



Constitution of **PROJECT IGNITE**

ARTICLE I. - ORGANIZATION NAME

Section I - Name

1.1.1 - This organization is to be officially known as Project Ignite.

ARTICLE II. - MISSION AND GOALS

Section I - Mission Statement

2.1.1 - Our mission is to offer a project-based educational program that provides an opportunity for high school students to collaborate with and receive mentorship from CMU students in developing passions in subjects they can pursue at a higher academic and professional level.

Section II - Philosophy, Goals, and Purpose

2.2.1 - The purpose(s) of this organization shall be:

- To expose high school students to areas of interest that their high school may not be able to offer including, but not limited to, basic STEM fields, arts, and general humanities, when our resources allow.
- To provide an opportunity for high school students of all backgrounds an equal opportunity to pursue their interests and explore new fields.
- To cultivate interests and passions within high school students that can be pursued at a professional level.
- To teach high school students how to undertake a project within a given time frame, providing valuable experience for future employment.
- To encourage high school students to become more invested in their work inside and outside of the classroom.
- To demonstrate to high schoolers the connection between their school work and the "real world."
- To provide a hands-on experience in the high-schooler's area of interest.
- To provide Carnegie Mellon students the opportunity to mentor other students and share their passions, thus developing their ability to effectively guide others with a shared vision.
- To create a meaningful positive impact on the Pittsburgh community.



Section III - Legality Statement

2.3.1 - All activities and functions of the organization must be legal under University, local, state, and federal laws. The most recent version of The Word and The Student Organization Handbook & Resource Guide will supersede all requirements set forth during the creation and revision of this constitution.

ARTICLE III. - MEMBERSHIP

Section I - Student Membership

3.1.1 - Both undergraduate and graduate students at Carnegie Mellon University (CMU) may be official members of the organization. Admitted high school students may also participate in organization activities, but do not have the rights of members.

3.1.2 - Any CMU student who wishes to be a Project Advisor must submit an application and be admitted. Each Project Advisor must also complete all required certifications required by the University, Pennsylvania, and Federal Law.

3.1.3 - Any student from an affiliated high school who wishes to participate in this organization's activities must submit a project application and be admitted.

3.1.4 - Project Advisors are expected to facilitate the project they have been assigned to. Advisors should not be the "leaders" of the project, but should instead help guide students through the project, particularly in areas where they may lack knowledge or understanding of how to do something. Advisors are expected to attend meetings and work sessions with their project groups for the number of hours agreed upon with the Vice President of Projects, and if necessary, should put in time outside of meetings and work sessions in order to be properly prepared.

3.1.5 - High school students are expected to attend group meetings for the number of hours agreed upon with the Vice President of Projects, and should work on their project outside of these meetings as necessary in order to finish the project on schedule.

3.1.6 - CMU students who are not Project Advisors are expected to carry out the duties specified by their position in the organization.

3.1.7 - Active members are members who have attended scheduled meetings on a regular basis and made positive contributions to the organization in at least one of the past two semesters.



Section II - Recruitment

3.2.1 - The official recruitment period for Project Advisors and other members from the CMU community will be in the first half of the fall semester, although new members may go through the application process at any point during the year by discussing their interest with the executive board.

3.2.2 - The official recruitment period for students from affiliated high schools will be exclusively during the fall semester.

3.2.3 - Project Advisor applications will be reviewed by the executive board, who will select qualified applicants to be Project Advisors. An advisor will be selected if at least $\frac{3}{4}$ members of the executive board vote to accept them.

3.2.4 - Applicants who are denied have the opportunity to appeal the decision. The executive board will call a meeting with members of the organization volunteering to review the application, discuss the application, and revote. This group will be temporarily referred to as the appeal committee. The appeal committee must consist of at least four members. To be admitted, the appeal committee must have at least $\frac{3}{4}$ members accepting the application.

3.2.5 - Student applications will be reviewed and selected by the Admissions Committee.

Section III - Removal of Members

3.3.1 - Grounds for removal of CMU and high school members include, but are not limited to, missing an excessive number of scheduled general body meetings, missing more than one meeting with high school students without prior notice, failure to be adequately prepared for meetings, otherwise failing to fulfill specific duties, being put on academic probation, being suspended or expelled from their school, and failing to remain in good legal standing.

3.3.2 - If a member of the organization meets any of the criteria for removal from the organization, the executive board may hold a vote in which the majority decision will be carried out. If a high school student meets any of the criteria for removal from the organization, the executive board and that student's Project Advisor will discuss and vote on whether the student is to be removed from the organization. If a Project Advisor meets any criteria for removal from the organization, the executive board will meet with the advisor's group and take into consideration their views prior to voting. If a Project Advisor is removed during the project season, every effort will be made to have a new Project Advisor take their place.



3.3.3 - Any member who has concerns regarding another member of the organization may voice these concerns to the executive board, who may hold a vote as previously specified.

3.3.4 - If a student wishes to appeal their removal from the organization, they may meet with the executive board and, if possible, the Student Body Vice President of Organizations and/or organization advisor, where they may plead their case.

3.3.5 - If a member wishes to be reinstated into the organization after having been removed, they must submit an application as a new member would, and in addition they must also submit a short essay and have an interview with the executive board explaining the previous removal, and future plans for avoiding a similar incident.

3.3.6 - The executive board may reinstate a student's membership if $\frac{3}{4}$ of the officers vote to do so after following the procedures outlined in 3.3.5.

Section IV - Statement of Assurance of Non-discrimination

3.4.1 - Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders. (<http://www.cmu.edu/policies/documents/SoA.html>)

Section V - Voting rights

3.5.1 - Members of this organization who are students at CMU and are active members may vote. Each member's vote, including executive board members, will only count as one single vote.

Section VI - Non-Hazing Statement

3.6.1 - Hazing will not be used as a condition of membership in this organization.



ARTICLE IV. - OFFICERS

Section I - Description of Officers

4.1.1 - This organization will have a President, Vice President of Finance, Vice President of Projects, and Vice President of Communications.

4.1.2 - Any member of the organization who is an active member is eligible for a position.

4.1.3 - An officer may only hold one position. However if a unique situation presents itself and the current officers deem it the best course of action, then one officer may be elected to two positions. Only one officer, however, may hold two positions on the executive board.

4.1.4 - The executive board is the group of all organization officers.

4.1.5 - The President's role is to be the face of the organization. The President is responsible at a high level for every facet of the organization's operations. The President will vote on Project Advisors during the recruitment period. The President will also have a hand in reaching out to potential sponsors and securing other funding sources. The President will aid in maintaining a positive relationship with partnered high schools. The President will also be responsible for running general body meetings and executive board meetings, ensuring that everyone is aware of their duties and responsibilities, and keeping the organization running on schedule.

4.1.6 - The Vice President of Finance (hereby known as VP of Finance) is in charge of managing the organization's budget. The VP of Finance is in charge of securing funding for the team and seeing that it is equitably allocated. The VP of Finance is also responsible for ordering any necessary equipment and/or materials requested by Project Advisors. They are responsible for filing for JFC funding if the organization desires and will be an authorized signer approved by Student Activities. If the organization would like to submit a common funding application the VP of Finance should be the preparer for such documentation.

4.1.7 - The Vice President of Projects (hereby known as VP of Projects) is responsible for making sure that all the Project Advisors have completed all necessary training and legal requirements. The VP of Projects is also responsible for helping make sure all Project Advisors are making progress with their groups and staying on schedule to finish their project. This may include reserving locations for advisor-student meetings.



4.1.8 - The Vice President of Communications (hereby known VP of Communications) is responsible for public relations for this organization. This includes advertising the organization to both CMU and high school students. The VP of Communications will also be the chief contact with partnered high school(s). They will be responsible for maintaining a productive relationship with high school administrators and faculty to ensure that the program can be successful in both the short and long term.

4.1.9 - All officers have the same voting rights as non-officers.

4.1.10 - All officers hold the right to delegate responsibilities if necessary, but maintain responsibility for the successful completion of delegated tasks.

Section II - Terms of Office

4.2.1 - Officers are elected to office for the duration of one academic year.

4.2.2 - New officers will assume their responsibilities immediately following the conclusion of the spring semester.

ARTICLE V. - SELECTION OF OFFICERS AND ELECTIONS

Section I - Frequency of Elections

5.1.1 - Officer selection must take place once a year during the last third of the spring semester.

5.1.2 - Special elections to fill officer vacancies (Article VI) will take place as soon as possible once they become necessary.

Section II - Nomination Procedure

5.2.1 - Any active member may nominate any other active member of the organization by submitting a nomination to the current executive board verbally during general body meetings or via online communications. Only one nomination is necessary for a member to be considered for a position.

5.2.2 - Self nominations may be made.

5.2.3 - Nominations will be accepted up to one week before the election date.



5.2.4 - Nominees will be alerted of their nomination by the current president once the nomination period ends. A nominee may either accept and run for the position, or decline the nomination if they do not wish to run.

Section III - Election Process

5.3.1 - Officers will be elected by a majority vote of all present active members of the organization.

5.3.2 - Elections must have quorum. Quorum for elections is: $\frac{2}{3}$ of the total active members must cast a vote (Yes, No, Abstain).

5.3.3. - The election order will be President, VP of Communications, VP of Projects, VP of Finance.

5.3.4 - If someone is nominated for multiple executive board positions, they may run for multiple positions, but once they are elected for one position, they must drop out of the race for other positions.

Section IV - Absentee Voting

5.4.1 - Voters who cannot be present at the election may notify the executive board of their selections within the 24 hours prior to the vote by whatever means is most convenient, yet confidential.

Section V - Run-Off Process

5.5.1 - On election day, nominated members may give a short speech about why they are fit for the position, then the nominees will leave the room while the voting members discuss the speeches and vote on the winner.

Section VI - Ties

5.6.1 - In the event of a tie, the nominees who are tied will be given an opportunity to speak again, then there will be a re-vote. If this also results in a tie, the sitting executive board members will vote amongst themselves, and if this also results in a tie, the President will have final say.



ARTICLE VI. - OFFICER VACANCIES

Section I - Re-Election

6.1.1 - Officers may be re-elected any number of times. However, officers are encouraged not to hold the same position on the executive board twice so that new members can rotate in and knowledge and experience can be better retained within the organization.

Section II - Removal of Officers

6.2.1 - Any member who has concerns about an officer may notify any member of the executive board. If the remaining three members of the executive board vote to pursue this issue, the organization may hold a vote on whether or not to remove the officer from office following normal voting procedures (see 5.3).

Section III - Filling Vacated Positions

6.3.1 - If an office becomes vacated, a special election to fill the vacated position must be held within 30 days. This election will follow normal procedures (see 5.3).

Section IV - Appeals

6.4.1 - All votes are final. If a member has concerns about an officer's election, the process for officer removal is outlined in 6.2.1.

ARTICLE VII. - MEETINGS

Section I - Types of Meetings

7.1.1 - General body meetings will occur on at least a monthly basis and will serve as a chance for everyone to make sure they know what is going on and they are all on the same page. Attendance is required.

7.1.2 - Executive board meetings will occur on at least a weekly basis and will help ensure that officers are prepared for general body meetings and that administrative tasks are addressed properly.

7.1.3 - Project work sessions will occur as agreed upon with the VP of Projects, but the requirement may be no more than 4 hours a week. Project Advisors are expected to meet with their groups during these times and to work on their respective projects.



These meetings are to be scheduled by the Project Advisors at a time most convenient for the group.

Section II - Attendance Requirements

7.2.1 - All meetings will generally take place regardless of attendance, however if attendance is expected to be unreasonably low, meetings may be called off by the President.

Section III - Scheduling Meetings

7.3.1 - Meetings will generally take place on a regularly scheduled basis announced at the beginning of the semester. This may be changed at any point in the semester if it becomes clear that a different time would work better for the majority of the group.

Section IV - Procedures

7.4.1 - General body meetings and executive board meetings will be run by the President. Project work sessions will be facilitated by Project Advisors.

ARTICLE VIII. - COMMITTEES

Section I - Types of Committees

8.1.1 - The Admissions Committee will be headed by the Admissions Chair, and will also consist of the executive board members, and all the Project Advisors. This group will meet after the project application period closes to choose which students will be admitted for the year.

8.1.2 - The Admissions Chair will be appointed by the VP of Projects. The VP of Projects may may appoint themself to this position.

Section II - Committee Chairs

8.2.1 - The Admissions Chair will be in charge of the Admissions Committee. They will be responsible for organizing the application process for the high school students. This includes, finalizing the application, seeing that it is available and functional, and collecting the results and presenting them to the Admissions Committee.



ARTICLE IX. - ADVISORS

Section I - Nomination and Selection

9.1.1 - An advisor may be nominated by any member of the organization. To nominate an advisor, one must provide the proposed advisor's name to the executive board.

Section II - Advisor Responsibilities

9.2.1 - It is an advisor's responsibility to provide guidance to the executive board.

Section III - Term of Office

9.3.1 - An advisor may serve for an indefinite period of time until either they voluntarily leaves the organization, or the organization votes to remove them.

Section IV - Removal of Advisors

9.4.1 - If a member of the organization feels that an advisor should be removed, they may notify the executive board. If at least $\frac{1}{2}$ of the executive board votes to bring this issue in front of the organization, there will be a vote on whether to remove the advisor following normal voting procedures (5.3).

Section V - Advisor Requirements

9.5.1 - The organization is not required to have a faculty advisor. In the event that an advisor leaves or is removed, the organization may decide whether or not to choose a new advisor. There is no limit to the number of advisors the organization may have.

ARTICLE X. - FINANCES

Section I - Paying Dues

10.1.1 - If the VP of Finance determines that dues are necessary, the amount will be announced within a week of securing projected funding sources. This proposal will be reviewed by the executive board. If the executive board deems that dues are necessary, by Project Advisors and/or by high school students, these amounts will be announced during the next general body meeting and due no earlier than one month after the announcement.

Section II - Exemption from Dues

10.2.1 - If a member is unable to pay dues, they may speak privately with a member of the executive board about potentially waiving dues.



Section III - Refunds

10.3.1 - Members who make approved out of pocket purchases for the organization may provide proof of purchase to the VP of Finance to be refunded. Approvals must be granted by the VP of Finance before the time of purchase.

Section IV - Purchases

10.4.1 - It is the responsibility of the VP of Finance to approve all purchase requests.

10.4.2 - It is the responsibility of the VP of Finance to make purchases for the organization.

Section V - Spending of Funds

10.5.1 - Organizational funds may be spent on items such as supplies, events/ activities, publicity, travel expenses, conference fees, etc., but will not be used for alcohol or anything illegal under University, local, state, and federal laws.

ARTICLE XI. - RATIFICATION AND EMPOWERMENT

Section I - Required Approval

11.1.1 - This Constitution must be approved by the Student Body Vice President of Organizations, and the Committee on Student Organizations in order to be ratified.

Section II - Effective Date

11.2.1 - The Constitution will take effect as soon as it has been approved by the entities listed in 11.1.1.

ARTICLE XII. - AMENDMENTS

Section I - Proposing Amendments

12.1.1 - Amendments may be proposed by any member of the organization by alerting any member of the executive board.

12.1.2 - Proposed amendments will be voted on at the soonest possible general body meeting, following the protocol outlined in 12.2.2-12.2.4.



Section II - Provisions

12.2.1 - Amendments may be proposed at any time to the executive board.

12.2.2 - At least three quarters of active members must be present to vote on an amendment.

12.2.3 - Any active member may vote on amendments.

12.2.4 - Two thirds of the present active members must approve the amendment for it to be ratified. Amendments are effective immediately.

ARTICLE XIII. - HISTORY

Section I - Date of Creation

13.1.1 - 08/27/15

Section II - Dates of Revisions

13.8.1 -