

PHITE CLUB CONSTITUTION

Article I: *NAME*

- A. The name of the club is: Promoting Healthy Individuals Through Empowerment
 1. Will be referred to as PHITE CLUB

Article II: *PURPOSE OF CLUB/ORGANIZATION*

- A. The purpose of the club will be to promote the following four mission statements:
 1. PHITE CLUB will promote an excitement for life and infinite possibility, instill hope and recovery, & foster an ASU community of connection & support.
 2. PHITE CLUB will connect the ASU community through empowering and educating individuals so that with confidence they can reach out to others who may encounter mental health difficulties and connect them to a necessary and available support system.
 3. PHITE CLUB will create a critical safety net to advance the promising field of mental health awareness by bringing together individuals & services so that warning signs can be recognized & necessary steps to save lives and improve the physical and mental well being of individuals can be taken.
 4. PHITE CLUB will provide the opportunity for university students to use their creativity, take ownership and pride in their involvement, and be recognized for their leading efforts.

Article III: *MEMBERSHIP*

A. Membership requirements

1. Participating members of the group can be ASU students and faculty
 - a. Active members of club have the right to vote and hold office.
 - b. Members will conduct themselves in a manner that is fitting to a college recognized club.
 - c. Academic dishonesty can result in termination of one's membership
2. The group will encourage involvement from community members of the San Luis Valley as well as ASU students, faculty & staff
3. PHITE CLUB shall not deny membership to any person on the basis of race, age, color, religion, national origin, gender, sexual orientation, veteran status, or disability.

B. Grade Requirement

1. All officers of the club must retain a 2.5 or higher
 - a. Failure to do so, will result in the member being placed on probation for the next semester. Allowing adequate time to improve said GPA.

C. Members will be strongly encouraged to attend every meeting, and help with fundraising and service projects, as well as any other PHITE CLUB event.

1. Members have an obligation to keep the officers up to date on any changes of address, email account or phone number.
2. Active Members can only miss 3 to 5 meetings per semester if excused
 - a. Members must communicate with someone on the executive board, either an hour before or after the meeting
 - b. Members can miss a meeting due to extenuating circumstances and their attendance not be affected
3. Failure to attend a two meetings or events without communication, will result in a two week suspension from the club
 - a. If participation after the two weeks does not improve, reevaluation of group membership will occur.

4. Members may miss an event or volunteering due a valid excuse. e.g. sickness, etc
 - a. May be excused from event or volunteering, if an exam is taking place next class period.

D. Removal of Members:

1. Suspension or Removal of a member by officers for a just cause and with the consent of advisor.
2. A statement of infractions will be sent to the last known physical and digital mailing/ email address.
3. At least a 30 days notice will be given.
4. Member can choose to appear in person or be represented to defend any infractions before any action is taken by the club. The decision will be made by a 2/3rds vote.

Article IV: OFFICERS

A. Officers shall be (as of academic year of 2017-2018)

1. President: ~~Brittany Wilson~~ Manuelito Casias
2. Vice President: ~~Chelsea Walljasper~~ Jonah Leach
3. Secretary: ~~Brenna Rivale~~
4. Treasurer: ~~Samantha Burns~~ Davon Hogan
5. Historian: Desiree Anderson and Josh Beardslee
6. ASU Senate Representative: (this position may be simultaneously filled by any of the aforementioned Officers) Desiree Anderson
7. Advisor; staff advisor is Joe Green and Lis Tomlin - Aftin Gillespie & Carol Cotter

B. Method of Selection

1. Candidates must be current full time Adams State University students
2. Candidates will be nominated by SWAG members
3. Nominated candidates will be elected by majority vote

C. Removal of Officers

1. Officers can be removed from office by completion of their term or by 2/3rds vote from a minimum 10 club members

D. Duties of Officers

1. President
 - a. Preside over PHITE CLUB (General Duties)
 - i. Calling meetings, writing agenda, overseeing meetings and event.
 - ii. Understand, and explain when necessary, all requirements and logistics of club expectations and AS&F responsibilities
 - b. Promote four PHITE CLUB mission statements
 - c. Confirm with faculty advisors and outgoing officers that accounts from academic year are cleared.
 - d. Become familiar with resources.
 - e. Plan meeting with officers to prepare for upcoming academic year and prepare tentative schedule
 - f. Have copy of all papers of the group not in the custody of the other officers (aside from secretary) or the faculty advisor(s).
 - g. Beginning with the fall term and continuing throughout year.
 - i. Plan a kick-off meeting or mixer during the first or second week so that members can become acquainted with each other and plan goals and objectives for the semester.
 - ii. Involve members on committees and activities, as well as delegate/assign responsibilities, and follow-up on each.
 - iii. Keep list of objectives with dates and deadlines.
 - iv. Establish regular meeting times for entire club and for officers and advisors.

- v. Be prepared to represent the Club whenever the occasion or responsibility arises.
 - vi. Organize elections for the following academic year.
 - h. Before end of spring term.
 - i. Ensure that all new officers have received officer materials from their predecessors and that they are comfortable with their working knowledge of their duties and responsibilities.
- 2. Vice President
 - a. Act in place of President in absence
 - b. Assist the President in execution of Presidential responsibilities in promotion of the four PHITE CLUB mission statements
 - c. Hold annual elections and fairly implement new Officers as elected per PHITE CLUB Constitution
 - d. Sign the club's order to the treasurer for the disbursement of any of the club's funds.
 - e. Collaborate with the Secretary on events, attendance, and group participation to update and establish a fair and equal point system for member incentive.
- 3. Secretary
 - a. Take minutes of all meetings and electronically mail copies to all officers and members, per request
 - b. Take roll at meetings
 - c. Have custody of all papers of the group not in the custody of the other officers (aside from president) or the faculty advisor(s).
 - d. Notify all members and advisors of place and time of meetings, elections, and other chapter activities, in cohesion with president
- 4. Treasurer
 - a. Oversee funds and manage PHITE CLUB budget
 - b. Provide copies of records and financial transactions to President and club members, per request
 - c. Assumes responsibilities of President, Vice President & Senate Representative in any absence
 - d. Execute transactions (income and expenditures) of the group, including membership dues, orders for supplies and special certificates, payments of bills, etc.
 - e. Verify information concerning funds, deposits, and accounts, and change signature on all financial accounts from predecessor to you.
 - f. Confirm with predecessor that all forms required by AS & F have been completed.
 - g. Establish working budget at the beginning of each term.
 - h. Collect all fees and dues from members.
 - i. Pay all bills promptly.
- 5. Historian
 - a. Record/photograph all fundraising and campus events that PHITE CLUB participates in.
 - b. Manage and update all social media and public relations via social media or email. (SWAG Facebook, Instagram, Twitter, etc.) swag email:
 - c. Take note at meetings of all activities and programs discussed.
 - d. Help to coordinate activities discussed at meeting bring up to a vote, include location, date, time, and potential expenses.
- 6. Senate Representative
 - a. Attend all Adams State University Senate meetings and represent PHITE CLUB in a positive and professional manner
 - b. Assumes responsibilities of President & Vice President in any absence
- 7. Advisor
 - a. Faculty or Staff advisor will serve a role of counseling and guidance to the club members in promotion of four mission statements

- b. As of Spring semester 2014, the active club advisor is Joe Green (Assistant Director of Counseling Center)

E. Terms in Office:

- a. The term of office will be two consecutive academic semesters, beginning the first day of class Fall semester and concluding the final day of class Spring semester
- b. Elections implemented by the Vice President will occur near the end of Spring semester in anticipation for the following Fall semester

Article V: *ELECTIONS*

- A. Nominations for office shall occur no later than one month before the last day of class Spring semester
 - 1. Nominated members will be elected by majority club vote no later than two weeks before the last day of class for Spring semester
 - 2. Elected members will assumed the role of Officer and responsibilities thereof beginning the first day of classes Fall semester

Article VI: *CLUB REPRESENTATIVE*

- A. Club Representative must meet all requirements as laid out by the AS&F Government Constitution
- B. AS&F Rep has until Wednesday of the week that the meeting is held to get the AS&F minutes out to the club
- C. Election of Club Representative will follow the same procedure as any other elected Officer
- D. Elections will be held within the club. Nominations of individuals must be submitted to the AS&F Election Commission two weeks prior to the club election date. After approval of nominees by the AS&F Election Commission, an election will be held within the club. All ballots must be submitted to the AS&F Election Commission for approval of Club Representative

Article VII: *MEETINGS*

- A. Meetings of the club will be held twice a month at minimum, or however often is necessary to fully promote the four PHITE CLUB mission statements
- B. Date and time of following meetings will be established and confirmed at the conclusion of each prior meeting
- C. Officers and faculty advisor(s) must meet once a month or as need during the semester.

Article VIII: *FINANCES*

- A. Elected Treasurer will keep accurate records of all club financial transactions and will provide reports to Officers at every meeting or per request
- B. No dues will be required to join or participate in any PHITE CLUB event or meeting

Article IX: *AMENDMENTS to Constitution*

- A. Constitution may be amended at any regular meeting of the club by a unanimous vote.