

# Balance at Kelley

## Title

Constitution of Mental Health Awareness Club

## Preamble

Mental Health Awareness Club will have a required meeting once each month, where a depression or anxiety coping technique will be discussed. Then, that technique will be followed up on in a support-group-style meeting two weeks afterwards. The first meeting of the month (required), will be either: a psycho-educational session where that month's technique will be discussed; a general coping mechanism (examples: painting, yoga, meditation); or a guest speaker discussing anxiety-related mental issues. The second meeting of the month (which is not required) will simply be a support group where students can discuss how the technique or coping mechanism worked for them, and/or how they're feeling and what they may need help with. This session can **ONLY** occur if a licensed or license-eligible counselor is present. A main intent of the club is to bring awareness to different anxiety-related mental health issues that are common amongst college students. We hope that there will be a positive result that comes out of these meetings. For example: finding a new way to deal with an individual's anxiety-related mental health issue (if they are currently suffering from one); bringing awareness to those who are interested or concerned about the cause (not even necessarily suffering; they just might know someone in need of help or may just be curious); or creating an environment that is stress-free and relaxing; bringing awareness to those who suffer that they are not alone and that having these symptoms can be very common. The hopeful end result is that students will meet new people with similar issues. This can help troubled students feel more secure knowing that there are so many others just like them. We especially want to send the following messages to our members: no matter how alone you may feel, no one is truly alone and someone is there for you; and there is purpose in each person's life. Finally, we will ensure that emergency phone numbers are displayed during each meeting and that each new member saves them in their phones

## Article I: Membership

### Member Requirements

There are currently no limits as to how many members there will be. This may be updated in the future depending on how many people are interested. The members of the club are directed towards the Kelley School of Business, but of course the club is open to anyone who has a concern in the cause. Members are allowed to miss *two* of the monthly required sessions without an excused absence. Keeping in mind that— absence will be considered excused/unexcused by the **President** of the club; if the **President** cannot be reached, one of the **Vice Presidents** will decide if the absence is excused or unexcused; the President and/or Vice-Presidents must be told in advance of missing the meeting in order for an absence to be considered excused (but telling in advance does NOT automatically excuse an absence); and finally, if *three* unexcused absences occur, then the member will be removed from the roster. Members will be removed immediately if: they violate the code of conduct; they do not show respect and professionalize at meetings; or they do not take the club

seriously (are only joining to join). Membership dues may or may not be required at this time. It depends on how much donations are received.

### Targets Members

*The targeted students that we want to join our club are the ones who take this matter seriously verses those who are joining clubs just to join for resume purposes. We would much rather have a smaller and close-knit club than one where members do not regularly attend meetings. Participation and support among all of the members is what is going to help improve the lives of not only themselves but others in the club as well.*

## **Article II: University Compliance**

**This organization shall comply with all Indiana University regulations, and local, state and federal laws.**

## **Article III: Executive Officers**

### President

The **President** will be responsible for: providing leadership and direction to the club; understanding and adheres to the Indiana University Club Operating Guidelines; presiding at meetings of the club and oversees the activities of the executive committee and board of directors; coordinating the club's activities through the executive committee and board of directors; establishing short- and long-range objectives and goals in conjunction with the board of directors; structuring the organization to ensure continuity of leadership by providing opportunities for new leaders to develop and to be mentored; having the overall financial responsibilities for the club; approving all club communications and meeting topics/speakers. The president will take on Treasurer duties-- responsible for: overseeing club finances, collecting dues, and receiving other monies, e.g. proceeds from tickets; following the best financial practices as determined by the executive committee; completing and submitting the annual financial report to the executive committee each year by the stated deadline; assisting the president and other officers in preparing program budgets and financial controls; maintaining and supervising club bank accounts;

### Vice President of Operations

The **Vice President of Operations** will be responsible for: presiding at meetings in the absence of the president; planning, coordinating, and recruiting committees to manage a series of meetings and programs; coordinating programs with the president and the executive committee and board of directors; providing data on previous club events to allow the event chair to benefit from past experience and suggestions for improvement; provides timely and interesting advance information for newsletters, social media, and mailings; providing or coordinates information on forthcoming events to the secretary for inclusion in meeting notices or newsletters; ensuring strong leadership succession by identifying and recruiting new club volunteers; and finally, providing mentorship to new officers. The Vice President of Operations will also be responsible for: handling and keeping records of all correspondence for the club; maintaining official records of meetings; informing

officers of deadlines for reports, mailings, future commitments; maintaining a roster of officers and other board members with current address, including email, and telephone information; distributing this roster to board members to the executive committee and board of directors; maintaining complete and up-to-date copies of the club's bylaws and other organizational documents; keeping attendance of the members who attend/do not attend meetings; and finally, telling president when someone has missed more than *two* unexcused absences that year.

### Vice President of Marketing

The **Vice President of Marketing** is in charge of the marketing and sponsorship chairs. This officer will be responsible for collaborating with other members of the executive committee and board of directors to create and execute exciting, interesting events for the club constituency; ensuring the fiscal viability of all events; maintaining a list of events and statistics throughout the year in the online club annual report form; submitting attendance list to the executive committee and board of directors for the number of member wanting to participate in the hands on activity sessions; working closely with club secretary, communications chair and webmaster to promote upcoming events; and finally, alerting executive committee and board of directors of upcoming events with details so the event may be placed on the Kelley School of Business "What's Happening" central calendar.

### Marketing Chair(s)

The **Marketing Chair** will be responsible for: publicizing club activities through email, social media and Indiana University's organization website; and working closely with the Vice President of Operations to maintain records of correspondence.

### Sponsorship Chair(s)

The **Sponsorship Chair** will be responsible for: finding local businesses or organizations to sponsor the club with either money or different resources; and staying in contact with the President or Vice Presidents to discuss financials being received.

### Officer Qualification

When considering what qualifies a student as a potential executive officer, the executive committee will keep a few key elements in mind. Those elements for the executive officers being: a well-rounded GPA/involvement; someone who will enjoy being in their executive officer position, rather than it being extra work they aren't wanting to worry about; personality; responsibility; professionalism; and a position relative to their major.

### Terms

Officers will serve one year terms— with the exception being, if they want to end their executive positions, they are voted out of position, or if they are removed from their position by the executive committee. Officers will take office beginning of the first semester of the school year. Depending on resigning, being voted out of office, or finishing schooling at Indiana University, each will take place at the end of the school year, earlier if necessary. Past officers do not need to play a specific role in the organization unless they are wanting to help out with the future moving forward of the club. All

Presidents of the club throughout the course the time the club is being run at Indiana University should stay in contact, to ensure that it stays running the way initially intended.

### Vacancies

Officers that are voted out of office will not have *ANY* role in the future of the club. Officer vacancies will be filled by the board by participating in voting on a new potential candidate; it will be decided on majority rule. Officers are obligated to sign a contract stating they will be in their position for an entire semester. If they wish to resign, then they must give at least three weeks' notice before the end of the semester so there is time to fill that position. If needed, executive officer meetings will take place either *before* or *after* the required monthly meetings. The meetings will occur based on the *President's* decision of whether or not there are issues that need to be discussed. Currently, Mental Health Awareness Club has one Kelley School of Business affiliated advisor, she will not be considered an executive officer, since this is a student-run club.

### Conflicts

Decisions will be made at these meetings by debating the arising issues, followed by majority voting on different topics. Officers will be selected by recommendations of the members of the executive board along with advisors; members may also reach out to the *President* if they are interested in being a part of the executive board. Officers are elected by voting among all the current executive board officers along with advisors, and majority rule will be the ruling of how a new office is elected into office. Additionally, temporary officers may be put into place if an officer resigns or is removed from office, but a temporary officer must be voted into office to be considered an official part of the executive board.

### Expectations

Officers are expected to have a higher level of professionalism since they are on the board of the club. That means that they are expected to follow all of the same rules that apply for the members. If the officer does not meet or exceed the rules that apply to member, and making sure that all officers are positive faces of the club. If an officer is being removed from office, an individual meeting will occur between the *officer* and *President* explaining the details of moving forward in either getting a warning and learning what they need to do moving forward, or being ejected from office, and what they can expect from the removal process.

## Article IV: Advisor

The advisor will be responsible for: staying up-to-date with the topic of each meeting; communicating with the *President*; making sure that all of the IU codes of conduct are kept and up-to-date at all times; and having input in any issues that may arise in the club. Executive officers may select advisors, but ultimately the *President* will decide who gets to advise. Advisors will serve a minimum of one full, academic school year term; they can serve longer than that if no issues arise. More than one advisor will be able to take part in the club. Along with one/multiple advisor(s) from the Kelley School of Business, the club will also additionally seek an advisor from CAPS.

## **Article V: Meetings**

The club will be holding two events a month-

### **Club-Oriented Event**

They will consist of a meeting once each month, where a depression or anxiety coping technique will be discussed. Then, that technique will be followed up on in a support-group-style meeting two weeks afterwards. The first meeting of the month (required), will be either: a psycho-educational session where that month's technique will be discussed; general coping mechanism (examples: painting, yoga, meditation); or a guest speaker discussing anxiety-related mental issues.

### **Club-Sponsored Event**

The club-sponsored event will consist of an event held within Kelley that is open to the entire Kelley student body. It will feature an involvement activity or event that highlights the organization's monthly campaign. Members will participate, as well as volunteer to work, this event.

### **Running Meetings**

The **Marketing Chair** will be responsible for figuring out the best marketing strategy to advertise club call-outs/meetings. The **President** and **Vice President** are in charge of calling and setting an agenda for the monthly meetings. Members and **officers** are allowed to miss *two* unexcused absence meetings. If they miss more than that they will be removed from the roster. The **President** will decide if the reasoning is excused or not excused. If there are any discrepancies of rules not listed, the issue will be brought to the attention of the **President**. Emergency/special meetings will be called if there is an issue that arises and the executive board, along with the advisors, believe a meeting needs to take place. The **President** will have the authority to officially call these meetings, and emergency/special meetings will be notified to members via email. To record attendance of the members and officers, there will be an excel sheet created with the roster that each member will be responsible for signing in before every meeting.

## **Article VI: Elections:**

Elections held once a year at the end of each school year. People may be nominated to run for office by any official on the executive board, along with an advisor; members also have the option to run for office if they talk to the **Executive board** about wanting to run. Voting will take place via secret ballot. All officers of the executive board along must partake in voting elections. If voting is taking place for an open position, majority rule will result in the candidate being elected. If voting is taking place to replace someone currently on board, 3/4's of the board must vote in favor of replacing the current officer, then the new candidate will be selected on majority rule. Members will be notified of elections one month prior to elections.

## **Article VII: Non-Hazing**

**Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.**

### **Article VIII: Dues & Budgets**

Dues may or may not be required to be a part of the club. Dues may be charged if members partake in the activity session at the end of the required meetings; depending on whether the activities require supplies to be paid for or not. If that is the case, member will pay based on how much it will cost per person. Fees will be collected whenever there is going to be an activity based session. If members have not paid their fees by the deadline, they will not be able to partake in the activity session. The treasurer will be responsible for collecting the fees from the members. The *President, Vice President, Treasurer, Secretary, and Advisors* will be responsible for drafting the group's budget. The **Treasurer** will be responsible for recording the spending budget, and the budgets will be reviewed and potentially revised each semester

### **Article IX: Finances**

The **President, Vice President, Treasurer, Secretary, and Advisors** are play a role in how financials are distributed. Although, the treasurer will keep all documentation and ensure everything stays within the budget given. Mental Health Awareness club will also be applying for or maintaining a Student Organization Account. The club will abide to all of the Student Organization rules and regulations regarding policies and procedures. It will go into a funding account to be used for any support for anxiety-related mental health issues in the future, only if it is a non-profit organization that uses it.

### **Article X: Personal Gain Clause**

**This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.**

### **Article XI: Confidentiality**

Our club remains entirely confidential with any topics that are brought up about mental related illnesses. The only reason someone would be informed about a member's condition would be if they were putting their self or others harm. This is also a peer group meant to provide peer support, and our members are not trained professionals. If anything is shared within the group's meetings that is of concern (i.e. someone is in danger) the officers of the organization will refer the member to the proper professional resources (emergency numbers will also be displayed at all group meetings).

### **Article XII: Amendments**

Eligible voting members will be informed of elections via email or during executive committee and board of director's meetings. If the constitution is wanting to be changed, 3/4s of the executive committee and board of directors must be in agreement to ratify an amendment

### **Article XIII: Ratification**

If more than a majority of those present is desired to ratify this constitution, then this article must be included.