



## **Active Minds**

### **ARTICLE I - Establishment**

We the students, faculty, and staff of the University of Rochester hereby establish the Active Minds Chapter of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

### **ARTICLE II - Mission Statement**

The purpose of Active Minds shall be to increase awareness among University of Rochester students, faculty and community about issues of mental health, symptoms of mental illness, and create information pertinent to on and off campus resources; to serve as a liaison between Rochester students and the mental health community by partnering with University Health Services (UHS) and the University Counseling Center (UCC). Through this partnership the group shall encourage education and raise awareness by flyer-ing the campus with fact sheets, promoting campus resources available at UCC, hosting/sponsoring events, guest speakers, and participating in related cosponsoring while encouraging students to seek help as soon as it is needed.

### **ARTICLE III - Membership**

#### **SECTION ONE - MEMBERSHIP**

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All University of Rochester faculty, staff, graduate students, and Eastman students shall be eligible for associate membership. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their

membership, or fails to meet membership requirements.

**B. Definition of active member:**

a. All members must attend at least half plus one of the weekly meetings and half of the events held each semester. Excused absences shall be counted as half of a meeting attended and non-excused absences as a missed meeting.

b. Active members who cannot attend the weekly meetings due to preexisting conflicts should notify the Secretary at the beginning of the semester and participate in the majority (defined as half plus one) of Chapter events as well as all elections to maintain active status.

**C. Definition of associate member:** All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to compete nor travel as part of a college student organization.

## **ARTICLE IV - MEETINGS AND VOTING**

### **SECTION ONE - QUORUM**

- A. A meeting shall be valid if a quorum is present. Quorum is defined as ½ of the active membership plus one officer.
- B. Regular weekly meetings of Active Minds shall be held during the fall and spring academic semesters, excluding official University breaks, at a time and place deemed appropriate by the Executive Board. A week's meeting may be cancelled by group or Executive Board consensus.

### **SECTION TWO - VOTING**

- A. Voting of any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. The President shall only vote to break a tie.
- D. All decisions shall be arrived at by simple majority using a hand vote, or as decided by a majority of members participating in a particular vote.
- E. Only active members are eligible to vote.

## **ARTICLE V - OFFICERS AND QUALIFICATIONS**

### **SECTION ONE - OFFICER POSITIONS**

- A. The Executive Board of the Active Minds Chapter of the University of Rochester shall consist of a President, Vice-President, Business Manager, Secretary, Publicity and Education Chair, Community Outreach Coordinator, Fundraising Chair, and Policy Chair.
- B. Qualifications for President include having been an active member for at least one year, and having held an eboard position for at least one semester.
- C. Qualifications for running for Vice-President, Business Manager, Secretary, Publicity and Education Chair, Community Outreach Coordinator, Fundraising Chair, and Policy Chair include being an active member.

## **SECTION TWO - DUTIES OF OFFICERS**

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this Constitution.
- D. All officers shall be connected with the National Active Minds Organization through Slack or another platform as specified by the National Active Minds Organization.
- E. All officers shall be responsible for knowing the sections of the SA Constitution and its bylaws that apply to each officer, each member, and the Active Minds Chapter as a whole.
- F. All officers have a term of election for one academic year, beginning in August and ending in May, except for the case of a mid-year election due to a vacancy or resignation, in which case the term of office shall begin mid-year and end in May. Officers are also expected to participate in advance planning for the academic year during the summer.
- G. All officers shall be listed on the Campus Community Connection site.
- H. Every officer is required to meet with the officer elect for their position to discuss the duties and powers of their respective positions and to pass on any and all archived materials and updated task descriptions necessary or helpful for the respective position. This meeting should occur before the term of the officer elect begins. In the case of a mid-year vacancy election, the President shall meet with the officer elect instead.
- I. President
  - a. They shall be the presiding officer at all meetings.
  - b. They shall maintain organization within the chapter, communicate with other officers and delegate duties to maintain a functioning chapter that fulfills the purposes set forth above.
  - c. They shall serve as the primary liaison between the National Active Minds Organization, the University Health Service and Counseling Center and the

Executive Board.

- d. They shall have the power to appoint special Committees as needed.
- e. They shall act as an ex-officio member of all committees.
- f. They shall represent Active Minds in meetings and initiatives of the Mental Health Task Force.
- g. They shall be responsible for the completion of the mid-year report for the Student Association (SA) and Active Minds and applying for the Chapter's renewal status as an SA-recognized club and an Active Minds recognized chapter.

G. Vice-President

- a. They shall be responsible for assisting the President with the above tasks, especially with regards to communication with UHS, UCC, and the National Active Minds Organization.
  - b. They shall represent Active Minds in meetings and initiatives of the Suicide Prevention/Mental Health Task Force in the President's absence.
  - c. They shall be responsible for fostering an environment of unity amongst members through planning of team-building activities.
  - d. They shall be responsible for maintaining and regularly checking the Chapter email account.
  - e. They shall be responsible for maintaining, updating, and making available the Constitution, as well as leading and organizing semesterly Constitution Days.
- H. Business Manager

- a. They shall monitor Chapter funds, in conjunction with the Students' Association, prepare the Chapter's budget, presenting the budget to the Students' Association, and appropriating funds from the Chapter's Students' Association account for group purchases.
- b. They are ultimately responsible for all financial decisions made at the Executive Board and General Member meetings.
- c. They are responsible for attending all Business Manager meetings and reporting back to the Executive Board members.

I. Secretary

- a. They shall take and maintain an accurate roll call and record of the minutes at all regular and Executive Board meetings.
- b. They shall be responsible for maintaining Chapter scheduling and all related duties,

including reserving meeting spaces and venues.

- c. The distinction between excused and unexcused absences shall be defined at the Secretary's discretion.
- d. They shall keep a total tally of attendance and shall notify any member as soon as they have missed a quarter of the total meetings in a semester.
- e. They shall be responsible for writing and distributing a weekly email newsletter.

#### J. Community Outreach Coordinator

- a. They shall be charged with maintaining relations and producing joint ventures with outside student groups and community groups in the Rochester and surrounding areas.
- b. They shall be responsible for maintaining and regularly checking the Chapter email account.
- c. They shall be responsible for keeping up-to-date records and generate communication with alumni with regards to Chapter events, fundraisers, and news.
- d. They shall maintain consistent contact with outside groups with regard to potential co-sponsorship opportunities, or donations.
- e. They shall organize co-sponsorship events and appoint an Active Minds Chapter representative in each event that the Chapter has agreed to attend, or act as one if the position is not filled.

#### K. Publicity and Education Chair

- a. They shall be responsible for the creation of flyers, banners, and online advertisements for all events and fundraisers.
- b. They shall be in charge of keeping the CCC page up to date and maintaining it for advertising purposes.
- c. They shall appoint Event Photographers or are responsible for acting as one in the event that the position is not filled.
- d. They shall be in charge of managing all social media accounts or delegating such responsibility.

#### L. Fundraising Chair

- a. They shall be responsible for the organization, execution, and documentation of all fundraising efforts.
- b. They shall be responsible for all campus fundraisers, as well as programs involving local vendors and for the management of alumni and parent donations along with

the Business manager.

- c. They shall be responsible for submitting donations to the National Active Minds Organization.

**M. Policy Chair**

- a. They shall be responsible for the organization and execution of efforts to amend University policy to be more in-line with the Active Minds mission statement.
- b. They shall be responsible for attending meetings with Deans and/or other University officials to discuss potential policy changes.
- c. They shall maintain a relationship and communication with the Students Association (SA) officials.

**SECTION THREE - NOMINATIONS AND ELECTIONS**

A. Nomination of members for all officer positions shall be held no later than the third-to last regular meeting of the spring semester, or when necessary due to abdication of positions. B. Any active member may run for an office, stipulations are specified for each individual office. Nominations may be made from two weeks prior to the election meeting up until the election of that specific office.

C. Officers may be elected by a simple majority. In the case of a tie, the current acting President shall determine the winner. In the case that a majority is not obtained by any candidate for a particular office, a run-off shall be held between the two candidates receiving the most votes for that office. Voting shall be to be effected by a procedure decided by the majority of members present at said meeting. The elections are to be made by a secret ballot at a standard group meeting. Winners are to be announced immediately and notification sent to all group members in absentia, including those running for office, within forty-eight hours by the Secretary.

**SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS**

A. At the valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.

B. If any officer is unable to perform their duties for a temporary period, a temporary replacement shall be put in place by majority vote until that officer is able to resume their duties.

C. If an officer has not performed their duties as needed for a period of at least two weeks, a vote of no confidence can be brought by any Active Member to remove them from office. A vote of no confidence is to be at a regular meeting with at least 7 days notice; the approval of

this vote requires a  $\frac{2}{3}$  majority of the membership.

- D. If after four weeks an officer has not performed their duties as needed and has not yet been removed from office, they will be required to face a vote of no confidence at the next regular meeting.

## ARTICLE VI - RESOURCES

### SECTION ONE - RESOURCES

- A. The Active Minds Chapter of the University of Rochester will abide their Resource Agreement.

## ARTICLE VII - HAZING POLICY

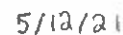
Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Active Minds Chapter of University of Rochester. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

## ARTICLE VIII - NONDISCRIMINATION POLICY

The Active Minds Chapter of University of Rochester abides by the nondiscrimination policy of the University of Rochester



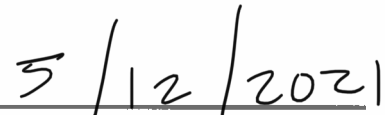
Signature of Confirmation  
Sarah Broas  
President, Active Minds



Date



Signature of Approval  
Eden-Lyn Thomas  
Chair, Student Organization Administration & Review Committee



Date