



NAMI on Campus Club at The University of Alabama

CONSTITUTION

Preamble: We, the members of NAMI-UA Campus Club and NAMI Tuscaloosa, Alabama, do hereby revise this constitution on 08/26/2012 (originally established on 11/10/2009). NAMI—the National Alliance on Mental Illness—is a national organization, and this Constitution governs the activities of the club specific to The University of Alabama.

Article I. Name
NAMI-UA On Campus Club: National Alliance on Mental Illness (on campus club at UA)

Article II. Mission, Purpose and General Statements

Section 1: NAMI recognizes that the key concepts of recovery, resiliency and support are essential to improving the wellness and quality of life of all persons affected by mental illness. Mental illnesses should not be an obstacle to a full and meaningful life for persons who live with them.

NAMI will advocate at all levels to ensure that all persons affected by mental illness receive the services they need and deserve, in a timely fashion.

NAMI-UA Campus Club will strive to:

- Provide or enhance support and counseling services on campus
- Educate students, faculty, administrators, and other members of the campus community about mental illness
- Serve as an information and resource collection and dissemination center
- Advocate administrators to improve mental health care services on campus and promote education about mental illness among students
- Solicit and receive funds in support of all of the above

Article III. Membership

Section 1: Eligibility:
Membership is open to any full-time or part-time student. No non-University of Alabama students will be permitted membership. All organization officers must be University of Alabama students. This organization will not discriminate against any person on the basis of race, color, disability, gender, sexual orientation, religion, national origin, or age in the requirements for membership.

Membership in registered student organizations shall be open to all students of The University of Alabama, without regard to race, religion, sex, disability, or national origin, except in cases of designated fraternal organizations exempted by federal law from Title IX regulations concerning discrimination on the basis of sex.

Section 2: Member Definition:

- (i) a person with a mental illness, or
- (ii) a relative of a person with a mental illness, or
- (iii) a friend of a person with a mental illness, or
- (iv) an advocate for mental health awareness and education

Section 3: Membership Registration:

In order to officially become a member, the person must submit a membership registration form on or before their third meeting to the NAMI Executive Board, a copy of which is immediately sent to the local affiliate. Any persons who have not submitted a registration form by this deadline will not be permitted to attend **closed** meetings, unless approved by the Executive Board. The student will be permitted another opportunity to register on or before their third meeting the following semester.

A Member is one individual that pays dues. A Member accepts the mission of NAMI and has paid dues to NAMI-UA Campus Club, unless waived by the Executive Board. NAMI-UA Campus Club dues are waived if the Member is a dues-paying member in good standing with the local NAMI Affiliate.

There are two types of membership at NAMI: Regular members and Open Door members. "Open Door" membership allows for a reduced dues payment upon approval from the Executive Board (as assessed on a case-by-case basis). Open Door Members shall have all the rights and privileges of members who pay full dues.

Regular member dues: \$35 annual dues (full payment to NAMI)
Open Door member dues: \$5 annual dues (\$1 toward NAMI)

Section 4: Expulsion:

Members will not be permitted to remain in good-standing with NAMI-UA Campus Club if annual dues are not renewed.

Article IV: NAMI-UA Governing Structure and Offices

Section 1: Offices consist of the president, vice president, secretary, treasurer, and public relations officer.

Section 2: Each committee, including the three standing committees, will have one Committee Chairperson.

- Section 3: NAMI-UA Campus Club will have one **Graduate Student Liaison** who will serve as an advisor to the officers and chairpersons. This person is selected by the current graduate student liaison and approved by vote by the NAMI-UA Campus Club Executive Board. The Graduate Student Liaison acts as the liaison between NAMI-UA Campus Club and respective NAMI organizations (i.e., NAMI Tuscaloosa Affiliate, NAMI National, NAMI On Campus National), as well as an on-site advisor.
- Section 4: The members of the officer positions and committee chairpersons are joined by the Graduate Student Liaison to form the **Executive Board** of NAMI-UA Campus Club.
- Section 5: Additional organizations (e.g., the UA Counseling Center, the UA Psychology Clinic) will be liaised as necessary. NAMI-UA's affiliation with such organizations shall be independent, yet collaborative. Each academic term, a NAMI-UA Campus Club officer will be designated as the respective liaison to each of these campus organizations.
- Section 6: NAMI-UA shall maintain communication with its endorsed affiliation (the local, state, and national NAMI organizations); however, it shall remain an independent governing body. Communication should be maintained in the form of correspondence of the Minutes, cross-meeting attendance when necessary, event collaboration, etc.
- Section 7: **Officer Positions:**
All officers must also become dues paying affiliates with the local NAMI affiliate within one month of election to office and must remain in good standing with the local NAMI affiliate while in office.

Organization members in good standing are eligible to hold office. Being in good standing constitutes remaining in good standing with the institution by maintaining at least a 2.0 cumulative grade point average and abiding by the university or college standards. No member can be elected to any office unless enrolled in classes at this specific institution during the semester.

Because of the continuous turnover of students, the officers' regular term of office is one year. Any student member in good standing can be nominated and elected to an office. An annual election will be held every March to determine the following year's officers. Re-election of an officer is allowed, but he or she may not run for the same office for more than two consecutive years.

- A) The **president** presides at all member meetings. The president supervises all committee chairpersons' work. The president works with the other Executive Board members to coordinate educational events for the monthly meetings. Additionally, the president will attend local NAMI affiliate meetings when necessary.

- B) The **vice president** succeeds the president and/or secretary when there is an absence in that office and assists the president as needed. The vice president's primary working role is to oversee, manage, and encourage campus recruitment. The vice president is dually responsible for overseeing treasury activities. .
- C) The **secretary** handles correspondence for the organization and records the happenings of meetings. The secretary also serves as the second vice president if the president and vice president positions are concurrently vacant. The secretary is responsible for distributing Executive and General Meeting Minutes to NAMI-UA Campus Club Executive Board members, as well as the local and state affiliates within 48 hours of said meeting.
- D) The **treasurer** receives and disburses all of the club's funds and maintains a complete and detailed account of all financial transactions. The treasurer provides members and other officers with a financial report listing all receipts and disbursements by budget category upon request, and provides a brief summary report at each monthly meeting. The treasurer communicates financial requests and budget/grant-related updates to the local affiliate as necessary.
- E) The **public relations** officer is responsible for managing the NAMI-UA Campus Club website, media advertisements, and all social media outlets (e.g., Twitter, Facebook). This officer is responsible for ensuring NAMI-UA Campus Club's activities and resources (e.g., website, logo, etc.) are in accordance with NAMI Standards of Excellence as permitted for on campus organizations.

Section 8: **Officer and Executive Board Elections:**

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 April 1st of each academic year. Should all Executive Board positions not be filled at the Spring election meeting, an additional election meeting should be held in October of the upcoming academic term.

The nominating process shall be held at the meeting prior to the designated election date. At this meeting, the president will take nominations from the floor. Once all persons are nominated, the nomination process must be closed and the movement seconded.

The elections will be conducted by secret ballot and a simple majority will determine election to an office. The secretary and one NAMI-UA club voting member appointed by the outgoing president shall tabulate votes.

Run-Off: In the case that a majority of votes is not achieved by any candidate, a run-off election will be conducted between the top two candidates receiving the most votes. No new names will be added to the list of candidates indicated on the original ballot for the post in consideration. The same voters present will conduct the election, and no new votes will be allowed.

Section 9: **Removal of an Officer:**

NAMI-UA Campus Club officers may be removed from their position by majority vote of the NAMI-UA Campus Club Executive Board due to lack of fulfillment of responsibilities as outlined in this Constitution. This vote can be called by any member of the NAMI-UA Campus Club Executive Board. If such a vote is requested, the officer in question must be informed immediately and given the following:

- (1) an opportunity to resign;
- (2) a 2-week probationary period to improve fulfillment of his or her role prior to the vote, at which time the vote can be waived if the Executive Board agrees by majority vote;
- (3) an opportunity to attend and speak to the Executive Board prior to the closed, confidential vote.

Should an officer be removed from his or her position following these procedures, the expulsion of duties is effective immediately and no current officer who voted in this decision may take over said responsibilities (i.e., a new election must be held to fill the now vacant position).

Section 10: **President's Clause:** The vice president from the succeeding year should fill the role of president for the following academic term. Should the vice president not be available the president role should be filled by a succeeding club officer. In the event that one of the officers is no longer available to take Presidential office, voting will be opened to the full membership.

Article V. Meetings

Section 1: NAMI-UA shall convene at least one meeting a month, and possibly more, at regularly scheduled times as determined by the members of the organization.

Section 2: The March membership meeting is designated as the annual meeting for the election of officers. Newly elected officers will begin their positions beginning in the fall semester.

Section 3: The October meeting is designated as the annual meeting for collecting membership dues although members may join throughout the year.

Section 4: Special meetings of the members may be announced by the club President or on request of five or more members.

Section 5: Any member may request that an action or motion be tabled or rescinded by a majority of the membership at any meeting.

Section 6: Attendance and membership status will be monitored through the use of a sign-in sheet at each monthly meeting.

Section 7: The Executive Board shall meet at least twice monthly (preferably weekly). The Faculty Advisor may be called on to attend meetings if deemed necessary by the Executive Board.

Section 8: NAMI-UA Campus Club abides by the UA Hazing Policy. Hazing is defined as follows: including any act which inflicts extreme physical, emotional, or psychological pressure or injury on an individual or which purposely demeans, degrades, or disgraces an individual. In the State of Alabama, individuals committing acts of hazing can be charged with a Class C misdemeanor and can be subject to both criminal and civil prosecution. Additionally, an individual or organization participating in hazing or knowingly permitting hazing forfeits entitlements to public funds, scholarships, awards, and grants.

NAMI-UA will not condone any form of hazing, and students involved in hazing incidents are subject to University disciplinary sanctions. As such, NAMI-UA will follow and adhere to all UA, local, state, and federal laws.

Section 9: At least three members must be present at any meeting (Executive Board or General Body) in order to constitute a quorum.

Article VI. Relationships

Section 1: This organization is a **NAMI on Campus** club sponsored by a non-profit organization.

Section 2: This organization is endorsed by **NAMI**—the National Alliance on Mental Illness—a national grassroots, non-profit organization that advocates policies at the local, state, and national levels to improve the lives of those affected by mental illness.

NAMI-UA Campus Club is specifically an **affiliate subset** of the NAMI Tuscaloosa Affiliate, which is an affiliate of NAMI Alabama (a state NAMI organization chartered by NAMI National).

Section 3: Independence: The 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.

Article VII. Finances

Section 1: The fiscal year begins October 1st and ends September 30th.

Section 2: Club members pay annual dues of \$5.00 as established by the Executive Board, local affiliate and state chartered organization. Of these dues, \$1 is designated to NAMI (submitted to the local affiliate by the treasurer every semester) and the campus club keeps \$4. The Executive Board may waive dues for individual students upon agreement of three-fourths majority vote by the Executive Board members.

- Section 3: Regarding the spending of funds, the treasurer may use available club funds on condition that all expenditures over \$100.00 are approved in advance by the majority of the Executive Board.
- Section 4: The club will not provide monetary gain, incidentally or otherwise, to its officers or membership.
- Section 5: In the event that this club dissolves (or is terminated by The SOURCE), the dispersing of residual funds shall be used to reimburse the appropriate funding agencies. Any remaining funds will be directed to the sponsoring NAMI local affiliate or state organization.

Article VIII. Committees

- Section 1: Each committee will have one chairperson. All committee chairpersons will be elected to office. The nominating process shall be held at the meeting prior to the designated election date. At this meeting, the president will take nominations from the floor. Once all persons are nominated, the nomination process must be closed and the movement seconded. The elections will be conducted by secret ballot and a simple majority will determine election to an office. The secretary and one NAMI-UA Campus Club voting member appointed by the outgoing president shall tabulate votes. Run-off elections will be held if necessary.
- Section 2: Committee chairpersons will report at the Executive Board meetings. Committee chairpersons (and/or the Executive Board) may call committee specific meetings as needed, with the approval of the Executive Board.
- Section 3: The committee chairperson plans programs and projects as well as makes sure that tasks get done on schedule. The committee chairperson must attend the Executive Board meeting, at which time, each chairperson will report on their committee's progress. The chairperson can recruit and/or accept members for their committee.
- Section 4: All dues paying members in good standing with NAMI-UA Campus Club may join any committee(s) they choose. In order to remain in good standing with his or her committee, committee members must attend no fewer than 50% of meetings during the school year and no fewer than 50% of the committee's activities.
- Section 5: Three initial standing committees and minimum responsibilities are:
- (1) Recruitment & Public Relations
 - a. Member Awareness/Recruitment
 - b. NAMI-UA Fundraising
 - (2) Mental Health Awareness and Advocacy
 - a. Stigma Busting
 - b. Mental Health Awareness on Campus and in the Community
 - (3) Support Services
 - a. Coordinate NAMI-UA Student to Student Meetings
 - b. Maintain Community Resource Information and Contacts

- Section 6: Officers can create suitable committees as needed.
- Section 7: Officers reserve the right to create a special committee as needed.
- Section 8: The following officers are designated as responsible for the management and monitoring of activities for the following committee chairpersons:
- (1) President – Mental Health Awareness and Advocacy
 - (2) Vice President – Recruitment and Public Relations
 - (3) Graduate Student Liaison – Support Services

Article IX. Advisors

Section 1: NAMI-UA will have one faculty advisor selected by the Executive Board. This **Faculty Advisor** should have appropriate clinical and educational background to serve as the faculty advisor to NAMI-UA Campus Club and the Student Support Committee. The advisor(s) must be a full-time faculty, staff, or a full-time employee of The University of Alabama. Responsibilities shall be those assigned by The University of Alabama Student Handbook.

Section 2: Any faculty advisor in violation of the club's purpose or constitution may be removed from office by the following process:

- A) A written request by a member of the Executive Board shall be submitted to the full Executive Board, excluding the faculty advisor in question, stating the reasons for removal.
- B) Written notification of the removal request shall be submitted by the Executive Board to the faculty advisor asking the faculty advisor to be present at the next Executive Board meeting and prepared to speak in his or her own defense.
- C) Written notification of the removal request shall be provided to the membership by the Executive Board.
- D) After due deliberation, the Executive Board, excluding the faculty advisor in question, will present its recommendation to the at a meeting called for this purpose, for which a three-fourths majority vote is necessary to remove the faculty advisor.
- E) The Executive Board will nominate and instate a new faculty advisor after receiving three-fourths majority vote.

Section 3: An advisor's term is one year (May to June).

Article X. Parliamentary Authority

NAMI-UA Campus Club parliamentary authority will be governed by the following: Robert, H. M., Honemann, D. H., Balch, T. J., Seabold, D. E., & Gerber, S (2011). *Roberts Rules of Order (11th Edition)*. Da Capo Press. This shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and special rules of order the association may adopt.

Article XI. Amendments

Section 1: Any proposed amendment to the club bylaws or constitution is to be presented in writing to the entire club membership at least three weeks before the meeting at which it is to be voted on.

Section 2: Ratification of proposed amendments and changes require a favorable vote by at least two-thirds of the members in good standing at the meeting.

Article XII. By-laws

NAMI-UA Campus Club adopts the NAMI Tuscaloosa (local affiliates) by-laws, as approved by NAMI Alabama and NAMI national standards.

Article XIII. Dispute Resolution

Section 1 In the event of a dispute among the members of NAMI -UA club, the involved parties shall present their case to the Executive Board. After hearing each side, the Executive Board shall issue a binding decision.

Article XIV. NAMI Name and Logo

Section 1: This club acknowledges that NAMI National 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.

Section 2: In the event that the club disbands this student organization, the former club members will stop using the NAMI name, acronym, and logo.

Section 3: Upon termination of a NAMI club, the use of these names, acronyms, and logo by this club shall cease. Likewise, this club will cease.

Section 4: The Graduate Student Liaison and Public Relations officer are responsible for acting in accordance with NAMI regulations of the campus club name and logo.

Article XV. Continuation and Termination

Section 1: Failure of NAMI-UA Campus Club to comply with local, state, and national NAMI Bylaws, as well as UA Student Service Organization criteria, may result in termination of affiliation with NAMI or The University of Alabama.