Active Minds Constitution
At Shaw University

Article I: Name of Organization

A. The name of this organization shall be Active Minds at Shaw University.

Article II: Objective

A. Active Minds will have four main objectives and purposes on Shaw University’s campus. These include:
   i. Educate students about the prevalence of mental illness; the risks, signs, and symptoms of particular mental illnesses; and available resources for seeking help.
   ii. Work to reduce the stigma that surrounds mental illness, so that students will feel more comfortable seeking help when it is needed.
   iii. Plan campus friendly events that attract as much of the school community as possible.

Article III: Membership

A. Membership in Active Minds is open to all full time undergraduate students, regardless of race, religion, national origin, gender, sexual orientation, or ability
B. Also students who wish to participate in this organization do not have to be diagnosed with a mental illness nor do the students need to know someone who is diagnosed.
C. Full-time, part time and graduate students, faculty or staff can participate but only select students may hold office, or vote.

Article IV: Officers

A. The officers of Active Minds will include a President, Vice President, Secretary/Communications, and Marketing
B. All of these positions require a full time undergraduate.
C. Each officer will serve one year with positions being picked for the fall term in August
D. Any full time, active members will be able to apply for office.
E. Only active members will be allowed to apply for these official positions.
F. The Faculty Advisor along with the members holding current positions will pick the most qualified members who apply for positions
G. Each position will be picked separately.
H. If an officer decides to leave Active Minds before then end of their position, a special meeting will be held to accept applications for a replacement officer.
I. Below are the responsibilities of each officer.
J. President:
i. Preside over general and board meetings.
ii. Take the role of primary authority regarding decisions pertinent to Active Minds.
iii. Be the liaison between the organization and other related Shaw authorities/organizations
iv. Responsible for active communication with Active Minds national organization

A. Vice President:
   i. Assist the President in important decision pertinent to Active Minds
   ii. Acts as primary authority regarding issues at the Office of Campus Activities (i.e. reserve tables, sign up for events, etc.).
   iii. Create and promote events making students aware of Active Minds
   iv. Keep track of member participation in events

B. Secretary/Communications/Marketing
   i. Takes attendance and notes at each meeting and report the minutes via email and/or briefly at the start of the next meeting;
   ii. Other duties described by the President or Vice President
   iii. General communication to members of the group of when and where meetings will be held
   iv. Be in charge of the Active Minds email account.
   v. Responsible for marketing and advertising all events.
   vi. Keep a written account of all Active Minds programs

Article V: Advisors
A. There will be one advisor who must be a full time faculty or staff member.
B. This person will volunteer for the position and continue as advisor as long as mutually agreed upon.
C. If the advisor leaves and there is no voluntary advisor next in line, the executive board will meet and come up with possible advisors based on the following: (1) a full time faculty or staff member who has access to mental health information and (2) interested in promoting the mission and objectives of Active Minds.
D. This faculty or staff member will be discussed with the group at a special meeting, the faculty or staff member will be notified, and his or her interest will be assessed.

Article VI: Executive Board
A. The Executive Board shall be the President, Vice President, Secretary/Communications/Marketing
B. Any active full time member(s) of the group is eligible to hold office.
C. In case of vacancy, the group will be notified to apply to become a replacement at the next meeting of the entire group.
D. An officer may be removed by unanimous vote of the rest of executive board and faculty advisor

**Article VII: Meetings**
A. There will be at least one meeting per month toward the beginning of the month at the time TBD by members of the group.
B. Special meetings can be arranged by any of the officers with a minimum of two day notification by email to the members of the group.
C. Every month, the officers of Active Minds will meet in order to plan new events, and communicate with the National Active Minds organization.
D. The Quorum will be 25% of active members are required at the meeting to discuss issues.
E. An active member is considered someone who (a) is present at 50% of the meetings in a term and (b) participates in at least one event that term.

**Article VIII: Finances**
Active minds will finance the activities it engages in by the following means:
A. Active Minds will submit a requisition to the Counseling department requesting funding appropriate to the effective operation of the organization each year.

**Article IX: Ratification**
A. The requirement for eligibility to vote on ratification of the Constitution is being considered an active member, which is described in Article VII of this Constitution.
B. Majority vote is needed for ratification to pass.

**Article X: Amendments**
A. An amendment to the Constitution will be submitted in paper form to the current president of the organization.
B. The amendment will be reviewed and voted on at the next general meeting of the group.
C. A minimum of two weeks before this general meeting is required for the amendment to be voted on at that meeting.
D. A vote of two thirds of active members or those present at the meeting which meets quorum, is required for the amendment to be adopted.

**Article XI: Dissolution**
A. Active Minds of Shaw University may be dissolved in the following ways:
   i. The Office of Campus Actives may order Active Minds to dissolve for breaking any rules that the organization is bound.
   ii. If active membership of the group is less than ten students and two thirds of the remaining students vote for the dissolving of the organization, then the group will be dissolved.
iii. If active membership is more than ten students and some students wish the organization to dissolve, a vote of 90% of active members is needed to dissolve Active Minds.