

CONSTITUTION OF THE  
CAMPUS MINISTRY ASSOCIATION  
OF THE UNIVERSITY OF GEORGIA

Last revised & approved: January 14, 2009

ARTICLE ONE: OFFICES

1. The address of the Campus Ministry Association (CMA) is the Office of the University of Georgia Religious Affairs Liaison.
2. The primary representative of the association is the president.

ARTICLE TWO: PURPOSE

CMA is an association of professional campus ministers serving the University of Georgia community for the purpose of

1. Supporting and enriching each member's professional commitment and competence to campus ministry at UGA;
2. Improving communication between the various religious groups which minister to the University community;
3. Speaking to the University community on matters regarding religion, human values, morality, and individual rights;
4. Fostering healthful religious practices in the University community; and
5. Serving as a resource to Individuals and groups within the University.

ARTICLE THREE: OFFICERS

1. The CMA Executive Committee shall manage the property and business of the association. In addition to the powers and authority by these bylaws expressly conferred upon it, the Executive Committee may exercise all such powers of the CMA and do all such lawful acts as are allowed by this Constitution;
2. The Executive Committee shall consist of the President, the Vice President, the Secretary, the Treasurer, and The University of Georgia Religious Affairs Liaison.
3. The officers of CMA shall serve staggered 2 years terms. At the last meeting of each school year, CMA shall elect two officers. The President, and the Secretary shall be elected concurrently and the Vice President, and the Treasurer shall be elected concurrently. Their term of office shall begin after spring term graduation.  
(See article 7, number 3 for voting)
4. Officers may be nominated by the Executive Committee or by any voting member present at the meeting when officers are elected.
5. Officers shall serve no more than two consecutive terms.
6. CMA will elect an interim officer to complete the terms of office for anyone unable to finish their term.
7. The PRESIDENT shall preside and convene the Executive Committee meetings and regular meetings of CMA, plan the agenda for meetings, be a liaison with UGA, sign such papers as may be required by the office, sign letters and policy statements from CMA, and serve as the representative of CMA (Article One).
8. The VICE PRESIDENT shall perform the duties of the President in the case of his/her absence, resignation or inability to act. The Vice President shall also be responsible for all internal programs of CMA.
9. The SECRETARY shall issue in writing all notices of meetings, keep complete

- records of the meetings, keep an accurate record of attendance of members at regular and committee meetings, be custodian of all records of CMA, prepare CMA's annual brochure, sign all such papers as may be required by his/her office, and perform other such duties as may be incidental to the office.
10. The TREASURER shall receive all monies, keep a full account of all monies received and paid out, make quarterly written treasurer reports, and collect all dues.
  11. The UGA Religious Affairs Liaison, *representing the Vice President of Student Affairs office, is an ex-officio member.*

#### ARTICLE FOUR: MEETINGS OF THE EXECUTIVE COMMITTEE

1. The Executive Committee shall meet monthly during the academic year, with special meetings called as needed.
2. In order to conduct business minimum of three officers shall be present.

#### ARTICLE FIVE: COMMITTEES

The Executive Committee may designate committees to help in the furtherance of CMA's purpose. Any committee shall act by a majority of its members within the authority delegated to it by the Executive Committee.

#### ARTICLE SIX: MEMBERSHIP

- i. Eligibility – Supervising Membership in CMA is available to campus ministers who meet all the following criteria:
  1. Are ministers, ordained or designated by their faith community to serve the UGA community;
  2. Have a masters degree OR at least two years of formal education beyond the undergraduate level OR an undergraduate degree and a minimum of five years experience in full-time ministry;
  3. Present a letter of appointment from applicant's sponsoring body indicating the applicant is officially representing the religion/faith at UGA;
  4. Submit the appropriate application for membership form with dues to the Executive Committee;
  5. Indicate agreement with the CMA Constitution, Covenant, and Code of Ethics;
  6. Be present at the designated meeting after their applications are received in order to be interviewed and voted on by the membership;
  7. Attend an orientation session which will be held early in the fall and winter terms;
  8. To maintain eligibility, members must serve on at least one of the standing committees as established by the Executive Committee.
- ii. Restrictions - Membership is restricted to representatives from one group within a national or regional religious organization - e.g., only one United Methodist group, only one Southern Baptist Convention group, etc.
- iii. Privileges - Supervising Members of CMA will be entitled to the following benefits:
  1. Inclusion in the CMA orientation brochure;
  2. Voting privileges at CMA meetings (one vote per ministry);
  3. A Faculty/Staff UGACard (upon payment of applicable fee);
  4. Status of a limited UGA faculty member and all the rights and benefits there of;
  5. Such other benefits as the University or CMA may from time to time choose to bestow.

- iv. Renewal
  1. Membership is renewable annually upon submission of a membership renewal application form. The CMA year runs from August 1 through July 31<sup>st</sup>;
  2. Membership fees are due at the first CMA meeting in Fall;
- v. Loss of Membership –
  1. Notification of a loss of membership requires the recommendation of the Executive committee and will be considered for those members:
    - a. Not attending half of the meetings during the year;
    - b. Or who are not actively serving on a committee;
    - c. Or who do not submit dues and renewal applications In a timely manner;
    - d. Or who violate the Constitution, Covenant, or Code of Ethics. and
  2. Lapsed members will surrender their ID to the office of the Vice-President of Student Affairs, will lose the privileges of membership and must reapply to CMA to be reinstated.
  3. The Executive Committee is authorized to recommend to CMA exceptions to membership renewal due to extenuating circumstances after the member submits a letter of explanation of the circumstances.
  4. Membership will be renewed after a three-fourths vote of the membership to accept the Executive Committee's recommendations.
- vi. Supervised Members - *CMA supports its Members who have the responsibility of their religious affiliation to act as supervisor for their staff members who do not meet CMA Professional standards. CMA's support is limited to asking the University, at the request of the Supervising Member, to issue a faculty/staff UGACard.*
  1. *Eligibility*
    - a. Must apply for Supervised Member status to their Supervising Member who will present the applications and dues to the CMA Executive Committee,
    - b. Supervised Members must attend an orientation session which will be held early in the fall term and winter term, and
    - c. Hold an undergraduate degree and be serving with their Supervising Member's ministry.
  2. Supervised Members Responsibilities:
    - a. Uphold CMA's Constitution, Covenant and Code of Ethics and be responsible to their Supervising Member.
    - b. Participation in CMA meetings or ad hoc committees is NOT required, although non-voting participation in both is encouraged.
  3. Supervising Member Responsibilities:

Assume full responsibility for the conduct of their Supervised Members. Failures to address violations of the constitution, covenant and code of ethics may result in the individual or organization's loss of membership in CMA.

#### ARTICLE SEVEN: VOTING

1. Each member organization will have one vote.
2. Any supervising member may have primary responsibility for casting the organizational vote; supervised members may cast the organizational vote as proxy.

3. Voting is only conducted when quorum is present. Quorum is established by 50% of Organization membership plus one in attendance.
4. A three-fourths vote of those present and voting will be required
  - a. for admission to membership,
  - b. for Constitutional Amendments
  - c. for official actions or pronouncements by the association.
5. A majority vote of those present and voting will be required
  - d. for normal business matters,
  - e. for internal association activities
  - f. for recommendations by the Executive Committee.

#### ARTICLE EIGHT: AMENDMENT OF CONSTITUTION

1. Any Organization member of the association may propose a constitutional change by submitting it in writing at any regularly scheduled CMA meeting.
2. The proposed amendment will be voted on at the next regularly scheduled meeting of CMA.

#### ARTICLE NINE: RULES OF ORDER

CMA will operate by Robert's Rules of Order.

#### Document Revisions:

The document was last revised and approved by CMA membership on January 14<sup>th</sup>, 2009.