**NAMI on Campus**

**Constitution**

Article I: Name

The name of this club shall be NAMI on Campus

ArticleII: Purpose

The purpose of this club shall be:

1. Provide resources for students at Iowa State University who are living with or are affected by mental illness
2. Educate students at Iowa State University about mental illnesses
3. Advocate for students living with mental illnesses

Article III: Statement of Compliance

NAMI on Campus abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. NAMI on Campus agrees to annually complete President’s Training, Treasurer’s Training, and Adviser Training (if required)

Article IV: Non-Discrimination Statement

Iowa State University and NAMI on Campus do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran

Article V: Membership

Membership shall be open to all registered students in good standing at Iowa State University

Article VI: Risk Management

NAMI on Campus will designate a risk management officer. The role of the risk management officer is as follows:

1. Recommend risk management policies or procedures to NAMI on Campus
2. Submit documentation to ISU’s Risk Management Office
3. Ensure that Iowa State University’s policies are followed at all of the organization’s events
4. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

Article VII: Officers

Section A: Officer Positions and Duties

1. President – It shall be the duty of the President to:
   1. Preside over all meetings
   2. Call special meetings
   3. Enforce the constitution
   4. Appoint committees and chairpersons
   5. Oversee committee activities
2. Vice-President – It shall be the duty of the Vice-President to:
   1. Preside in the absence of the President
   2. Serve as chairperson of the Program Committee
3. Secretary – It shall be the duty of the Secretary to:
   1. Record the minutes of all meetings
   2. Keep a file of the club’s records
   3. Maintain a current roster of membership
   4. Issue notices of meetings and conduct the general correspondence of the club
4. Treasurer – It shall be the duty of the Treasurer to:
   1. Receive all funds and process Request for Payment, Deposit Slip, and Officer Signature forms
   2. Keep an itemized account of all receipts and expenditures and make reports as directed

Section B: Term of Service - The officers shall serve for one year, and their term of office shall begin at the beginning of the fall semester

Section C: Date for Election of Officers – Elections will be held in April

Section D: Method of Election of Officers – During the general meeting in April, descriptions of all officer positions will be presented. A separate meeting in April will be designated for elections. At this meeting, individuals running for positions will give a short presentation as to why they should be elected for that position. Officers for each position will be selected using a secret, majority-wins paper ballot. The president will collect and count all paper ballots

Section E: Officer Transitions – Every officer will be required to establish a detailed report by the election date. This report will discuss what went right and what went wrong during the semester regarding the specific position. It will provide suggestions for the incoming officers. Outgoing officers will meet with the incoming officer to discuss the position prior to the conclusion of the spring semester

Section F: Impeachment/Removal of Officers

1. Any officer may be subject to impeachment
2. The individual(s) who would like to impeach an officer must submit a letter summarizing their concern. This letter may be submitted to the President, Vice-President, Secretary, or Adviser
3. One week prior to the final vote, the officer being reviewed will be notified. The individual will have the opportunity to speak and/or be present during the final vote
4. Members of the club will submit their vote using a secret ballot. Removal will be determined by a two-thirds majority vote of the total membership
5. Examples of impeachment offenses include the following:
   1. The officer exhibits negligence or misconduct that is destructive to the club
   2. The officer misuses the funds designated by the club

Section G: Replacement of Officers – In the instance of a vacancy, a new officer will be elected using regular election procedures. Members of the club will run for the position, and then members will vote using a secret, majority-wins ballot

Section H: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election

Section I: Officer Requirements – The officers of this organization must meet the following requirements:

1. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office
2. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (1) and (2)

Article VIII: Adviser

Section A: Adviser Duties – It shall be the duty of the adviser to:

1. Maintain an awareness of the activities and programs sponsored by the club
2. Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club
3. Attend regular meetings, executive board meetings as often as schedule allows
4. Assist in the orientation of new officers
5. Explain and clarify campus policy and procedures that apply to the club
6. Maintain contact with the Student Activities Center
7. Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning
8. Assist the club treasurer in the monitoring of expenditures, fundraising events, and corporate sponsorship to maintain an accurate and up-to-date account ledger
9. Inform club members of those factors that constitute unacceptable behavior on the part of the club members, and the possible consequence of said behaviors

Section B: Method of Election/Selection of Advisers – A list of individuals willing to serve as advisers will be compiled. Current officers will then select which adviser(s) they would like to add to the board. Each adviser candidate will be voted on using a majority-wins voice vote

Section C: Adviser Term of Service – The adviser will serve at his/her leisure

Section D: Impeachment/Removal of Advisers

1. Any adviser may be subject to impeachment
2. The individual(s) who would like to impeach an officer must submit a letter summarizing their concern. This letter may be submitted to the President, Vice-President, or Secretary
3. One week prior to the final vote, the adviser being reviewed will be notified. The individual will have the opportunity to speak and/or be present during the final vote
4. Members of the executive board will submit their vote using a secret ballot. Removal will be determined by a majority-wins vote of the executive board

Section E: Replacement of Advisers – Members of the executive board will vote on a new adviser using regular election procedures

Article IX: Finances

Section A: Finances - The finances will be predominately handled by the treasurer. The treasurer will keep a record of all transactions. All funds must be deposited and disbursed through a bank account established for NAMI on Campus at the Campus Organizations Accounting Office. Funds will be deposited within 48 hours after collection. The adviser will approve and sign each expenditure before payment. If the organization is dissolved, all funds will be donated to NAMI Central Iowa

Section B: Dues – Starting Fall of 2016, members of NAMI on Campus will be required to pay one of the following: 10 dollars per semester or 15 dollars per year. Exceptions to this policy can be made with approval from the adviser

Article X: Amending the Constitution

Section A: Adopting the Constitution – Members of the club will read the constitution then approve or disapprove the constitution as it stands using a voice vote during a general meeting

Section B: Amending the Constitution – Amendments to the constitution will be read then voted on by the club using a voice vote during a general meeting. Should the document be amended, an updated version of the constitution and bylaws will be promptly submitted to the Student Activities Center