

CONSTITUTION  
Active Minds UA STUDENT ORGANIZATION  
(ADOPTED March 2021)

**ARTICLE I: Name**

The name of this organization shall be Active Minds UA. Active Minds is a national organization, and this chapter at UA is affiliated with the national organization.

**Article II: Purpose and Scope**

**Section 2.1.** The purpose of this association is to destigmatize mental health, educate students about available resources, and promote general well-being.

**Section 2.2.** In the pursuit of this general purpose, the Active Minds UA Student Organization will work to:

- (A) Host social events to educate the student body about mental health;
- (B) Educate the student body about available resources for mental health;
- (C) Promote social inclusion;
- (D) Partner with other student organizations to further the goals above.

**Article III: Relationship**

This chapter is affiliated with Active Minds. Active Minds is a National Organization. Although this organization has members who are students at The University of Alabama and may have University employees associated with or engaged in its operations, the University does not direct, supervise, or control the organization and is not responsible and cannot be held liable for the organization's contracts, acts, or omissions.

**Article IV: Membership**

**Section 4.1.** Active membership in the Active Minds UA Student Organization shall be limited to students who are currently enrolled at The University of Alabama. Active members are eligible to vote in elections for Active Minds UA.

**Section 4.2.** Persons interested in becoming active members in the Active Minds UA Student Organization may join after paying the required dues and participating in one chapter activity per semester. No formal application or interview is required to obtain active member status.

**Section 4.3.** Active members who have participated in a majority of chapter activities and have been involved with the Active Minds UA Student Organization for a year are eligible to hold office.

**Section 4.4.** Annual dues of \$5.00 shall be paid by October 30<sup>th</sup> of each academic year, after which a member will be dropped from active status by nonpayment of dues. Individuals seeking active membership in the organization after October 30<sup>th</sup> shall pay annual dues of \$5 at the next business meeting of the Active Minds UA Student Organization.

**Section 4.5.** Membership in registered student organizations shall be open to all students of The University of Alabama, without regard to race, religion, sex, ability status, national origin, color, age, gender identity, gender expression, sexual identity, or veteran status except in cases of designated fraternal organizations exempted by federal

law from Title IX regulations concerning discrimination on the basis of sex.

## **Article V: Organizational Leadership**

**Section 5.01.** The officers of the Active Minds UA Student Organization shall be the President, the Vice President, the Secretary, the Treasurer, and the Committee Chairs. These officers shall comprise the Executive Committee. All executive officers must be current University of Alabama students and Active Members who have participated in a majority of chapter activities. .

**Section 5.02.** The President shall:

- (A) lead all meetings of the Active Minds UA Student Organization;
- (B) serve as the primary point of contact between the Active Minds UA Student Organization and The University of Alabama;
- (C) assist the other officers with the completion of their responsibilities;
- (D) ensure that the actions of the Active Minds UA Student Organization remain consistent with the vision and purpose of the organization.

**Section 5.03.** The Vice-President shall:

- (A) plan and execute social activities of the Active Minds UA Student Organization;
- (B) organize advocacy initiatives of the Active Minds UA Student Organization;
- (C) schedule and supervise community outreach/service opportunities

**Section 5.04.** The Secretary shall:

- (A) keep minutes of all meetings of the Active Minds UA Student Organization;
- (B) record attendance at all meetings of the Active Minds UA Student Organization;
- (C) maintain the list of active members of the Active Minds UA Student Organization;
- (D) archive all official documents of the Active Minds UA Student Organization;
- (E) record any committee assignments of the Active Minds UA Student Organization

**Section 5.05.** The Treasurer shall:

- (A) attend finance meetings and trainings held by the Financial Affairs Committee (FAC);
- (B) collect, record, and deposit any funds allocated to or collected by the record attendance at all meetings of the Active Minds UA Student Organization;
- (C) report on the financial status of the group at business meetings;
- (D) plan and organize any fund raising activities or events;
- (E) maintain all financial records with the appointed financial institution

**Section 5.06.** The Committee Chairs shall:

- (A) schedule and lead committee meetings;
- (B) ensure that committee objectives are fulfilled;
- (C) report on committee progress at the Active Minds UA Student Organization general meetings

**Section 5.07.** The terms of all officers of the Active Minds UA Student Organization shall be one year; however, officers may serve multiple consecutive terms.

**Section 5.08.** One or more advisors shall be appointed or confirmed at the beginning of each academic year by the Executive Officers. The advisor(s) must be a full-time faculty, staff, or a full-time employee of The University of Alabama.

**Section 5.09.** The Advisor shall:

- (A) advise the Active Minds UA Student Organization to ensure compliance with UA policies and procedures;
- (B) advise the Active Minds UA Student Organization officers as they plan social events and chapter activities
- (C) attend meetings of the Active Minds UA Student Organization;
- (D) resolve internal disputes between members of the Active Minds UA Student Organization.

## **Article VI: Elections**

**Section 6.1.** The Active Minds UA Student Organization will hold officer elections annually during the month of April in The University of Alabama's spring semester. These election meetings shall be open to all Active members of the Active Minds UA Student Organization. The primary advisor must be present at the election meetings.

**Section 6.02.** The President of the Active Minds UA Student Organization will open the election meetings by seeking nominations for each office in the following order:

- (A) President
- (B) Vice-President
- (C) Secretary
- (D) Treasurer
- (E) Committee Chairs

**Section 6.3.** Any active member of the Active Minds UA Student Organization may nominate any active member of the organization who has participated in a majority of chapter activities and been involved in the organization for at least a year, including themselves, to any office. All nominations must be accepted by the nominee. An individual can only accept nomination for one (1) executive officer position.

**Section 6.4.** After accepting nominations for each office, the President will close nominations. The executive board will approve nominations to ensure that the qualifications for running for office are met. In the event that a nomination is rejected, there needs to be a strong reason for rejection and a unanimous vote by the executive board.

**Section 6.5.** After all nominations are approved by the executive board, voting shall occur by secret ballot, distributed to each active member of the Active Minds UA Student Organization present at the meeting. Each active member may cast one and only one vote. Proxy voting is not allowed.

**Section 6.6.** A simple majority vote is required to elect Executive Officers. In the event that a winner cannot be

determined because two or more individuals receive the same number of votes, any individual who received less than those individuals will be removed from the list of potential candidates and a new vote will be conducted until such time as one candidate receives a simple majority.

**Section 6.7.** The new Executive Officers shall be immediately installed following the selection of each office. Outgoing Executive Officers are expected to assist the new officer-elect in learning about their new role and the duties and responsibilities associated with it.

#### **ARTICLE VII: Committees**

**Section 7.1.** The Executive Committee shall include the officers of the Active Minds UA Student Organization. They shall supervise affairs of the organization between its business meetings, make recommendations to the organization, and perform other duties as specified in this Constitution.

**Section 7.2.** Other committees, standing or special, shall be appointed by the President of the Active Minds Student Organization or the Executive Committee as deemed necessary to carry on the work of the organization. For standing committees, Committee Chairs will be elected at the regular election meetings. For special committees, Committee Chairs will be appointed by the Executive Committee.

#### **Article VIII: Vacancies and Removal of Executive Officers**

**Section 8.1.** If, for any reason, an Executive Officer steps down or is removed from the position, the vacancy shall be filled by electing a replacement officer at the next meeting of the organization by following the applicable sections of Article VI above.

**Section 8.2.** In the event that the Council President steps down or is removed from office, the Vice President will automatically assume the role of President. At which time the organization will proceed to fill the vacancy in the role of Vice President.

**Section 8.3.** Executive Officers may be removed from their position before the expiration of their normal terms for failure to satisfactorily perform the duties of office, for repeated absences from meetings, or for conduct that is improper to their office.

**Section 8.4.** A motion to remove an Executive Officer may be made at any scheduled meeting of the Active Minds UA Student Organization. In order to remove an Executive Officer, the motion must receive an affirmative three-fourths ( $\frac{3}{4}$ ) majority vote of those active members in attendance at the meeting.

**Section 8.5.** A motion to remove an Advisor may be made at any scheduled meeting of the Active Minds UA Student Organization and a vote taken at that time. In order to remove the Advisor, the motion must also contain a nomination for a replacement Advisor. In order to pass, the motion must receive an affirmative vote from a simple majority (50% +1) of the active members present at the meeting and the replacement advisor must accept the nomination to serve as Advisor.

#### **Article IX: Meetings**

**Section 9.1.** At least one “business meeting” of the Active Minds UA Student Organization shall be held per semester during the University of Alabama’s fall and spring semesters. Proper notice must be provided before all business meetings.

**Section 9.2.** At least one “social meeting” of the Active Minds UA Student Organization shall be held per semester during the University of Alabama’s fall and spring semesters. Social meetings of the Active Minds UA Student Organization should be announced and marketed in such a way as to reasonably inform the general

membership of the organization of the social meeting.

**Section 9.3.** The Active Minds UA Student Organization will hold separate “election meetings” during the month of April in The University of Alabama’s spring semester. These meetings shall be open to all active members of the Active Minds UA Student Organization. At these meetings, the only business that may be considered is the election of Executive Board Members for the next academic year. In the event that an election meeting is not or cannot be held during the month of April, the election of new Executive Board Members must take place at the next business meeting of the Active Minds UA Student Organization.

**Section 9.4.** A quorum shall be required for Election Meetings. A quorum shall consist of at least twenty-five (25%) percent of active members at these Election Meetings.

**Section 9.5.** Notice of each meeting shall be provided at least seven (7) days before the scheduled date of the meeting. Notice shall be given by email to the active membership of the Active Minds UA Student Organization. Notice must include the date, time, and location of the meeting, as well as an indication of any official business that will be considered and/or put to a vote at that meeting. Business items that do not appear in the meeting notice may be discussed but not considered or put to a vote at that meeting.

#### **Article X: Finances**

In the event that the Active Minds UA Student Organization becomes defunct or is terminated, all funds held in the Active Minds UA account at the Alabama Credit Union shall be donated in full to the University of Alabama Student Organization Scholarship Fund and the account officially closed.

#### **Article XI: Constitutional Amendments**

This constitution may be amended at any regular meeting of the Active Minds UA Student Organization by a two thirds majority vote of the active members present at the meeting, provided that the amendment has been submitted in writing at the previous regular meeting.

#### **Article XII: Rules of Order**

**Section 12.1.** The rules contained within the most recent edition of Robert’s Rules of Order shall govern this organization, to the discretion and better judgment of the Executive Officers, unless they are found to be inconsistent with the constitution of the organization.

**Section 12.2.** Words and phrases shall be read in context and construed according to the rules of grammar and common usage. Words and phrases that have acquired a technical or particular meaning shall be construed accordingly.

**Section 12.3.** If any section or portion of this document is ambiguous in terms of scope, application, or intent, then any such ambiguity will be presented to the Advisor for the Active Minds UA Student Organization, who will recommend an interpretation. Such interpretation will be binding until such time as the constitution can be amended to clarify the ambiguity, or overturned by the Office of Student Involvement.

**Section 12.4.** In the event that an issue, dispute, or situation arises that is not contemplated by the provisions of this document, the matter will be presented to the Advisor for the Active Minds UA Student Organization, who will recommend a solution, resolution, or course of action. Such recommendations will be binding until such time as the constitution can be amended to provide guidance, or overturned by the Office of Student Involvement.

**Section 12.5.** If the majority of the Executive Board disagrees with the interpretation of the advisor, as contemplated in Section 3 of this Article, or the recommendation of the advisor, as contemplated in Section 4 of this Article, then

the matter can be presented to the Office of Student Involvement for consideration and final determination. The determination of the Office of Student Involvement shall be binding until such time as the constitution is amended.

**DOCUMENT HISTORY:**

Created: February 24, 2021  
[date originally ratified by vote of the Organization]

Amended: \_\_\_\_\_  
[date approved by vote of the Organization]

**AUTHORIZED:**

Signed By: Architha Bommena and Daphne Rivera  
[President]

Signed By: Crystal Pillard Ph.D.  
Advisor

Signed By: Fallon Haley  
Secretary