

NAMI On Campus



NAMI on Campus at The University of Texas at El Paso Constitution and Bylaws

Preamble: We the members of the National Alliance on Mental Illness on Campus at The University of Texas at El Paso (NAMI on Campus University of Texas at El Paso) do hereby establish this constitution on September 1, 2013. NAMI, the National Alliance on Mental Illness, the nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness. NAMI advocates for access to services, treatment, supports and research and is steadfast in its commitment to raising awareness and building a community of hope for all those in need; NAMI Texas is the State Organization of NAMI. This Constitution governs the activities of the organization specific to The University of Texas at El Paso

ARTICLE 1-Name

The name of this club shall be National Alliance on Mental Illness on Campus at The University of Texas at El Paso, NAMI on Campus at UTEP for short.
This is a student club at the University of Texas at El Paso.

ARTICLE II-Objective

1. NAMI on Campus at The University of Texas at El Paso, is a student-led campus club that helps to address the mental health needs of students and raise mental health awareness among campus communities by providing peer support, education and advocacy on campus. NAMI on Campus at The University of Texas at El Paso will strive to:

- ☑ Serve as a supportive group for students.
- ☑ Establish strong ties with counseling centers on campus and serve as volunteers for their support services.
- ☑ Educate and increase students', faculty, administrators' awareness of mental health issues.

- ☐ Provide information and resources on mental health conditions to the entire college community.
- ☐ Promote early detection and intervention for mental health conditions.
- ☐ Combat the stigma that surrounds mental health conditions by increasing awareness of these conditions, their symptoms and available treatments.
- ☐ Advocate administrators and legislatures to improve mental health care services on campus and promote education about mental illness among students.
- ☐ Request and receive funds in support of all of the above.

NAMI on Campus at The University of Texas at El Paso shall endeavor to sponsor and conduct programs and activities that further the purposes and objectives of NAMI, and shall ensure that such programs and activities are consistent with NAMI's stated values and mission.

ARTICLE III-Membership

1. Any student at the University of Texas at El Paso is eligible to be an active member and may hold office.
2. Non-students may act as associate members, but may not vote or hold office.
3. In order to officially become a member, the student must come to at least two meetings and submit a membership registration form. They must also pay any dues or fees required by the club. Exceptions to the membership fee may be allowed at the president's discretion. To maintain membership, members must attend the majority of meetings, unless excused by the president, and be an active participant in activities set forth by the club.

ARTICLE IV-Officers

1. Club members in good standing with the University of Texas at El Paso are eligible to hold office. No member can be elected to any office unless they are a fulltime student.
2. Election of Officers
 - a. Only those members meeting all requirements of regular membership under Article III of the constitution will be eligible to vote. The election will be held by the general body on an annual basis no later than the third to last week of the spring semester.
 - b. The officers of this club are president, vice president of internal affairs, vice president of external affairs, secretary, treasurer, and a recruitment chair.
 - c. Officers will be elected by written ballot, with each active member casting a vote. A simple majority of votes will constitute a victory.
 - d. The nomination process shall be held at the meeting prior to the designated election date. At this meeting the president shall take nominations from the floor. Once all persons are nominated, the nomination process must be closed and the movement seconded by a non-executive board member.
 - e. Election of officers will take place during the third to last week of the spring semester.

f. Officers will assume office for a period of one year. Re-election of an officer is allowed. The longest a person can serve in one position is two terms.

3. Recall of Officers

- a. Officers are subject to recall for malfeasance in office.
- b. Recall procedures will be initiated at the request of five active members.
- c. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
- d. A majority of those active members voting in a recall at the end of the hearing is necessary to remove any office.

ARTICLE V-Voting

1. This constitution and bylaws may be amended by a 2/3 majority vote of those voting, a quorum being present.
2. Voting on amendments must be conducted after a minimum notice of 2 weeks.

ARTICLE VI-Statement of Non-discrimination

This club shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation and veteran status. This policy will include, but is not limited to, recruiting, membership, club activities or opportunities to hold office.

ARTICLE VII-Financial Matters/Obligations

1. A majority of officers of this club may determine reasonable dues and fees assessed to each member at the beginning of each year.
2. The treasurer shall be responsible for payment in full of debts accumulated by the club not covered by funds on deposit.

ARTICLE VIII-Statement of Non-Hazing

This club will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE IX-Statement of Compliance with Campus Regulations

This club shall comply with all University and campus policies and regulations and local, state and federal laws.

ARTICLE X-NAMI Name, Logo and Statement of Independence

1. NAMI on Campus at The University Texas at El Paso acknowledges that the NAMI name, acronym and logo and other NAMI trademarks, service marks, trade names and logos identified by NAMI from time to time are the intellectual property of NAMI. NAMI controls the use of the name, acronym and logo of NAMI and the club is granted a limited, revocable, non-exclusive,

non-divisible, non-transferable right to use the NAMI name, acronym and logo and other NAMI trademarks, service marks, trade names and logos identified by NAMI from time to time for as long as the club shall exist.

2. This club acknowledges that NAMI controls the use of the name, acronym and logo of NAMI and that their uses by this club shall be in accordance with NAMI policy.

3. In the event that the club disbands, the former club members and officers shall discontinue use of the NAMI name, acronym and logo.

4. This club shall be independent of other organizations and advocacy groups not affiliated with NAMI and shall not share bylaws, articles of incorporation or boards of directors with such other groups.

Executive Board Roles

I. STUDENT PRESIDENT: The primary role of the Student President is recruiting new Executive Board members as needed, along with ensuring the Executive Board members have everything they need to fulfill their roles and support the organization and members. Duties include:

- Conduct meetings and prepare agenda for meetings.
- Liaison to University community, NAMI El Paso and NAMI Texas.
- Initiating and coordinating contact with new members to welcome them into the organization.
- Participating in monthly Student President – Adviser meetings.
- Coordinates all activities of the club.
- Official representative, advocator, and spokesperson for the club.
- Calls regular and special meetings.
- Responsible for all educational material gathered.
- Communicates with the NAMI Affiliate, NAMI State Organization and NAMI.
- Supervises all members' work.
- Creating and maintaining the organization's website and e-mail distribution list.
- Setting up the organization's social networking pages on such sites as Facebook and Twitter, and maintaining information on these sites, such as officer positions, contact info, calendar of upcoming events, and photos from past events. All organization-specific sites must be school appropriate and professional in appearance.
- Recruiting and leading the Executive Board.
- Filling in for various positions as needed.

II. STUDENT VICE PRESIDENT INTERNAL AFFAIRS: The primary role of the Student Vice President of Internal Affairs is to assist the Student President with all duties necessary to successfully run the organization. Duties include:

- Overseeing special on campus projects and holding others accountable for goals and timetables.
- Convening special meetings of committees, and coordinating communication between committees and the rest of the Executive Board.
- Acting for the interim President upon his/her absence, upon his/her request, or in the event the President is temporarily unable to serve.
- If the office of NAMI on Campus at The University of Texas at El Paso President is vacated, the Vice- President of Internal Affairs will assume Presidency.
- To call special sessions with executive board members with minimum of forty-eight hours notice.
- To ensure executive board members are performing their prescribed duties as by NAMI on Campus at The University of Texas at El Paso Constitution and Bylaws.
- Participating in monthly Student President – Adviser meetings.
- Plan, implement, and oversee organization social events.
- Communicating with fellow officers in a timely fashion to ensure all events are publicized ahead of time to students and the UTEP community
- Other duties as needed/desired.

III. STUDENT VICE PRESIDENT EXTERNAL AFFAIRS: The primary role of the Student Vice President of External Affairs is to assist the Student President with all duties necessary to successfully run the organization. Duties include:

- Overseeing special community projects and holding others accountable for goals and timetables.
- Convening special meetings of committees, and coordinating communication between committees and the rest of the Executive Board.
- Acting for the interim President upon the absence of the Vice President of Internal Affairs and the President, or upon their request, or in the event that they are temporarily unable to serve.
- To act as coordinator to outside organizations seeking the support of NAMI on Campus at The University of Texas at El Paso, in partnership with President.
- To approve any and all publicity (advertisements, fliers, PSA's banners, posters, etc.) for any NAMI on Campus at The University of Texas at El Paso project before they are completed and released.

- To approve all publicity efforts of NAMI on Campus at The University of Texas at El Paso, with oversight of all marketing endeavors within each committee. To create and distribute press release for all community events.
- Participating in monthly Student President – Adviser meetings.
- Arranging community service projects that excite members and positively impact the community.
- Communicating with fellow officers in a timely fashion to ensure all events are publicized ahead of time to the community
- Other duties as needed/desired.

IV. SECRETARY: The primary role of the Secretary is to handle all administrative tasks needed to successfully run an organization. Duties include:

- Taking attendance at meetings, special events, and submitting it to the president.
- Assists president and vice presidents to coordinate club activities.
- Handling yearly registration of organization with the Student Engagement and Leadership Center.
- Handles correspondence for the club.
- Creating minutes from Executive Board meetings, and e-mailing those minutes to the Executive Board within 24 hours of the meeting.
- Reminding members about upcoming deadlines.

V. TREASURER: The primary role of the Treasurer is to oversee the organization's financial operations on campus. Duties include:

- Handling the organization's bank account, in conjunction with the Advisor and Student President.
- Managing all finances, including fundraisers and disbursements needed for photocopies, food at meetings, outings, etc.
- Keep a detailed and accurate record of accounts receivable/payable for the organization.
- Recommend services, programs, and procedures to the Executive Board and/or Advisor.
- Identify and prioritize funding needs, and communicating those needs to the Executive Board.
- Collects member dues.
- Planning and running a minimum of one fundraising event per semester.

VI. RECRUITMENT CHAIR: The primary role of the Recruitment Chair is to continually search for new opportunities to recruit new members and support positions to support the growth of the organization. Duties include:

- Recruiting other members into the Recruitment Committee.
- Setting up tables in high traffic areas to promote the organization.
- Partnering with other campus organizations.
- Contacting potential members from attendance sheets and making sure they receive a nomination form.
- Encouraging current members to talk to other students about the benefits of the organization.
- Reaching out to all event participants that are not current members, and teaching them about the benefits of membership in the organization.

II. Meetings

Meetings will be open to all active and associate club members, faculty and the Student Engagement and Leadership Center representatives. A notice of one week will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members. NAMI on Campus at The University of Texas at El Paso shall convene at least once every two weeks, and possibly more, at regularly scheduled times as determined by members of the club. Special meetings may be announced by the President and the Vice President of Internal Affairs. The Executive Board will meet once every two weeks.

III. Amendments

- a. Active members will receive a graduation stole, after completing 50 hours of service to the organization as reported by the secretary. Members must be in good standing with the organization and complete their last semester as an active member. The design and layout of the stole will be chosen by the current President. If it is within the organization's budget, it will provide the stole to members as a token of appreciation.
- b. The organization dues will be \$7.00 per semester, or \$10.00 for a year of membership. As determined by a majority of the executive board for the 2014- 2015 school year.