CHAPTER CONSTITUTION

Article I – Name and Affiliation
MIT Team HBV is a student-run organization at the Massachusetts Institute of Technology. It is one of fifteen Team HBV Collegiate Chapters in the United States, which together serve as an educational and outreach arm of the Asian Liver Center at Stanford University and the international Jade Ribbon Campaign.

Article II – Mission and Objectives

The mission of MIT Team HBV is to educate campus and local communities about hepatitis B and liver cancer, which disproportionately affect Asian and Pacific Islanders.

Hepatitis B is the leading cause of liver cancer, though it is treatable and vaccine-preventable. It is known as the silent killer, because most chronically infected individuals show no symptoms until it is too late. By focusing on education, Team HBV raises awareness about the dangers of hepatitis B, liver cancer, and their prevention and treatment options. Our hope is that by working with the student body and surrounding communities, we can empower individuals to get themselves and their loved ones screened and vaccinated in a timely manner.

In addition to our central objective of education, we aim to:
- Support the global Jade Ribbon Campaign
- Promote awareness through a variety of print, visual, and social media outlets
- Train and inspire student leaders around the nation to educate their surrounding communities
- Build partnerships with other student clubs and with local groups in the community
- Organize free or affordable HBV screening and vaccination events
- Evaluate effectiveness of our outreach and educational methods through knowledge-based assessment
- Practice political advocacy to garner federal aid for HBV awareness and vaccination programs
- Establish a network of Team HBV Collegiate Chapters at universities across the nation

Article III – Membership

Section 1. Requirements and Expulsion
Any registered student, faculty or staff may be an active member in Team HBV, defined by inclusion on the mailing list and attendance of at least 2/3 the events per semester. Only active members may vote or hold office.

Section 2. Code of Conduct
As students of Massachusetts Institute of Technology and ambassadors of the Asian Liver Center and the Jade Ribbon Campaign, all MIT Team HBV members must conduct themselves accordingly.

We will not discriminate based on any characteristic in the MIT non-discrimination policy.

MIT Team HBV agrees to abide by the rules and regulations of the Association of Student Activities, and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to insure that they are in accordance with the aforementioned rules and regulations.

Section 3. Project Committees
When created, project committees may be headed by any member, though at least 1 Executive Board officer must sit on every committee. The committee chair is responsible for coordinating committee meeting times, requiring the presence of at least 2/3 of the committee members at each meeting. Committees are formed at general meetings and must have one member present verbal and/or written reports at each general meeting.

Section 4. Meeting Agendas and Minutes
Agendas for General Meetings and Executive Board Meetings will be created by the President and a copy should be provided to each member. The Secretary has the task of recording minutes and distributing them to all members before the next meeting, possibly through email or online posting.

Article IV – Officers
There will be 6 executive positions for each academic year-long term which constitutes the Executive Board:

1. President
2. Vice President of Campus Outreach
3. Vice President of Community Outreach
4. Vice President of Recruitment and Training
5. Vice President of Finance
6. Vice President of Administration
The positions of President and Vice President of Finance (effective Treasurer) shall be occupied by distinct MIT students.

It is possible to have more than 6 executive positions or different positions if the Executive Board and Advisory Board collectively deem it necessary.

With the exception of the founding year, the choice for officers will be determined in every October of the new term by an application process and interview by the outgoing executive board. The elected board will remain from one October to the next October. The president will decide on the next president, and the elections for the other positions will be decided by majority voting. All current board members must be present at the meeting for the election to occur.

The President may appoint a member to fill an unexpired term of an officer.

Removal of officers shall follow this procedure. Removal of an officer can be initiated by any officer or member, and will be discussed by all officers other than that named for removal. A majority vote in favor of removal is required to advance the issue to a discussion including all officers and the officer or member named for removal. There will then be a polite discussion where the officer or member named shall have a fair chance to defend his or her position. A majority vote in favor or removal will bring the issue to a general body meeting, where a summary of complaints against the officer or member will be presented by the officers not named for removal, and the person named for removal shall be given an opportunity to defend his or her position in the audience of the general body meeting. Anonymous ballots will then be taken of all club members present, indicating support or

Section 1. Officer General Duties

President
1 Direct all chapter activities at campus, community, and national levels
2 Preside over Executive Board and General meetings. Prepare and email agenda to all members prior to the meetings
3 Communicate with all officers and delegate tasks to officers.
4 Keep tabs on progress of all officers and members and make sure event deadlines are met
5 Communicate with faculty advisor and sponsors
6 Attend conference call with Advisory Board Chairman and other chapter presidents on a bi-semester basis to discuss chapter activities and address any concerns. Write a brief summary of activities before the conference call
7 Write and submit a semester report to the Advisory Board at the end of the semester, which then will be compiled and emailed to ALC
8 Apply for IRB approval to conduct campus knowledge assessment survey
9 Address chapter problems and identify solutions
10 Work with VP of Recruitment and Training to recruit new members and officers

VP of Campus Outreach
1 Organize documentary screenings, discussion forums, other educational outreach events on campus by:
   a Reserving room and supplies
   b Coordinating volunteers
   c Working with VP of Finance to apply for fund
   d Coordinate advertisement via flyers, emails, posters, newspaper, school radio, school TV, school website, Facebook, etc.
2 Form partnerships with other student groups and involve the chapter in campus-wide events
3 Promote JRC on campus and fundraise for JRC using JRC outreach materials such as JRC pins, ribbons, stickers, balloons, ninja tattoos, HBV Plushies, and JRC chocolates and candy
4 Coordinate logistics for the campus knowledge-assessment surveys and compile results for analysis
5 Communicate with all officers
6 Attend conference call with Advisory Board Outreach Advisor on a bi-semester to discuss campus activities and address any concerns

VP of Community Outreach
1 Organize documentary screenings, discussion forums, and other outreach events in the community by:
   a Reserving space and supplies
   b Coordinating volunteers and transportation
2 Form partnerships with community entities and involve the chapter in community-wide events such as local health fairs, street fairs, and workshops
3 Promote JRC and fundraise for JRC in the community using JRC outreach materials such as JRC pins, ribbons, stickers, balloons, ninja tattoos, HBV Plushies, and JRC chocolates and candy
4 Distribute Know HBV brochures to local health providers, restaurants, supermarkets, churches, schools, refuge center, nonprofit organizations, etc.
5 Encourage participation in regional events, i.e. LIVERight, Team HBV Collegiate Chapters Conference
6 Communicate with all officers
7 Attend conference call with Advisory Board Outreach Advisor on a bi-semester basis to discuss community events and address any concerns

VP of Recruitment and Training
1 Assist President to recruit new members by advertising and organizing information sessions
2. Train new members about HBV and liver cancer
3. Publicize Executive Board applications to recruit new members at the end of every school year; send out applications
4. Relay important HBV knowledge and news updates to all chapter members
5. Communicate with all officers
6. Attend conference call with Advisory Board Recruitment and Training Coordinator on a bi-semester basis to discuss membership and address any concerns

VP of Administration
1. Register the chapter as a recognized student organization on campus. Be familiar with student organization regulations and protocol. Ensure that chapter violates no rules or incurs no fines
2. Record general meeting minutes and email to all officers and members
3. Record general meeting attendance and service hours to maintain and encourage active membership
4. Maintain an inventory of educational brochures and JRC materials. Order new supplies from ALC at the beginning of each semester, when needed
5. In lieu of Advisory Board Marketing & Media Advisor, keep chapter website current with chapter announcements, events, meeting agendas, membership and contact information
6. Take pictures and record videos at various chapter activities
7. Create innovative advertising designs for publicity, focusing on campus and community events
8. Communicate with all officers
9. Attend conference call with Advisory Board Marketing & Media Advisor on a bi-semester basis to discuss website and marketing strategies and address any concerns

VP of Finance
1. Collect new membership dues
2. Maintain chapter finances and balance chapter budget
3. Work with VPs to apply for grants and sponsorships for events
4. Assist VPs in organizing fundraiser/charity events, and recruit volunteers to sell JRC pins and bracelets at any educational outreach events on campus or in the community
5. Communicate with all officers
6. Attend conference call with Advisory Board ALC Liaison on a bi-semester basis to discuss chapter finances and address any concerns

Section 2. Event Reports
All officers and committee project leaders must submit a written report detailing events, analysis of effectiveness, and suggestions for changes to the President at the end of the
events. In December and in May, a summary of these reports will be compiled by the President and sent to the ALC as an official semester report.

**Section 3. Faculty Advisor**
A faculty advisor must be recruited to provide guidance for each chapter. The advisor need not be present at each executive or general meeting but will be sent a copy of the weekly general meeting agenda and semester report. Other duties include being available for signing forms/giving consent, consultation, and mediation when necessary.

**Article V – Meetings**
General meeting will meet biweekly on campus while school is in session with the exception of midterm and final exam weeks and holidays (summer session not included).

Decisions will be made by the simple majority of members present, and a quorum consists of a simple majority of the Executive Board.

Executive Board meetings may be held any time, when deemed necessary by any one officer.

Special meetings may be suggested by any member who submit a request to the Executive Board together. A quorum for special meeting consists of a simple majority of the Executive Board.

**Article VI– Budget Funding**
VP of Finance will apply for funding from the Undergraduate Association Funding Board or community sources for event costs. For the new chapter, ALC will provide a beginner packet with certain numbers of Team HBV T-shirts, Liveright bracelets, JRC pins, documentary film, and educational brochures. Afterwards, educational brochures will remain free of charge, but other JRC materials will be sold at the manufacturer’s cost. Team HBV should aim to be as self-sustaining as possible.

**Article VII – Constitutional Amendments**
Amendments to this constitution may be submitted by any member throughout the year and must be approved by a majority vote of all executive board. All amendments, additions or deletions will be filed with the Association of Student Activities. There must be a majority of the executive board present to change amendments.

**Article VIII – Dissolution**
Dissolution shall occur when the following two criteria are met: (1) There are less than three people who are willing to take leadership in the Executive Board and; (2) the Executive Board has discussed dissolution with the Faculty Advisor or a representative of
the Association of Student Activities or similar representative body, as well as the Advisory Board and ALC, and all agree dissolution is the best option given the circumstances.