

Universal Hand-In-Hand Association-Jiangsu University

Constitution

TABLE OF CONTENT

Clause 1 NAME

Clause 2 AREA

Clause 3 ADMINISTRATION

Clause 4 OBJECTIVES

Clause 5 POWERS

Clause 6 MEMBERSHIPS

Clause 7 PATRON

Clause 8 EXECUTIVES

Clause 9 PROCEEDINGS OF THE EXECUTIVES AND MEETINGS

Clause 10 ALTERATIONS TO THE CONSTITUTION



Clause 1 NAME

The name of Association shall be Universal Hand-In-Hand Volunteers Association, Jiangsu University (hereinafter called HIH-JSU).

Clause 2 AREA

The HIH-JSU volunteers can perform, participate and engage in volunteering activities within and beyond the University community and in any other area where there is a need for volunteer services within and outside China.

Clause 3 ADMINISTRATION

Subject to the matters set out below the HIH-JSU will be administered and managed in accordance with this constitution by the members of the Executives of Management (hereinafter called the Executives) constituted by Clause 8 of this constitution.

Clause 4 OBJECTIVES

The objectives of the HIH-JSU are to promote any charitable purpose for the benefit of the community by associating together volunteers and organizations in a common effort to advance education, enhance the environment, protect health, relieve poverty, sickness and distress and in furtherance of these objectives but not otherwise shall

- (a) Advice and support persons willing to volunteer;
- (b) Promote volunteering and community involvement.
- (c) Advice and support organizations, which involve and are willing to involve volunteers in their charitable activities.
- (d) Perform all functions, activities that are non-profit based mainly to create a conducive living environment in any community.

Clause 5 POWERS

In furtherance of the objectives but not otherwise, the HIH-JSU may exercise the following powers:

- 1) To provide an information service for prospective volunteers giving them advice and guidance and referring them to organizations appropriately;
- 2) To act as a central volunteer recruiting agency for voluntary and statutory organizations;
- 3) To be a focal point for organizations using volunteers and encouraging the exchange of ideas and promoting specific projects when needed;

- 4) To provide a central information service to organizations to discuss the role of volunteers and their training and to undertake, or with other organizations undertake, the running of relevant training courses;
- 5) To hold and conduct, or assist in arranging and conducting, conferences, exhibitions, meetings, classes, seminars and enquiries;
- 6) To collect and disseminate information on all matters affecting the objectives and exchange such information with other bodies having similar objectives whether in this country or overseas;
- 7) Cause to be written and printed or otherwise reproduced and circulated, gratuitously or otherwise, such papers, books, periodicals, pamphlets, leaflets or other documents or films or recorded tapes (audio or visual or both) as shall further the objects;
- 8) Promote and carry out, or assist in promoting and carrying out, research, surveys and investigations and to publish the useful results and findings of such work;
- 9) Obtain, collect and receive monies and funds by way of contribution, donations, legacies, grants and any other lawful method always provided it is for the benefit of others in the community and conform to any relevant requirements of the law;
- 10) To do all such other lawful things as are necessary for the attainment of the objectives.

Clause 6 MEMBERSHIPS

(1) Membership shall be open to:

- (i) Individuals who are legal resident and citizens, are committed to volunteerism, and have a passion for service without expectation of any financial remuneration.
- (ii) Membership and participation is open on a continuing basis as the need arises and participation is open to any person as long they act in line with the goals and objectives.
- (iii) Membership is reviewed periodically for existing members and where a member remains inactive for a period and does not take part in the association activities, his membership status may be downgraded/withdrawn.
- (iv) New persons/applicants who duly completed the membership application form if shortlisted would attend an oral interview or participate in any screening volunteer activity as may be deemed fit.
- (v) Successful applicants will undergo induction and training program to inform them on the core values and ethics of the association.
- (vi) Membership shall be at the following levels:
 - Level 1: Provisionary Membership: are intending new volunteers who are successful in the screening/oral interview and have satisfactorily met the conditions of service, attend all the training and induction programs. These members undergo a probation period of minimum of at least one semester of active participation in all the activities.
 - General/Freelance volunteers: This is any persons interested in taking part in any volunteering activities and event. They take part in projects and any activity based on the

scale of need. This level aims to spur up a long time interest in them to consider volunteerism as a way of life.

- General Membership: These are the general pool of members and volunteers.
 - Bronze Membership: These members have had their membership confirmed and have been assigned to a team for mentoring.
 - Silver Membership: These members should have trained and mentored at least 10 other members from different countries and successfully taken active roles in the activities.
 - Gold Membership: These members have made outstanding and significant contribution to making the world a better place and their community. They must have a proven record of accomplishment of engaging in volunteering activities and have initiated at least one or more local community based project. Gold membership may also be conferred on members who have contributed actively to HIH-JSU as agreed by the executives and patron.
- (vii) The Executives will consider and approve or reject applications for membership and may with a two thirds majority of those present for good and sufficient reason terminate the membership of any individual or member provided the individual concerned or the appointed representative of the member concerned is given due notice and a right to be heard by the Executives, before a final decision to terminate membership is made.
- (viii) A register of members shall be maintained.

Clause 7 PATRON

- (1) The Executives in agreement with OEC may nominate and recommend patron for the association.
- (2) The patron might be an old member of the association or any person with a proven record of accomplishment of service and who is presumed to contribute value to the association.
- (3) The patron must be in good standing and demonstrate ability to work, direct and motivate the team at all times.
- (4) The patron may attend executive and ordinary meetings in advisory capacity.
- (5) The patron shall also represent the association at high-level events and meetings as may be deemed fit by the executives.
- (6) Where a patron is unable to continue his duties, he/she may recommend another patron subject to acceptance by the executives and OEC.

Clause 8 EXECUTIVES

- 1) The Executives refer to members who have dedicated their lives to service. Executives in this context are principal volunteers committed to serving others and will always be at the forefront of volunteering. They must have successfully demonstrated evidence of service at all levels and have a passion to help others and work as a team. They shall consist of not less than five members.

- 2) Process of Selecting Executives
- 3) Members of the executive are appointed by selection and appointment through an interview session with an OEC staff in attendance, patron and at least two members of the executive present.
- 4) The Executives could be chosen from the pool of current executives based on succession planning.
- 5) Where the position cannot be filled by any of the executive, dedicated members that have demonstrated commitment and understand the core values of volunteerism may be shortlisted by the current executives.
- 6) In addition, the executives may co-opt members for specific purposes, such members may have special knowledge or experience and the co-opted members may only attend specific meetings based on invitation.
- 7) The Executives shall serve for a minimum of 1 year or 2 semesters and where a member indicates interest to discontinue; such position shall be filled through (3) or (4) above. Each executive must train and mentor members with identified talents and passion. This must be reflected through their participation and interest.
- 8) A member of the Executive shall cease to hold office if he/she:
 - (a) Voluntarily gives notice, or has remained inactive and is found to have done acts that are inimical to the association.
 - (b) becomes incapable by reason of mental disorder, illness or injury, of

Managing and administering her/his own affairs;

- (c) is absent without permission of the executives from all their meetings held within a period of 2 months and the executives resolve that his/her his office be vacated.
- (8) Nobody shall be appointed as a member of the executive who is aged under 18.

Clause 9 PROCEEDINGS OF THE EXECUTIVES AND MEETINGS

- (1) The Executives shall hold at least three ordinary meetings in each semester or as the need arises. Notice of meeting shall be communicated by any mass media platform or method.
- (2) The minutes of meeting shall be kept and discussed at executive meetings. A diary of meetings and minutes of meetings may also be kept and this should be available for others to study and learn from.
- (3) Meetings may be online and where online meetings are agreed, notice must be communicated intermittently and major outcomes of the meeting recorded.
- (4) The Executives may appoint one or more sub-committees of two or more members for the purpose of supervising or performing any function or duty, which in the opinion of

the Executives would be more conveniently carried out or undertaken by a sub-committee provided that all acts and proceedings shall be fully and promptly reported to the Executives.

- (5) The Executives may invite any person, from a member organization, to attend and speak at its meetings as an observer without the power to vote.

Any notice required to be served on any member of the Executive shall be in writing and shall be served by any legally communication means and duly received.

Clause 10 ALTERATIONS TO THE CONSTITUTION

- (1) Subject to the following provisions of this Clause the constitution may be altered by a resolution passed by all executive members, they **MUST** provide written reasons for the alteration and such will be valid **ONLY** upon consent of the patron and the Overseas Education College of Jiangsu University.
- (2) The Executives shall promptly send to the members the revised constitution which all the pages and sections must be duly signed off by the patron, OEC and all the executives.

Association Mission:

The core foundation of HIH-JSU is service to all at any time, at any place and anywhere as long as it benefits others and makes the association a better place.

The HHH-JSU aims to engage the wider university community by:

1. Education. Organizing talks, discussions and debates and by maintaining an active online presence.
2. Networking. Building links with other societies by collaborating on events and identifying areas of mutual interest. Organizing social events.
3. Practical Action. Organizing volunteering opportunities to put the association's beliefs into action.

Executives

a. The Executives run the association on behalf of the members and shall consist of:

1. The President
2. The Vice President
3. The General Secretary
4. The Treasurer
5. The Organizing Secretary
6. The Publicity Officer

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Association Executives members.

1. The President shall be ultimately responsible for the conduct and running of the association. The Vice president shall be responsible for the organization of the association and oversee the roles of executives and sub-committees.
2. The General Secretary shall be responsible to the President for the administration of the association and constitutional affairs of the association,
3. The Treasurer shall be responsible to the President for the finances of the association.
4. The Publicity Officer shall be responsible to the President for the maintenance of the association's online presence and publicity matters.
5. The Organizing secretary shall be responsible to the President for the routine running of the association and organization of its events.

Minutes of all meetings shall be kept and lodged in the secretary's files. The minutes will be made available to any member of the association upon request once they have been lodged.

Discipline

a. Executives Discipline

Should the Executives agree, by simple majority, that one of its members is neglecting their duties or has behaved in a reprehensible manner then the following disciplinary process must be followed:

- I. First, the President or Secretary will issue a verbal warning to the offending member.

- II. ii. If the dispute is not resolved after a period of 7 days then the President or Secretary will issue a written/email warning, signed by the Executives, giving notice of the disciplinary action being taken.
- III. iii. If the dispute is not resolved after a further 14 days then the Executives may, by majority vote, expel the offending member from office.

b. Membership Discipline.

Should a member of the association be found to have acted in a reprehensible manner then the process for Executives Discipline must be followed but with the end of expelling the offending member from the association.

c. The Secretary or in his/her absence a nominated member of the Executives will act impartially to ensure due process is followed and disputes are handled fairly in all disciplinary processes.





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