to give the entire student body the opportunity to join in this social movement and global effort.

**Article I – Name of Organization**

**Section I** The organization shall be called National Marrow Donor Program (NMDP) at UC

San Diego.

**Section II** Guidelines exist for co-branding the name of the school or name of the chapter

with the NMDP Chapter name and logo. Leadership of the chapter will partner

with their NMDP representative to ensure all co-branding guidelines are met.

**Article II – Statement of Purpose**

The purposes of this organization are to:

1. Be the official chapter partnering with the NMDP representative to educate and engage the university or college community in this unique opportunity to save lives.
2. Partner with the NMDP representative to plan and achieve the yearly goals of the chapter:
* Raise awareness of the NMDP mission to save lives through cellular therapy.
* Recruit committed members to the NMDP Registry of potential marrow donors.
* Raise funds for NMDP patients and families through NMDP Foundation’s official fundraising platform.
* Keep accurate records of these awareness, recruitment and fundraising efforts and report volunteer hours each month.
* Ensure chapter’s sustainability by voting in officers each spring for the following year.

**Article III – Nonprofit Statement**

NMDP at UC San Diego is a non-profit student organization.

**Article IV – Chapter Membership**

**Section I** Membership in the chapter will be open to all interested students. The

NMDP Chapter shall not discriminate based on race, creed, color, sex, age, national origin, disability or sexual orientation. To be recognized by NMDP as a chapter member, students must complete the annual commitment form.

**Section II** The NMDP Chapter will not participate in any hazing of prospective or current members for the purpose of admission into or affiliation with the chapter. Members of the chapter are free to leave or dissociate without fear of retribution or harassment.

**Section III** The amount of any dues to be paid, payment schedule and other related activities will be determined by the chapter’s board members.

**Section IV** The types of membership are active, inactive and alumni. Only active members are eligible to vote.

1. To be considered active, the member must attend meetings and volunteer at events regularly. Attendance issues and opportunities will be addressed by a member of the board.
2. A member may be removed if the member does not abide by this constitution or any rules of the school.

**Article V – Chapter Meetings**

The meeting schedule each year will be determined by the board.

1. General chapter meetings will occur at least once each quarter.
2. All information presented at general chapter meetings will be in accordance with NMDP’s chapter educational resources.
3. There will be no minimum number of members present to constitute an official meeting.
4. Decisions that are opened to the general chapter members will be decided by a majority vote.
5. Meeting minutes or presentation slides will be recorded at each general chapter meeting and sent out to the general chapter membership.

**Article VI – Chapter Board**

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization’s offices.

**Section I** **Board Positions**

1. Officers of the NMDP chapter board must include:
* **President**: preside over board and general meetings, coordinate efforts between all board members, facilitate discussion and decisions on chapter operations
* **Donor Recruitment Chair**: coordinate volunteer training and registry tabling events in alignment with the purpose of recruiting potential donors to the NMDP registry
* **Fundraising Chair**: coordinate fundraising efforts through NMDP’s fundraising platform with the goal of $1000 per year, supervise financial records in absence of a treasurer
* **Chapter Membership Chair**: keep organized records of chapter members, plan events and/or incentives to increase general chapter membership
1. These (and other) optional officer positions may be added to help meet chapter goals:
* **Vice President**: assist with general administrative tasks, preside over meetings in president’s absence
* **Treasurer**: supervise financial records
* **Secretary**: maintain meeting minutes
* **Administration Chair**: complete administrative tasks of reserving rooms and school funding, and creating event hours on the NMDP volunteer website
* **Outreach Chair**: coordinate collaboration with other student and school organizations
* **Publicity Chair**: manage social media posts, create graphics and flyers
* **Volunteer Training Chair**: work with donor recruitment chair to organize volunteer training events
* **Education & Commitment Chair**: organize events and tabling to increase general awareness about NMDP
* **Diversity Chair**: work to improve diversity of chapter membership and recruited donors
* **Advocacy Chair**: coordinate advocacy efforts for issues such as student donor protection
1. Board officers will serve a term of one year, beginning the day they were elected, with elections held in the spring. At the end of each term, the board positions will be reviewed. Positions may be added or removed based on need and availability.

**Section II** **Annual selection of board members**

1. Any member may run for office as long as they maintain at least a 2.0 GPA.
2. Board member selection will be held in the spring of the academic year, before the conclusion of the semester to ensure that leadership is in place prior to the next academic year. The only exception to this schedule will be for an unexpected vacancy mid-term.
3. Selection for the following year will take place through an application and interview process conducted by the existing board.
4. All board positions will be filled by discussion and a majority vote from the existing board.
5. Any vacancy in office, except that of the president, will be filled by conducting an election during a meeting.
6. In a case of a vacancy, the office of the president will be filled by the vice-president or other existing board member as decided by the board.

**Section III** **Board meetings**

1. The board will meet once every two weeks at minimum during the regular academic year and in accordance with their campus schedule.
2. Board meetings are mandatory for all officers except in cases of illness or other extreme circumstances.

**Section IV** **Dismissal of board officers**

Officers may be dismissed for cause as determined by the chapter members, NMDP representative staff partner, and the Office of Student Affairs. Officer recall requires two-thirds vote by the chapter.

**Article VII – Risk Management**

**NMDP at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.**

**NMDP at UC San Diego understands that the University does not assume legal liability for the actions of the organization.**

**Article VIII – Governance**

The chapter is governed by a constitution and by-laws. It is optional to have an assigned faculty or staff advisor. It is required to hold annual elections for board officers and to annually review and approve this constitution.

**Section I** There may be one faculty or staff advisor assigned to the chapter. The advisor will be recommended/appointed by the chapter and board members.

**Section II** The advisor shall work closely with chapter members to ensure all activities comply with school policies and guidelines and all local, state and federal laws. The advisor is not required to attend meetings or events.

**Section III** The chapter shall adhere to the NMDP mission, policies and guidelines. Failure to do so may result in discontinuance of the chapter.

**Section IV** The chapter shall work in partnership with their assigned NMDP staff partner as assigned to their chapter. The staff partner will provide resources and guidance to assist the chapter in setting and achieving goals and fulfilling the requirements set forth in this constitution.

**Section V** The chapter shall annually review and approve this constitution. Approval must be agreed upon by elected board officers, NMDP representative staff partner, and follow any rules set forth by campus administration. Review and approval will take place each spring before the conclusion of the academic year.

**Article IX - Responsibilities**

This chapter will adhere to school policies and all local, state and federal laws. It will also adhere to the chapter leadership and volunteer policies of NMDP.

**Article X – Amendments**

**Section I** Proposed amendments to this constitution will be considered if there is a simple

majority vote by members of the chapter and approval from the NMDP representative staff partner. Amendments will be adopted if there is a two-thirds vote.

**Section II** Any revisions to the constitution and/or by-laws must be reviewed and approved

by the Office of Student Affairs and the NMDP representative staff partner.

**Article XI – Ratification**

This constitution will become effective once ratified by the Office of Student Affairs and a simple majority vote by the chapter board.

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