**THE CONSTITUTION OF: GHOSTS OF THE UNIVERSITY OF NORTHERN COLORADO (UNC)**

**Article I: Name of the Organization**

The name of this organization shall be GHOSTS of UNC (Group Haunting Observation & Supernatural Tracking by Students) and hereafter referred to as GHOSTS of UNC.

**Article II: Purpose Statement**

The mission and goals of the organization are as follows:

* To seek the truth about all types of paranormal occurrences and their source.
* To provide support to individual members who feel like they have had paranormal experiences.
* Provide a safe environment to individuals who feel judged for having paranormal experiences.
* Hone observation and organization skills by striving to collect accurate and detailed information during investigations.
* Talk about philosophical topics such as life after death, different dimensions, extraterrestrial life, time, and any other topics that come up during group meetings/events.
* Build an interdisciplinary network of contacts that will be able to solve mysteries, and innovate new ideas.
* Research history on locations that are said to be having paranormal activity (for example: what paranormal activity is happening? Are there any specific rooms that more activity happens in? When did these occurrences start to happen? Etc.). Gather information; correspond with president on “threat” level of potential locations (how aggressive are the entities, have there been injuries there before etc.).
* Most importantly, make friends with likeminded individuals and have fun!!

**Article III: Membership**

Membership must consist of a majority of UNC students. Although membership of alumni, community members, or faculty and staff is fine, only active student members should be eligible for voting rights and authorizing financial matters. The organization must maintain a minimum of three (3) members for the first two (2) semesters of club activity. After two (2) semesters, the club must be able to maintain 10 members or appeal to Student Senate.

***Equal Opportunities Statement:***

The University of Northern Colorado embraces the diversity embodied within individual and group differences. Each member of the University is responsible for valuing and supporting interactions among diverse populations, thus creating a rich and inclusive community of learners. We are committed to fostering an environment where diversity is affirmed and vigorously pursued. As such, we will strive to recruit and retain a diverse administration, staff, faculty, and student body by providing a campus climate that is welcoming and free of discrimination.

We recognize that diversity encompasses race, gender, age, sexual orientation, gender identity, human capacity, and ethnicity as well as differences in culture, ideas, viewpoints, perspectives, values, religious beliefs, and backgrounds. Through exploration, discovery, interaction, collaboration, instruction, and partnership, we gain understanding about how our differences affect the way we see the world and our engagement with those around us. We also gain understanding of the equally important fundamental similarities that exist among all humans. These understandings prepare our students and other members of the university community to work effectively in a diverse, global, and changing environment.

***Subsections Of membership***

Eligibility and responsibilities of active members:

* Be available for at least 2 to 6 meetings/events throughout the whole year.
* Be respectful of others ideas, experiences, viewpoints, and limits.
* Be a good student (good academic standing; or at least working at improving).
* Share ideas for events/ group bonding.
* Inform officers of concerns, and any reports of paranormal activity you hear about.
* Understand that use of any provocation devices (Ouija boards, harsh words to spirits, odd rituals, and general negative energy/ behavior/ words) is strictly prohibited and will be grounds for immediate expulsion from the club.

Privileges of membership:

* Make new friends/ Keep up with old ones.
* Being a part of fun adventures and new experiences.
* Support that gives you a confirmation that you are not the only one to experience paranormal events.
* Foundation for becoming more detailed and organized.
* Make connections with people who can help with school.
* Be able to attend lectures/ events that are unique (only paranormal investigation unit at the school, and in Greeley).
* The chance to change the world with new information you collect!
* YOU WILL ONLY BE ABLE TO GO ON INVESTIGATIONS OR SKYWATCHS IF YOU ATTEND MEETINGS REGULARLY OR HAVE ATENEDED AT LEAST 5 MEETINGS!!!!!!!

Revocation of membership through due process:

1. Suspected individual or group will be brought before the officers and offended individual or the whole group.
2. Offended individual will present a case.
3. Suspected individual will present on their side of the story.
4. There will be a vote on the actions of the individual and if they should be forgiven or banned (majority rules).
5. Some offences are grounds for immediate expulsion they include: violent or hurtful behavior, use of offensive slurs, using provoking devices, and wreck less endangerment of others.

**Article IV: Officers**

1. **President:**

a. Keep Director informed of ALL club business.

b. Preside over club meetings and conduct club business.

c. Inform officers of pertinent policies/information.

d. Know what services are available.

e. Designate one (1) person to represent your group at mandatory meetings.

f. Delegate authority within the club.

g. Promote fund-raising events.

h. Approve club’s budget and spending patterns.

i. Approve club schedules.

j. Generate any needed adjustments to club constitution.

k. Ensure club compliance with rules/regulations, and meet with the advisor regularly.

l. Train the next President.

m. Ensure that all appropriate forms have been turned in on time.

2. **Vice President:**

a. Ensure completion of facility requests for all club activities.

b. Preside over meetings and business in President’s absence.

c. Assist the President with her/his duties.

3. **Secretary:**

a. Record and circulate minutes of all meetings.

b. Maintain member information sheets.

c. Complete membership rosters, monthly reports and submit as requested.

d. Handle club correspondence.

e. Develop and circulate publicity regarding club activities.

f. Check club mailbox regularly (at least weekly \* if we have one).

g. Research history on locations that are said to be having paranormal activity (for example: what paranormal activity is happening? Are there any specific rooms that are more activity happens in? When did these occurrences start to happen?). Gather information; correspond with president on “threat” level of potential locations (how aggressive are the spirits, have there been injuries there before etc.).

4. **Club Treasurer:**

a. Handle all cash account transactions, in conjunction with the advisor and president.

b. Prepare, with the President, the annual budget request.

c. Maintain all appropriate records of financial activity. Be sure to keep all receipts.

d. Aid in any fund-raising activities.

e. Prepare all reimbursement, payment, and equipment requests.

5. **Club Safety Officers (Spiritual Guides/ Energy Cleansers/ Mediums):**

a. Ensure the Club First Aid Kit is fully stocked, and subsequently re-stocked after each use

c. Ensure that AT LEAST two First Aid certified members, two CPR certified members, AND a spiritual cleanser/protector are present at each event/ investigation.

d. Ensure that an Injury / Incident form is completed and turned in for any injuries or incidents that occur during club activity.

e. Ensure that the advisor is contacted ANY TIME an ambulance / EMT is summoned to care for or check on an injured club member, or if an injured club member is transported to the hospital (either by ambulance or automobile), regardless of the severity of the injury!

f. Ensure that Emergency Contact & Medical History information for each club member is present at each investigation / event in case of an emergency.

i. Ensure the Sport Club Emergency Protocol is on-hand for reference at all club activities / events.

7. **Equipment Manager:**

Each club should have an equipment manager who shall have responsibility for:

a. Checking out equipment for use during the year.

b. Issuing equipment to club members (including collection of deposits for uniforms).

c. Maintaining and repairing equipment as necessary.

d. Submitting damage and loss reports.

e. Submitting a mid-year inventory report in December.

f. Submitting purchase request forms when new equipment is needed.

g. Recalling equipment from club members at the end of the club year.

h. Returning equipment to the Director for on campus storage during the summer.

B. **Officer Transition:**

Residential Life recommends holding officer elections and beginning the officer transition process sometime in the late fall (November-December) or early-to-mid spring (January-March). This is so the newly elected officers have ample time to learn about the position, get some practical experience, and still be able to ask questions to any of the previous officers before those officers leave or graduate.

We DO NOT recommend holding elections in the late spring (April / May) and transitioning the following Fall semester for a couple of reasons. First, this method does not always allow the new officers to get practical experience before taking on the new responsibilities. Second, the beginning of the fall semester is so busy that it is often overwhelming for new officers to learn all the responsibilities. Finally, some transitional items need to take place prior to the summer (such as budget), and it is best to do that changeover in the spring rather than wait for the fall. All new candidates for the officer positions must have been a member in good standing for at least one year before being eligible for office or be able to get references from current officers.

Elections will take place by a way of a secret ballot, the number of required votes for election is majority and the length or term of office is August 25th- May 25th.

***Impeachment and removal from office***

It is possible to remove officers for discipline or lack of performance; a special meeting (hearing) is necessary.

1. All officers will be present as well as Club VIP’s
2. The officer in question will be presented with the reasons for possible impeachment.
3. The officer in question will present her/his case.
4. There will be a vote (Majority rules).

If an officer’s position becomes vacant during his/her term there will be an emergency election held and new officers will be elected based on majority rule.

\*\* If needed the emergency election can be done via social media on the groups Facebook page\*\*

**Article V: Advisor**

An organization advisor must be a member of the faculty, administration, staff or a full time graduate student of UNC. The advisor will help the President with any questions that arise. The advisor may not vote but can and should provide advice and guidance to the officers and entire organization.

If the advisor should become vacant during the year ask previous advisor for list of possible replacements.

**Article VI: Meetings**

General member meetings will be once a month on Wednesdays or Fridays at 5pm or 6pm depending (will be voted on at previous meeting/ event).Executive officer/ Avid club member meetings will be every week on Wednesday at 6pm (based on the availability of the officers). The president will arrange the meetings. Any officer can arrange an emergency meeting if needed. Any official business should be conducted in the presence of **all officers** and any general members that can attend.

**Article VII: Amendments**

The constitution should not be amended easily or frequently, however, the by-laws may be more flexible and changeable. In order to amend the constitution the officers must be present and a majority decision should be made. The bylaws maybe changed with as low as 2/3 of the total members.

Advance notice of any suggested amendment will be sent out in email and posted on the clubs Facebook. The amendments must be available to members for 2 weeks before the vote. The new amendment will be announced at meetings, sent out in emails, and posted on the clubs Facebook page. Amendments and bylaw adjustments can happen in general meetings or on the clubs Facebook page.

When a group changes their constitution or by-laws, it should be resubmitted to the Student Activities Office. The document should include printed names and signatures of the executive officers, the date of the official vote when the revisions were approved.