

Bylaws
Senior Class Marshals
The University of North Carolina at Chapel Hill

Preamble

We, the members of The University of North Carolina at Chapel Hill Senior Class Marshals, do hereby establish these bylaws in order that our purpose be realized to its fullest extent.

Article I – Name

The name of the organization shall be The University of North Carolina at Chapel Hill Senior Class Marshals, commonly referred to as Senior Marshals or Marshals.

Article II – Purpose

The purpose of the organization shall be to stimulate the interest and participation of the senior class in the progress of the University. This organization shall be the official representatives of the senior class.

Article III – Affiliation

The Marshals are sponsored and advised by The University of North Carolina General Alumni Association (GAA).

The GAA is a self-governed, nonprofit membership organization that serves UNC, fosters alumni fellowship and provides information and activities. The GAA was founded in 1843 to serve the University and its many alumni, students, parents and friends.

While meeting the standards of the GAA, the Marshals must also meet criteria established by Student Affairs for recognition as a student organization and support the Office of University Development Department of Annual Giving (Annual Giving) in its efforts with the Senior Campaign for Carolina.

Article IV – Membership

As an organization, the Marshals must recognize responsibilities to and representation of the members of senior class, the GAA and the Annual Giving. As such, each Marshal also must be a member of the senior class.

Section 1

A member of the senior class shall be defined as any person who is enrolled full- or part-time at UNC; this person must be in his or her senior year and plan to graduate in May or December of that year.

Section 2

All members of the senior class are eligible and encouraged to apply to a Marshal.

Section 3

Membership and participation is open to all students without regard to race, color, gender, age, national origin, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Section 4

Marshals prohibit its members, both individually and collectively, from committing any acts of hazing upon current and potential members as defined by The State of North Carolina General Statute and University policy.

The State of North Carolina General Statute defines hazing as to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group. [State of North Carolina General Statute 14-35; (1913, c. 169, ss. 1, 2, 3, 4; C.S., s. 4217; 1969, c. 1224, s. 1; 1993, c. 539, s. 19; 1994, Ex. Sess., c. 24, s. 14(c); 2003 299, s. 1.)].

The official University policy defines hazing as causing or permitting a person, incident to initiation into or membership in a society or club, or similar organized groups (whether or not recognized by the University), to participate in any activity that subjects that person or others to risks of physical injury or mental distress or personal indignities of a highly offensive nature, whether or not such person has consented to participation in the activity.

Article V – Structure

Section 1

Membership shall consist of the elected senior class president (president), elected senior class vice president (vice president), selected chief marshal and a maximum of thirty-two (32) and a minimum of twenty-two (22) senior UNC students.

Section 2

The president and vice president shall be the highest decision-makers in the Marshals.

Section 3

Primary responsibility for the authority over the function of the Marshals shall rest with the executive committee.

Section 4

The executive committee shall consist of the president, vice president, chief marshal and the adviser.

Section 5

The cabinet shall consist of the president, vice president, chief marshal, committee chairs, the adviser and the Annual Giving liaison.

Section 6

The committees, consisting of the Marshals, shall be set forth by the president and vice president prior to their tenure.

Section 7

The executive committee, cabinet and the committees shall meet all together bi-weekly (every other week), beginning with the first full week of classes of each semester and as called by the president, vice president or adviser. These meetings shall be called all marshal meetings.

Article VI – The Executive Committee

Section 1. General Responsibilities

It shall be the responsibility of the members of executive committee to:

1. Advance the overall goals and missions of the senior class, the GAA and Annual Giving;
2. Have a working knowledge of the organization, the GAA and Annual Giving;

3. Ensure that all programs within their jurisdiction are managed and documented;
4. Attend all executive committee and all marshal meetings;
5. Attend all retreats and enrichment activities;
6. Attend all senior class events or notify the event coordinators in their absence;
7. Plan an annual budget;
8. Plan, in consultation with cabinet, all marshal meetings
9. Review and terminate membership;
10. Provide appropriate training for the incoming executive committee after annual elections providing them with a written transition document and meeting them;
11. Make a donation representing their class year to the Senior Campaign for Carolina (e.g. a class of 2014 marshal would donate \$20.14) ; and
12. Solicit at least twenty-five (25) senior classmates to donate to the Senior Campaign for Carolina.

Section 2. President

It shall be the responsibility of the president to:

1. Serve as representative of the senior class to the University, community, state, nation and world;
2. Call, plan and preside over the executive committee and cabinet meetings;
3. Hold a weekly one-hour office hour in the senior class office and as necessary;
4. Hold a weekly one-hour office hour with Annual Giving and as necessary;
5. Serve as a member of the GAA Board of Directors and attend quarterly board meetings and dinners to report on senior class programs, events and activities;
6. Serve on the GAA Student Alumni Council;
7. Serve as a member of the University Day and Commencement Activity Committees, Chancellor Awards Committee and other University Committees as needed;
8. Work with the adviser to plan and coordinate the marshal retreat in the spring before the senior year;
9. Ensure that the senior class is an "Officially Recognized Student Organization" of the University;
10. Facilitate the incorporation of the senior class into the greater campus community by acting as a representative to other organizations, departments and University officials;
11. Work closely with members of cabinet as needed; and
12. Serve as a positive role model for members by reflecting an enthusiastic attitude.

Section 3. Vice President

It shall be the responsibility of the senior class vice president to:

1. Serve in the absence of the president;
2. Hold a weekly one-hour office hour in the senior class office and as necessary;
3. Hold a weekly one-hour office hour with Annual Giving and as necessary;
4. Coordinate senior class merchandise (shirts, cups, etc.) sales;
5. Manage senior class office and storage space including maintaining inventory;
6. Complete University's Student Organization treasurers' exam and serve as the treasurer for the senior class;
7. Take minutes (using the standard GAA format) in the all marshal meetings, keeping an accurate record of meeting minutes;
8. Manage Student Activities Fund Office (SAFO) account;
9. Work closely with members of cabinet as needed; and
10. Serve a positive role model for members by reflecting an enthusiastic attitude.

Section 4. Chief Marshal

It shall be the responsibility of chief marshal to:

1. Voice the interest of the overall membership during the executive and cabinet meetings;
2. Preside over and facilitate all marshal meetings;
3. Help plan retreats, receptions and socials for marshals with executive committee;

4. Provide support for special projects;
5. Create and maintain accurate marshal membership roster, including phone numbers and emails;
6. Track attendance for meetings;
7. Take minutes (using the standard GAA format) in cabinet meetings, keeping an accurate record of meeting minutes; and
8. Serve as primary contact for Commencement and Senior Week (current year) volunteer efforts.

Section 5. Adviser

It shall be the responsibility of the adviser to:

1. Advise and guide the senior class marshals in the development and implementation of events and programs to ensure that all requirements are being met, and that all activities are appropriate and suited to the overall purpose of the organization, the GAA and the University;
2. Act as the liaison between the marshals and the GAA and other campus offices, communicating questions, concerns and recommendations;
3. Work with the president and vice president to prepare the annual budget, meetings and events;
4. Report list of Marshals to University Events (or designated office) for publication in Commencement program, as well as assignment of special seating for marshal parents;
5. Be in full contact for all Senior Class events and programs or find a replacement contact in his or her absence (where appropriate).

Section 6

The executive committee has the authority to add ad hoc appointments as needed. The duties must be written and provided to all marshals.

Section 7

The executive committee shall meet weekly and as called by president or adviser. These meetings shall be called exec meetings. The president, with at least twenty-four (24) hour notice, may institute additional meetings or alter meeting times.

Article VII – Cabinet

Section 1. Committee Chairs

It shall be the responsibility of committee chairs to:

1. Propose his or her vision, enumerating the goals of the committee for the coming year. This shall be created within the first two (2) weeks of taking office the spring semester, and will be reviewed and approved by the executive committee;
2. Attend bi-weekly cabinet meetings (opposite week of all marshal meetings) to report on committee activities;
3. Plan and execute bi-weekly committee meetings (week of cabinet meetings);
4. Regularly communicate with all committee members;
5. Maintain a notebook with all necessary project information for future chairs;
6. Submit committee event reports to the president as requested;
7. Exercise the authority to appoint sub-committee chairs for specific activities or programs at their discretion;
8. Communicate important messages to committee members, such as absence policy and news about upcoming events and projects;
9. Report committee projects at all marshal meetings;
10. Make a donation representing their class year to the Senior Campaign for Carolina (e.g. a class of 2014 marshal would donate \$20.14) ; and
11. Solicit at least twenty-five (25) senior classmates to donate to the Senior Campaign for Carolina.

Section 2. Annual Giving Liaison

It shall be the responsibility of the Annual Giving Liaison to:

1. Advise and guide the senior class marshals and the development and implementation of the Senior Campaign for Carolina to ensure that all requirements are being met, and that all activities are appropriate and suited to the overall mission of the organization, Annual Giving and the University;
2. Train and directly supervise the Marshal who leads the committee responsible for the Senior Campaign for Carolina;
3. Be the primary contact for all Senior Campaign for Carolina events and activities;
4. Attend bi-weekly all marshals meetings; and
5. Attend bi-weekly cabinet meetings (opposite week of all marshal meetings) to report activities.

Article VIII – Committees

Section 1

Committees are determined by the president and vice president in consultation with the adviser based on their candidate platform.

Section 2

Each marshal, with the exception of the president, vice president and chief marshal, will be assigned to a committee.

Section 3

It shall be the responsibility of a committee member to:

1. Advance the overall goals and missions of the organization, the GAA and Annual Giving;
2. Have a working knowledge of the organization, the GAA and Annual Giving;
3. Serve actively on a committee under the leadership of a committee chair;
4. Attend all bi-weekly all marshal meetings, bi-weekly committee meetings (opposite week of all marshal meetings), retreats and enrichment activities;
5. Contact the chief marshal and committee chair at least twenty-four (24) hours in advance to notify him or her of an absence;
6. Plan and execute all tasks assigned by committee chairs in a timely manner;
7. Maintain open communication with committee chairs informing them of problems or issues regarding participation;
8. Make a donation representing their class year to the Senior Campaign for Carolina (e.g. a class of 2014 marshal would donate \$20.14) ; and
9. Solicit at least twenty-five (25) senior classmates to donate to the Senior Campaign for Carolina.

Section 4

Each committee shall meet at least bi-weekly (opposite week of all marshal meetings), or as called by chairs. These meetings shall be called committee meetings.

Article IX – Elections, Appointments, Term of Office, Resignations, Vacancies

Section 1. Elections

The election of senior class president and vice president shall be held on the second Tuesday of February as outlined by the UNC Student Code (Article II, Section 201).

Section 2. Appointments

A. The Chief Marshal

1. The appointment of chief marshal shall be made by the class president and vice president.
2. The appointment shall be made within two weeks of the election of the president and vice president

B. Adviser

The GAA shall appoint the adviser.

C. Marshals

1. The appointment of marshals shall be made by the president, vice president and chief marshal in consultation with the adviser and Annual Giving liaison.
2. Appointments shall be made via a written application and an interview process. The application must be made available and public to all rising seniors for at least two weeks.
3. All marshal appointments must be made by the first Monday in April in the spring semester following Student Body elections;

D. Committee Chairs

1. The appointment of committee chairs shall be made by the president, vice president and chief marshal from the selected marshals in consultation with the adviser and Annual Giving liaison.
2. All committee chair appointments must be made by the start of the spring marshal retreat.

E. Annual Fund Liaison

The Annual Giving shall appoint the Annual Giving liaison.

Section 3. Term of Office

The term of each office shall be from the first Tuesday of April in the semester of election or appointment through May Commencement of the senior year.

Section 4. Resignations

Any marshal who is unable to fulfill his or her duties may resign by a written letter of resignation to the president and adviser.

Section 5. Vacancies

In the event that a marshal must vacate their position (with the exception of the president or the vice president), the position shall not be filled.

If a committee chair position is vacated the president and vice president will appoint a new committee chair.

Article X – Finances

Section 1. Fiduciary Support

A. GAA Support

Marshals will be supported by the GAA up to a specific monetary amount determined by the adviser at the beginning of the fiscal year. It is understood that the organization shall be self-sustaining through fund-raising projects outside of GAA fiduciary support and through funds allocated through student government.

B. Annual Giving Support

Additional fiduciary support shall come via Annual Giving in specific expenses related the Senior Campaign for Carolina and fiduciary support of the marshal retreat.

C. Student Fee Support

Additional fiduciary support comes from student fees. One (1) dollar from each senior student is deposited in the senior class Student Activities Fund Office (SAFO) account each semester.

Section 2. Accounts and Expenditures

1. All funds collected by the organization shall be deposited to the senior class accounts held by the GAA or senior class SAFO account.
2. The president, vice president and adviser shall have authorization to the senior class GAA accounts. Final approval must be signed and submitted by the adviser.
3. The president, vice president and the one marshal selected by the president shall have authority over to the senior class SAFO account. SAFO has established policies that must be followed for use of funds in their holding.
4. All expenditures shall be made by GAA staff credit card, GAA issued check or SAFO transactions.

Section 3. Dissolution

Should the organization be dissolved, any funds remaining in the GAA accounts will remain with the GAA. Any funds remaining in the SAFO account will handled based on SAFO policies.

Article XI – Marshal Handbook

Section 1

There shall be a marshal handbook to be followed by marshals.

Section 2

The marshal handbook shall constitute the technical details necessary for carrying out stipulations of the bylaws.

Section 3

The bylaws supersede the handbook; therefore, the handbook shall not contradict the bylaws.

Article XII – Maintenance

Each marshal shall receive a printed copy of the bylaws. The most current version the bylaws must be available online to members at all times.

There shall be only one editable electronic version of these bylaws. This version shall be up-to-date and stored on the GAA server. The document shall be password protected and only the GAA adviser or his (her) designee shall know the password.

Update History

October 2011

September 2009

April 2014