

CONSTITUTION AND BY-LAWS

OF

Project Jump Start

OF THE

UNIVERSITY OF MARYLAND, BALTIMORE

We, Project Jump Start, do hereby establish this as the Constitution and By-Laws of Project Jump Start of the University of Maryland, Baltimore.

Article I- Name

The name of this organization shall be Project Jump Start of the University of Maryland, Baltimore.

Article II- Purpose

The purpose of Project Jump Start shall be:

1. To provide a comprehensive triage model of information storage and gathering for the homeless people in West Baltimore with the explicit goal of using this information to help them reintegrate into society
2. To form reciprocal relationships between future health care providers, lawyers, social workers, and the community that surrounds them
3. To help homeless individuals regain a social identity, sense of place, and a sense of purpose
4. To conduct research on the efficacy of such a program, feasibility, and portability in other University settings
5. To establish a lasting, self-perpetuating program at UMB that will continue to serve homeless people in our community with renewing groups of students

Project Jump Start will be a program dedicated to ameliorating homelessness in the community we serve. This will be an interdisciplinary, student-run organization to achieve a better understanding of the inadequacies and injustices that exist within our society, while simultaneously offering assistance to those most affected by these imbalances. This endeavor will rely on the mutual friendship, trust, and efforts of those involved. It is our mission to help homeless citizens, while creating a permanent arrangement between the University and the surrounding area. This experience will benefit students, faculty, and the clients by allowing them to participate in an interdisciplinary team while understanding and addressing the myriad determinants and consequences of homelessness.

The assistance we will provide is intended to be as thorough as possible, but it is also intended to be transitional. While we require no financial contribution from our clients, we do expect in-kind payments of their own personal success, new independence, and/or their continued involvement in the program. The greatest reward would be if those that we serve were to then help people in their previous state.

Article III- Membership

- A. Membership in Project Jump Start is open to all students, post-doctoral fellows, staff members or faculty enrolled in programs or working at the UMB campus and is open to all homeless volunteers.
- B. The Executive Committee of Project Jump Start shall consist of five officers. Ideally, these officers should represent different Schools at UMB.
- C. Election of the Representatives to Project Jump Start
The officers of Project Jump Start will recommend one or two active students of each School to be Representative of their School and therefore assume the responsibility of Project Jump Start Representative for a year. If there is no formal selection any student from that School may volunteer as a representative.
- D. Term of Office
The Term of Office of the members of Project Jump Start shall be for a period of one year, commencing with the first official meeting of Project Jump Start in September. If, for some reason, a representative must terminate the office before the end of the term, notice of such termination must be submitted to the Executive Committee as soon as possible so that a replacement may be chosen. A Project Jump Start Representative may serve multiple terms.
- E. Duties of Project Jump Start Representatives
It shall be the responsibility of each representative to:

- i. Establish a Project Jump Start Board in their respective schools and to maintain it. This board is for exclusive use of Project Jump Start to organize events and manage participation.
- ii. To introduce and advertise Project jump Start to the new students and recruit them for participation
- iii. Inform the students about Project Jump Start actions and events.
- iv. Maintain an updated email list of participating students, and distribute information to them.
- v. Participate in subcommittees to further the mission of Project Jump Start
- vi. Participate in the Project Jump Start meetings.

Article IV- Officers

A. Election of Officers

There shall be elected officers of Project Jump Start

1. President
2. Vice-president
3. Treasurer
4. Public Relations
5. Secretary

The nomination of the Project Jump Start officers shall take place at the second to last scheduled meeting of the association in April. Elections of officers shall take place at the last scheduled meeting of the year in May. Nominations and election of officers by the School Representatives shall be conducted successively for President, Vice-President, Treasurer, Public Relations, and Secretary, so that a defeated nominee for the Office of President may also be nominated for the Office of Vice-president, *et cetera*.

To be nominated for a Project Jump Start Executive Office, a student must have attended at least three (3) events within the academic year during which nomination occurs. A Representative may volunteer his own nomination or be nominated by another Representative. Each nomination must be seconded. Nominations will be taken up until the actual election. A simple majority vote shall be sufficient to win the election. Provided a quorum is present, an uncontested candidate must obtain the majority vote of active Project Jump Start Representatives. In the event this does not occur, the position remains open until a candidate fulfills this requirement.

Any Officer may serve consecutive multiple terms.

B. Duties of Officers

1. President

The president shall call and conduct the meetings of Project Jump Start and act as the official spokesperson for Project Jump Start in communicating its decisions and opinions to the relevant parties. The President shall present to the Project Jump Start Representatives a proposed Agenda/Goals for the upcoming year within three (3) months of taking office. The President will serve as the second chairperson of the Professional Development Subcommittee. The president will be responsible for coordinating the participation of the different schools; The President shall be the bridge between Project Jump Start and the UMB administration.

2. Vice-president

The Vice-President shall conduct the meetings of Project Jump Start, in absence of the President; coordinate the activities of the various subcommittees of Project Jump Start; and supervise the communication of committee functions to the President of Project Jump Start. The Vice-President will serve as the second chairperson of the Fundraising Subcommittee.

3. Treasurer

The Treasurer shall be responsible for all monetary affairs of Project Jump Start, shall keep the Project Jump Start checkbook, shall make reports of spending to the Project Jump Start officers and the office of the President of the University of Maryland, Baltimore. The Treasurer shall present a line item budget for the year to be approved by the Project Jump Start Representatives, as well as budgets for special events. The Treasurer will serve as the second chairperson of the Financial Subcommittee.

4. Public Relations

The Public Relations Coordinator of Project Jump Start shall manage the website, campaigns, material development, as well as marketing and advertisement. The Public Relations Coordinator shall serve as the second chair of the Triage Model Subcommittee.

5. Secretary

The Secretary shall be responsible for general communications within Project Jump Start, meetings minutes, and management of records important to Project Jump Start. The Secretary shall serve as the second chair for the Communications Subcommittee.

Article V- Conduct of Meetings

A. Attendance

Attendance at the Project Jump Start meetings is open to students, post-doctoral fellow and staff members of UMB.

Representatives are expected to attend all regularly schedule meetings of Project Jump Start, or send an alternative representative in their place. Any Representative that fails to attend more than three (3) meetings within an academic year (September through May) will be considered inactive.

B. Meetings

Project Jump Start will meet once a month in a legislative session (typically the Second Tuesday of the month). Standing and Ad Hoc committees will meet as needed and will report to the Project Jump Start at the legislative sessions.

C. Rules of Order

The meetings shall be presided over by the President and all orders of business shall be conducted on an informal basis, except as noted below:

D. Agenda

A preliminary agenda will be made available to all representatives three days prior to the meeting.

Any representative wishing to present items at the meetings that might take longer than ten (10) minutes should place the item on the agenda three (3) days prior to the legislative meeting.

Generally, the order of business will be:

- Call to order
- Circulation of roster
- Minutes of last meeting
- Officers' reports
- Subcommittee reports
- Unfinished business
- New business
- Adjournment

E. Minutes

Minutes of the previous meeting will be circulated within (1) week of that meeting. Notice and agenda of the upcoming meeting will be e-mailed to each representative prior to meeting.

F. Voting Procedures

A representative or alternate who is unable to attend a regularly scheduled meeting of the Project Jump Start may declare his opinion on a matter to be voted upon by submitting a proxy vote in writing to a member of the Executive Committee prior to the meeting.

A motion called to a vote at a meeting shall be decided upon only by a majority vote of those present and those not present but voting by proxy.

Article VI- Finances

The representatives of Project Jump Start must approve all spending from the Project Jump Start budget.

Article VII- Function

A. In addition to the weekly food drives, we are currently providing our clients with the essential information needed to get SSN, ID, or housing with the help of many students.

We work in close collaboration with the SHARP program (Stop Homelessness And Reduce Poverty) and many other Baltimore specialized agencies. We also try, when possible, to refer our clients to the existing services provided by these agencies or by the University of Maryland Baltimore (such as Quest of Care, the Clinical Law Programs, Alcohol and Drug Treatment Services...).

We are now a satellite office for Street Sense distribution. This newspaper specializes in relating stories and facts about homelessness and poverty. Sellers in Baltimore buy this journal from us for 25 cents and sell it for a suggested donation of 1 dollar (\$1).

Ultimately, we plan on enlarging our panel of services with health care basics using the skills of medicine, nursing, physical therapy and dental students. We have acquired space in ANFC and will be using this as our in community office for record keeping, client meetings, some monthly meetings, and Street Sense distribution.

B. Subcommittees

The Project Jump Start Subcommittees shall generally consist of not less than three (3) representatives. *Ad Hoc* committees shall be established as deemed necessary by the Project Jump Start members. The Subcommittee Chairperson shall be selected by the members of each Subcommittee and approved by the Executive Committee. The second chairperson must be a member or the Executive Committee, [with the exception of the Financial Services Subcommittee(remove)], and it is the obligation of the second chair to forward information to the President.

The following is a list of subcommittees and their primary objectives:

Fundraising subcommittees

- Project Jump Start will secure the financial security of the organization by marketing the program and soliciting donors.
- Project Jump Start will organize social events and benefits at local businesses

Professional development subcommittees

- Project Jump Start will plan sensitization (consciousness raising) meetings and orientation to regularly inform and train the news participating students.
- Project Jump Start will expand its services and always strive to provide more comprehensive client services.
- Project Jump Start will select grant applications to apply for.

Financial subcommittees

- Project Jump Start participants will manage the technical, logistical, and material support we need to continue the program
- Project Jump Start, when possible, will provide financial assistance to its clients for things such as application fees, intake fees, transportation fares, etc.
- Project Jump Start will create a system of money management for the homeless clients.

Triage Model subcommittees

- Project Jump Start will provide a forum for interdisciplinary case management among the students and faculty supervisors.
- The purpose of this committee is to refine procedures and strategies to improve the client's welfare
- Project Jump Start will seek help/information from individuals outside the University that have expertise in matters pertinent to homelessness and poverty.

Article VIII - Communication

- Project Jump Start will maintain a website
- Project Jump Start will actively pursue other forms of media to raise awareness of the program.
- Project Jump Start will manage a satellite office for Street Sense distribution and will contribute to its articles.
- There will be informal communications within Project Jump Start via email distributions.

A. *Project Jump Start Representation*

Members and Representatives of Project Jump Start shall not speak on behalf of Project Jump Start to campus or non-campus organization or administrators without the approval of the Executive Committee.

B. Project Jump Start appointments

Project Jump Start shall work in close collaboration with other student associations. Representatives of USGA, GSA or any other student association might be appointed/elected as Project Jump Start representatives.

Any Project Jump Start representative may propose new amendments to the constitution.

Option A

Proposed amendments of the Constitution shall be presented to Project Jump Start and a two-thirds vote of the Project Jump Start active membership shall be required for adoption of amendments.

Option B

A call for vote on a proposed amendment to this Constitution may be made by a majority of representatives present at a meeting, provided that a quorum is present.

The vote on such an amendment shall be made by e-mail ballot to each representative in Project Jump Start within two (2) weeks following the meeting. A two-thirds vote of the active membership is required to adopt the proposed amendment.

The following policy has been adopted as Amendment 1 to the Constitution and By-Laws of Project Jump Start of the University of Maryland at Baltimore.

Guidelines for Project Jump Start participation to events:

Any representative/member requesting Project Jump Start to commit for participation to a new event must comply with the following policy:

I. A written request must be sent to Project Jump Start President and treasurer which states:

- i. The date, time, place, and nature of the event
- ii. What measures will be taken to advertise the event
- iii. An estimate of the amount of money being requested, what the money will be spent on, an itemized budget for the total event, and, if the event has a fundraising purpose, how much money this event will bring
- iv. What other organizations might participate to the funding and why they have been selected
- v. A name, telephone number for the representative/member responsible for the organization of this specific event

II. For co-sponsorship of event, the principal organizer must provide evidence of funding from another source prior to funding by Project Jump Start at a subcommittee or general meeting. A motion to fund the event must be passed.

III. The principal organizer will report on the event at the Project Jump Start meeting immediately after the event. A Project Jump Start member may deliver this in attendance at the event. The report should include the relative success of the event and written documentation of the attendance, the feasibility and benefit of repeating this event.

Article IX- Ethics Statement

While we do wish to learn and provide an educational experience to students, our primary purpose is to improve the quality of life of our homeless neighbors and to help them reincorporate themselves into society.