

Alternative Break Constitution

CONSTITUTION OF ALTERNATIVE BREAK

Article I—Name

The name of this organization shall be Alternative Break.

Article II—Purpose

This organization is dedicated to offering Carnegie Mellon students opportunities to explore social, cultural, economic, and political issues during academic breaks in the winter and spring. Students will plan, develop, organize, and realize domestic and international alternative break trips, expanding their knowledge through cooperative organization, service learning, workshops, and excursions.

Article III—Membership

All members of Carnegie Mellon community are eligible and welcome to become members of Alternative Break. Alternative Break does not discriminate on the basis of religion, creed, ancestry, belief, age, veteran status, sexual orientation or gender identity and complies with the Carnegie Mellon University Statement of Assurance. A student shall be called a member after attending one Alternative Break meeting, event, fundraiser, or trip, or participating in any other activity of the organization.

Article IV—Offices

The Alternative Break Executive Board shall consist of the President, Vice President of Finance, Public Relations Director, Communications, and IT Director, and two Trip Leaders per trip. Officers shall be elected according to the Electoral Process described in Article V. Officers may be undergraduate or graduate students of the University and will serve for one full calendar year beginning on May 1 and ending on April 30.

Article V—Electoral Process

Elections will occur in April. Officers will be elected in an Instant Runoff Voting (IRV) system. IRV is an electoral process designed to ensure majority support for elected officers. Voters will rank the candidates for each office according to their preferences. Initially, the first choices on each ballot will be tallied. If one candidate receives a majority of votes for a particular office, that candidate is elected. However, if no candidate receives a majority, the last place candidate is removed from eligibility, and ballots with the last place candidate ranked first will be tallied again, this time utilizing the second choice. This process is repeated until one candidate receives a majority of the votes for a particular office.

Article VI—Officers and Duties

Section I: President—The President will have the following responsibilities:

- Attend weekly board meeting
- Organizing weekly board meetings with agendas
- General membership meeting

- Information sessions
- Elections
- Presentations
- Overseeing the Executive Board
- Ensuring timely progress on trip planning and fundraising goals
- Lead institutional fundraising
- Continued organizational development
- Arranges academic credit for trips

Section II: Vice-President of Finance—The Vice-President of Finance will have the following responsibilities:

- Attend weekly board meetings
- Manage financial accounts, reimbursements and transfers
- Present frequent updates on the financial status of the organization to the rest of the Executive Board
- Manage Fundraising Committee to conduct grassroots fundraising efforts
- Works with President in institutional fundraising
- Handles relations between Alternative Break and the Funding and Recognition Committee of Student Senate

Section III: Public Relations Director—The Public Relations Director will have the following responsibilities:

- Attend weekly board meetings
- Promote Alternative Break to students, faculty and staff at Carnegie Mellon
- Coordinates the Public Relations Committee to conduct effective promotional events
- Promotes Alternative Break to organizations and individuals outside Carnegie Mellon

Section IV: Communications and IT Director—The Communications and IT Director will have the following responsibilities:

- Attend weekly board meeting
- Develop and maintain website for publicity and informational distribution
- Record meeting minutes at every Executive Board meeting
- Manages d-list, facebook, and all other organizational communication methods
- Compiles spreadsheet at the end of the year from information submitted by each officer containing contact information for all organizations and individuals contacted throughout the course of the year

Section V: Trip Leaders—Each Alternative Break trip will have two Trip Leaders. The Trip Leaders will have the following responsibilities:

- Attend weekly board meetings
- Manage and facilitate all aspects of one service trip
- Schedule and coordinate service and learning activities
- Arranges for lodging arrangements for trip participants
- Makes travel arrangements for trip participants

- Creation of a product (i.e. documentary, videos, research paper, etc) which can be used to share about the trip and the learning experience of the students
- Assist the President in arranging academic credit for trips

Selection VI: In case the President cannot perform his or her duties, the officer on the board with the most years of experience as an Alternative Break officer will assume the duties of the President. If a tie exists, the order of succession will be as follows: Vice-President of Finance, Public Relations Director, Communications and IT Director, and Trip Leaders. The best course of action to rectify the situation will be determined by a two-thirds vote of the Executive Board

Section VII: General Members—General Members of Alternative Break are encouraged to attend all general membership meetings.

Article VII—Committees

Two committees will exist within Alternative Break; the Public Relations Committee and the Fundraising Committee. Each committee will seek to involve more general body members in the management of the organization. The Public Relations Committee will assist the Public Relations Director in publicity of the organization. The Fundraising Committee will assist the Vice-President of Finance in grassroots fundraising efforts.

Article VIII—Amendments

Constitutional amendments are a positive method for the development and expansion of the Alternative Break organization and should be considered each year. Consensus on constitutional amendments is encouraged; however, the only requisite for an amendment is the approval of at least two-thirds of the Alternative Break Executive Board.