

Title

Constitution of Campus Ministry International

Contact

Awaken Campus Ministry International at IU
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Article I: Membership

Section 1. Participation in Campus Ministry International must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Section 2. The overall organization will be split into two distinct Phases. Phase 1 is the introduction phase of the campus ministry. The purpose of this phase is to get new students acquainted with the Truth, our beliefs, as well as our Testimony (Rev 12:11 “...by the blood of the lamb and by the word of their testimony”). Phase 2 is the more in depth Bible Study/Conversion aspect of the campus ministry. Phase 2 consists of weekly bible studies that can be taught by a Spiritual Advisor or by a student working with a Spiritual Advisor.

Campus Ministry International at Indiana University will hold three classes of Membership. These classes include Attendee, Member, and Executive Member.

(a) Attendee

An Attendee is defined as any individual who has attended at least one (1) Phase 1 event and has filled out a CMI First Time Guest Form. An attendee will receive a periodic email informing them of upcoming events as well as the current study topics of Phase 2 meetings.

(b) Member

A Member is defined as any individual who is either a member of a local Apostolic Assembly (as confirmed by their Pastor), or has attained Attendee status and has completed at least one (1) full Phase 2 course. Upon completion of a Phase 2 course, the individual will be notified that they are eligible to apply for membership. They will then be given a CMI Member Application that asks for additional information not covered in the CMI First Time Guest Form. Upon completion of the CMI Member

Application, the application will be reviewed by an Executive Member before being instilled as a member of CMI. The individual will then be notified of their successful instillment as a member of CMI.

Members will continue to receive emails from the attendee list but will also be put on a list that is specific to Members of the Organization. This email list will not be as frequent as the Attendee list but will contain information pertinent to Members.

Any individual who is a member of CMI may be considered for office as an Executive Member or Management of CMI.

(c) Executive Member

An Executive Member is defined as any Member of CMI that holds an Executive Office.

These members will form the core group that leads and guides the direction of the campus ministry. This includes attending periodic executive meetings for planning, brainstorming, and review. Each executive member will prepare either a report or statement for the end of the semester meeting. These meetings are crucial for maintaining a clear, and cohesive mission for the organization.

Article II: University Compliance

Section 1. This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Article III: Executive Officers

Section 1(a). The Executive Board of Campus Ministry International will consist of 7 main offices with appointments under them. The seven offices include the following; President, Vice-President, Campus Relations, Treasurer, MIS, Marketing Director, and Director of Programs. Each officer will have specific duties to perform in order to keep the organization running smoothly and efficiently. In the event that there are not enough Executive Officers to fulfill every role, each Executive Officer will be permitted to hold more than one office. The roles for each office are as follows.

(b) President

As the President of a CMI Campus Ministry, it is imperative to pray and fast for your campus as well as maintain a connection with a spiritual leader such as a Pastor. Having a Spiritual Advisor praying for your ministry and assisting with your ministry will not only keep your system strong and fruitful, but it will sustain you as well.

The President oversees the operations of Campus Relations and Director of Programs and must be able to step into any of these positions in the system at any time if the need arises. In addition to this, the President must have a solid understanding of how the organization operates including Logistics, Outreach, and Ministry.

The goal of the Campus Ministry is to win souls to Christ, which will inherently lead to growth. As the organization grows in numbers it is the President's (Along with the Vice-President) job to delegate people to the above positions in the hierarchy as they become unmanageable for a single person and as the hunger and desire of the organization grows. When a member is ready to take a leadership position in the hierarchy, they will be trained by the President and Vice-President and given appropriate documents and instructions to appropriately fulfill the requirements of that position.

The President must also have an understanding of the Constitution and By-Laws of the organization. These will lay the foundation for how the ministry will be run now, and in the future.

(c) Vice-President

The Vice-President is to assist the President in anyway possible. The role to be filled by the President position is a large role for a single person to fill.

The Vice-President oversees the operations of Marketing, MIS, and Treasurer and must be able to step into any of these positions in the system at any time if the need arises. In addition to this, the President must have a solid understanding of how the organization operates including Logistics, Outreach, and Ministry.

The Vice-President must also have an understanding of the Constitution and By-Laws of the organization. These will lay the foundation for how the ministry will be run now, and in the future.

(d) Campus Relations Director

The Campus Relations Director researches campus procedures & event requirements for student organizations. The CRD also performs appropriate actions to keep the organization registered with the campus and ensures that organization events are in compliance with all campus rules and regulations.

Any event or process that threatens to deviate from the regulations administered by campus will be presented to the President to determine further action.

(e) Treasurer

The Treasurer (Chief Financial Officer) is in charge of managing and recording all financial activity of the organization.

All donations, pledges, or other contributions (such as sponsorship from a local assembly) go through the Treasurer and are recorded in the Financial System.

The Treasurer will publish semesterly reports of financial activity and will submit them to the President of the organization for review and planning purposes.

All Organizational purchases (such as those by the Marketing Department) must be cleared through the Treasurer to 1) ensure there are sufficient funds for the purchase, and 2) access the actual funds. No member will be authorized to make purchases with Organization Funds without the expressive permission of the Treasurer.

(f) Database Administrator (MIS)

The Database Administrator collects and manages data for the organization and is in charge of executing actions based on that data.

For example, when a visitor comes for the first time to a meeting, they will be given a Visitors Card. They will fill out the card with “data” such as their name, email address, age, major (or intended major), favorite food, and favorite drink. The Database Administrator is then in charge of entering this data the Access CMI Database using forms to enter the data, and queries to process it.

Part of the Database Administrator’s duty is to keep an up-to date email list of all members as well as visitors. Whenever a new visitor attends a meeting and provides their email address, the Database Administrator will send out a personalized email letting them know that CMI appreciated them being there and looks forward to seeing them again.

The email will also contain the schedule for upcoming Phase 1 and Phase 2 events. This preliminary follow up email is sent to only ONE (1) person. It is only after this initial email, that they are added to the mass email list that sends reminders about events and activities (including what topics the Bible Studies, of Phase 2, will be focusing on).

The Database Administrator is also in charge of sending out the mass email but does not have to write the content for the emails. The Copywrite Manager will provide the actual content for the Mass Emails (as this function falls under Marketing and Outreach).

Other functions of the collection of data could be determining what food or refreshments to bring to the next Phase 1 event based on the responses on the Visitor's Card, or what kind of activities to plan.

(g) Marketing Director

The Marketing Director is in charge of overseeing the organization's Marketing Department and directing outreach campaigns across email, print, and web mediums. The Marketing Director coordinates efforts to create, design, and produce effective outreach campaigns.

The purpose of the Marketing Department is to reach out to the student body to save souls and increase members through the use of advertising, marketing, and design.

The Marketing Director heads a team of four different departments. These departments consist of Social Media, Copywrite, Local Church Relations, and a Design Team. Each of these departments will have a manager over them who reports to the Marketing Director for approval and direction of projects. Each department's duties are as follows.

(g.1) Social Media Manager

The Social Media Manager is in charge of managing all online accounts including Facebook, Twitter, Instagram, and any other sites the organization decides to implement.

The Social Media Manager posts reminders about upcoming events and meetings. The SMM is also in charge of keeping the social media accounts active and appealing including taking and posting pictures of events/meetings, running contests/giveaways, etc.

(g.2) Copywrite Manager

A copywriter by definition is, "a person who writes the text of advertisements or publicity material."

The Copywrite Manager creates content for direct mail pieces, taglines, web page content, e-mail and other Internet content, radio commercial scripts, press releases, brochures, postcards, sales letters, and other marketing communications media pages.

The Copywrite Manager will work closely with other parts of the Marketing Department creating content for their publications as well as the Database Administrator to create content for mailings.

This person should be able to eloquently put together thoughtful and meaningful content that accurately and attractively expresses the ideals and goals of the organization to the fellow students on campus.

(g.3) Local Church Relations Manager

The Local Church Relations Manager researches and contacts local churches to...

1. Let them know of the existence of the Campus Ministry so that current/future students from their congregation can join
2. Get sponsors to help fund the Campus Ministry
3. Find additional Spiritual Advisors to remain accountable to as the Campus Ministry grows.

(g.4) Graphic Design Team Manager

The Graphic Design Team works to produce designs and layouts for promotional material such as posters, flyers, business cards, etc. They also create designs to be used across social media and Internet advertising.

The Graphic Design Team is also in charge of preparing files for print production when the Marketing Director orders printed materials such as flyers, brochures, visitor cards, etc.

(h) Director of Programs

The Director of Programs oversees all programs/bible studies/ministry sessions that happen within the campus ministry. This person should either be a minister or a student who is working closely with a Spiritual Advisor such as a Pastor.

The Director of Programs oversees three departments underneath the Ministry aspect of the organization. These departments include Internal Coordination, Phase 1, and

Phase 2. Each department will have a manager overseeing and carrying out the duties of each aspect of the ministry. These positions consist of the following.

(h.1) Internal Coordinator

The Internal Coordinator helps new attendees find a local apostolic church to attend regularly once that desire is expressed. The IC will also assign current members to new visitors to encourage friendship, connection, encouragement, and follow-up.

(h.2) Phase 1 Director/Minister

Phase 1 is the introduction phase of the campus ministry. The purpose of this phase is to get new students acquainted with the Truth, our beliefs, as well as our Testimony (Rev 12:11 “...by the blood of the lamb and by the word of their testimony”).

Phase 1 events/meetings should be held every, or every other, month. This is at the discretion of the Phase 1 Director. These events typically include food and fellowship as well as a 10-15 min talk. This talk can be focused on an overview of Jesus as in who he is, how he has provided us with a plan for salvation, and our own personal testimony. Phase 1 events could also include a Kick-Off Concert, Friend Night, or other such fun, low stress events or activities.

(h.3) Phase 2 Director/Minister

Phase 2 is the more in depth Bible Study/Conversion aspect of the campus ministry. Phase 2 consists of weekly bible studies that can be taught by a Spiritual Advisor or by a student working with a Spiritual Advisor. New students are transitioned from Phase 1 once they express an interest in knowing/learning more about the bible and our doctrine. They can still participate in Phase 1 events of course and are even encouraged to do so.

Examples of bible studies that can be taught as part of a weekly program are the AC Bible Study or Into His Marvelous Light.

Phase 2 is not restricted to solely one program at a time, but there can be many programs and studies running congruently providing there are sufficient students interested in attending them.

Section 2. Executive Officers will serve on a semester by semester basis. If for any unforeseen reason an officer must step down from their position, they will inform the President of their need to do so. The President of the organization will then appoint a temporary Executive Officer to cover the position for the remnant of the semester. The temporary executive officer can be chosen from Members or Executive Members of the organization.

(b) If the President of the Organization finds that an Executive Officer has abused their privileges, not performing to their office standards, or is conducting themselves in a way that is detrimental to the organization, the President holds the right to call a vote of the executive board to remove the offending officer from office and seek another Member to carry out their duties.

(c) At the end of each semester, an election will be held to fill the Executive Offices for the upcoming semester. There will then be an email sent out to the Members of the organization informing them of the upcoming election. If a member wishes to apply for an Executive Office position they must read over the Executive Officer Breakdown of the position they wish to apply for then email their intent for application to the President. All of the members of the organization will then be notified by email of all the applicants for the Executive Officer positions. The members of the organization will then be able to vote on who they believe to be the the best candidate for the position. A member must have been an official member of the CMI organization for 90 days before they are eligible to run for an executive office position. A member must serve on the Executive Board for at minimum one (1) whole semester before being eligible to run for President or Vice-President of the organization. The candidate with the most votes will be placed into office for the following semester. In the case of a tie, the current Executive Board of the Organization will pick the best candidate for the position.

Article IV: Advisor

Section 1(a). An Advisor of CMI will oversee the operations of the Organization and will consult with the President and Vice-President to ensure that the processes and internal controls implemented by the organization are efficient and effective. The advisor will also attend the End of the Semester Recap meeting and any other Executive meeting that they can attend.

(b) The President and Vice-President of CMI will compile a list of potential advisors based on the Advisor Breakdown documentation. They will then reach out to the potential advisors to see if they would be willing to become an Advisor for CMI.

(c) Once appointed as an Advisor, they will serve for at least one (1) semester. Upon the ending of a semester, the President and Vice-President will re-evaluate their candidacy and determine whether the advisor will be asked back for another semester.

(d) Up to five (5) advisors will be permitted per semester as long as they are in concordance with the Advisor Breakdown documentation.

Article V: Meetings

Section 1(a). The Executive Board will have two (2) mandatory meetings each semester. One will be held at the beginning of the semester to plan out activities for the upcoming semester. There will also be a recap meeting at the end of each semester where each Executive Member will either prepare a report or statement to present before the board to inform of their departments' proceedings during the semester.

(b) Executive Members will be notified of these meetings well in advance and will be contacted over email as well as text reminders in the days preceding the meeting.

Section 2(a). There will also be periodic meetings over the course of the semester for fine-tuned planning and implementation of ideas presented in the initial planning meeting. These meetings will be held at the discretion of the President. If another member of the Executive Board wishes to call a meeting, they must contact the President and explain why they are calling the meeting and who they want at the meeting. Upon approval, the President will send out an email detailing the meeting and its agenda. For any meeting that is called within one (1) week of the date of the meeting, the President will send out both an email and a text to each Executive Member requested at the meeting to insure they are informed.

(b) During these meetings, the President will create an agenda, and will be in charge of making sure that reports given by Executive Members are done in a timely fashion. If the meeting is requested by another member of the Executive Board, that member must submit an agenda to the President for approval. The President may choose to relinquish control of the meeting to the Executive Member that requested it if they so choose.

Section 3. In the event that the President of the Organization is unable to attend an Executive Board Meeting, the Vice-President will run the meeting.

Section 4. There will also be periodic meeting for all of the members of the organization. These meetings will vary and all Members will be notified by email in at least two (2) weeks of notice prior to the meeting.

Article VI: Elections

Section 1(a). At the end of each semester, an election will be held to fill the Executive Offices for the upcoming semester. There will then be an email sent out to the Members of the organization informing them of the upcoming election. If a member wishes to apply for an Executive Office position they must read over the Executive Officer Breakdown of the position they wish to apply for then email their intent for application to the President. All of the members of the organization will then be notified by email of all the applicants for the Executive Officer positions. The members of the organization will then be able to vote on who they believe to be the the best candidate for the position. A member must have been an official member of the CMI organization for 90 days before they are eligible to run for an executive office position. A member must serve on the Executive Board for at minimum one (1) whole semester before being eligible to run for President or Vice-President of the organization. The candidate with the most votes will be placed into office for the following semester. In the case of a tie, the current Executive Board of the Organization will pick the best candidate for the position.

Article VII: Non-Hazing

Section 1. Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Article VIII: Dues & Budgets

Section 1. CMI will not charge dues for membership

Section 2. The budget for CMI will be determined during the first Executive Board Meeting of the semester. The budget will be reviewed halfway through the semester by the President and Treasurer and at the Executive Board Meeting at the end of the semester.

Article IX: Finances

Section 1. The member holding the Executive Office of Treasurer will maintain the financial records of the organization. This officer will use the CMI Financial System to track transactions as well as generate reports for the Semester Recap Meeting. The Treasurer will also generate financial reports for review by the President upon request.

Section 2. CMI will apply for and maintain a Student Organization Account. All financial operations conducted by CMI will be in accordance with the Student Organization Accounts office policies and procedures.

Section 3. If the organization dissolves, the President and Vice-President of the organization will have a meeting to determine distribution of remaining funds.

Article X: Personal Gain Clause

Section 1. This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from companies if acting as a representative of a student organization.

Article XI: Amendments

Section 1(a). Eligible voting members consist of those Members holding either Executive Office Positions or Management Positions. When there is a proposed amendment, the President will put together a description and analysis of the proposed amendment. He will then send out an email with this breakdown along with a link to an online form. There must be a 4/5 agreeance in order to ratify an amendment.

Article XII: Ratification

If more than a majority of those present is desired to ratify this constitution, then this article will be included.