

OCT 20 1995

Constitution Amnesty International at Saddleback College

PREAMBLE

Amnesty International is an independent, worldwide movement working impartially for the release of prisoners of conscience - those people detained because of their beliefs, race, sex, ethnic origin, language or religion - who have neither used nor advocated violence; fair and prompt trials for all political prisoners; and an end to torture and execution in all cases. It is independent of any political, ideological or religious affiliations and is funded by donations from its members and supporters around the world.

ARTICLE 1

The name of the group shall be Amnesty International
Saddleback College Group.

ARTICLE 2

Membership shall be open to any students, faculty member, administrator or staff person regardless of race, sex, creed, national origin or handicap.

ARTICLE 3

Section 1. The officers of the group shall be:

- a. Group Coordinator(s)
- b. Assistant Coordinator
- c. Secretary
- d. Treasurer
- e. Urgent Action Coordinator
- f. Campaign Coordinator
- g. Publicity Coordinator (optional, but good)
- h. New Member Coordinator (optional, but good)
- i. Faculty Advisor

Section 2. All student voting members shall be eligible to hold office.

Section 3. The term of office for Amnesty International officers shall be from fall semester of the regular academic year to the fall semester of the following year. Elections for new officers shall be held in the Spring.

Section 4. Officers shall be elected by a majority of the voting members of the Amnesty International campus group during the last month of the Spring semester.

Section 5. Vacancies of offices shall be appointed by the group coordinator or faculty sponsor.

ARTICLE 4

Section 1. The duties of the Coordinator shall be to:

- a. Preside over all group meetings.

- b. Call any additional meetings.
- c. Disseminate information received from the National office.
- d. Represent the group at all coordinating meetings with the Student Services Office, Student Government Association, etc.
- e. Keep the faculty advisor informed of all current activities.

Section 2. The duties of the Assistant Coordinator shall be to:

- a. Fill in for the Coordinator should s/he for any reason be unable to carry out her/his duties at any given event or meeting.
- b. Assist the Coordinator in administrating the business of the group.

Section 3. The duties of the Secretary/Treasurer shall be to:

- a. Take brief minutes of each meeting and take care of any major correspondence concerning the group as a whole.
- b. Keep a record of all financial documents and submit all financial records to the Fiscal Affairs Office when required for audit.
- c. Sign all financial documents.
- d. Turn in all financial records for re-issue to the new Secretary/Treasurer when required or appropriate.
- e. Pay the group's annual assessment to Amnesty International.

Section 4. The duties of the Urgent Action Coordinator shall be to:

- a. Receive the Urgent Actions, xerox and distribute them to the group.
- b. Keep track of letters written.
- c. Inform the group on Urgent Action updates.

Section 5. The duties of the Campaign Coordinator shall be to:

- a. Sign up for chosen campaigns.
- b. Disseminate campaign materials.
- c. Coordinate campaign activities.
- d. Report to Amnesty International USA activities surrounding campaigns at the end of campaigns.

Section 6. The duties of the Publicity Coordinator shall be to:

- a. Act as a liaison to the campus newspaper(s).
- b. Ensure that all group events are well publicized in campus newspapers, bulletins, on announcement boards and by means of posters or flyers.

Section 7. The duties of the New Member Coordinator shall be to:

- a. Coordinate efforts to recruit new members.
- b. Ensure that new members feel welcome and understand the structure and mandate of AI.

ARTICLE 5

Section 1. The advisor shall be a faculty member of the AI student group who is willing and able to advise the members of the AI campus group and its membership, in general, in their quest to educate the student community on human rights issues determined by Amnesty's mandate. The advisor shall, along with the Group Coordinator, serve as an intermediary between the AI school group and the school administration.

ARTICLE 6

Section 1. Dues will be paid by members of the organization as set by half the voting members.

Section 2. All finances shall be handles in accordance with the established fiscal procedures in effect for the high school in the Fiscal Affairs Office Procedures Manual/Honor Code, etc.

Section 3. In the event of loss of a group's recognition, any funds remaining in the group's campus account shall revert to Amnesty International's National Office.