

## Constitution for Campus S.P.E.A.K.S.

Campus Students Promoting Education Awareness and Knowledge of Sexual health (S.P.E.A.K.S.)

October 27, 2005

### **Preamble**

We, the members of Campus Students Promoting Education Awareness and Knowledge of Sexual health do hereby establish this Constitution in order that our purpose be realized to its fullest extent.

### **Article I: Name and Purpose**

#### *Section 1*

This organization shall be known as Campus Students Promoting Education Awareness and Knowledge of Sexual health, hereinafter referred to as Campus S.P.E.A.K.S.

#### *Section 2*

The purpose/mission of Campus S.P.E.A.K.S. will be to provide sexual education to members of NC State's campus and surrounding campuses regardless of sex, race, sexual orientation, religion, ability, national origin, marital status, political persuasion or creed. Through our training by the Student Health Center we seek to increase awareness by marketing accurate information to the student body. Our dedication to creating a sexually aware campus is demonstrated through our peer programming, education, and advocacy.

#### *Section 3*

The goals of Campus S.P.E.A.K.S. are to 1. Educate ourselves on sexual health in order to educate others, 2. Provide effective and interactive programming to NC State's students, 3. Promote sexual health awareness and safe sexual behavior, and 4. Provide tools and skills necessary for students to take control of their own sexual health.

#### *Section 4*

The core values of Campus S.P.E.A.K.S. are education, support, promotion, confidentiality, advocacy, and empowerment.

### **Article II: Membership**

#### *Section 1*

Membership to Campus S.P.E.A.K.S. shall be open to any full-time and part-time undergraduate or graduate NC State students, regardless of sex, race, sexual orientation, religion, ability, national origin, marital status, political persuasion, or creed, as long as they agree to serve the purpose and mission of the organization.

#### *Section 2*

There shall be three categories of membership in Campus S.P.E.A.K.S.: Active, Affiliate, and Inactive.

Active membership is open to full-time and part-time undergraduate and graduate students at NC State. To be considered active members must go through a new member orientation; pay dues at the beginning of each semester; attend at least one meeting a month; and be on at least one programming committee per semester. Active members may hold office in Campus S.P.E.A.K.S. and they are also allowed to vote in the elections of officers and any amendments or changes to the Constitution or Bylaws.

Affiliate membership is open to full-time and part-time undergraduate and graduate students belonging to other local universities. Affiliate members must meet the same requirements as active members. Affiliate members have all the benefits of active membership except they are not allowed to hold office.

Inactive membership is open to students who do not meet the requirements of Active or Affiliate membership due to choice or negligence. Inactive members may include those that only volunteer/help at a single or specific program. They are allowed to aid in programming—handing out flyers, setting up, etc.—

and fundraising activities. Inactive members may not hold office or vote for changes/amendments to the Constitution or Bylaws.

### *Section 3*

All members must sign a confidentiality statement.

### *Section 4*

An interest meeting will be held at the beginning of each semester to recruit new members into the organization.

### *Section 5*

Members shall be able to withdraw voluntarily from Campus S.P.E.A.K.S. at any time for any reason (see Article 3 Section 9 for specific instructions on Officer resignation).

Members will be considered for involuntary withdrawal for, including but not limited to, any of the following reasons: 1. They violate Campus S.P.E.A.K.S.' non-discrimination policy as specified in Article I Section 2 and Article II Section 1. 2. They agree to conduct a program and fail to show up without notifying an Executive Board member at least 24 hours in advance, except in cases of emergency (injury, death of family member or friend, illness, or serious car trouble). 3. They violate confidentiality.

Members will be automatically withdrawn from Campus S.P.E.A.K.S. if they verbally or physically threaten or assault any member of Campus S.P.E.A.K.S. or any attendee of our programs.

Complaints must be made in writing by at least 3 active or affiliate members, or 2 members of the Executive Board and given to the Vice President. The Vice President will then talk to members making the complaint and the member in question. Each person will get the opportunity to present his/her side. If the complaint is substantiated the Vice President will bring the issue before the Executive Board, and active and affiliate members for a vote. A member can only be involuntarily withdrawn from Campus S.P.E.A.K.S. by a vote of 2/3 of the members present. A withdrawn member may write a letter and appeal to the

Executive Board reactivation of his/her membership. All of the members of the Executive Board must vote "yes" to appeal a decision for withdrawal.

Withdrawn members wishing to rejoin the Campus S.P.E.A.K.S. will be dealt with on a case-by-case basis. The petition will be taken into account by the Executive Board and then presented to active and affiliate members for a 2/3 vote.

Affiliate members who are withdrawn and those withdrawn automatically may not be considered for readmission to the organization.

### **Article III: Officers**

#### *Section 1*

The officers of Campus S.P.E.A.K.S. shall be President, Vice President, Secretary, Treasurer, and Chair of Marketing. These officers will also make up the Executive Board of Campus S.P.E.A.K.S.

#### *Section 2*

Officers shall serve a term of one school year, from September to September.

#### *Section 3*

All positions shall be elected.

#### *Section 4*

The responsibilities of the President of Campus S.P.E.A.K.S. are the following: 1. Preside over all meetings. 2. Ensure organization—members and programming—stay in agreement with the organization's purpose/mission, goals, and values. 3. Serve as liaison between the organization and the Student Health Center. 4. Ensure officers are fulfilling their duties. 5. Serve as a spokesperson for the organization. 6. Serve as Chair of Programming. 7. Organize training for members. 8. Re-register the organization with SOURCE each fall. 9. Temporarily assume responsibilities of other officers if and when they are unable.

### *Section 5*

The responsibilities of the Vice President of Campus S.P.E.A.K.S. are the following: 1. Serve as an assistant to the President. 2. Receive all complaints and suggestions from members and campus. 3. Serve as Chair of Membership. 4. Oversees recruitment of new members. 5. Ensure members fulfill all requirements to remain active. 6. Serve as Co-Chair of Programming. 7. Serve as spokesperson for organization if President is unavailable. 8. Preside over meetings if President is unable.

### *Section 6*

The responsibilities of the Secretary of Campus S.P.E.A.K.S. shall be keeping track of (maintaining) all records including but not limited to: meeting minutes, by-laws, member contact information, training information, and programming information. In addition, the Secretary is responsible for maintaining the list-serve, emailing the minutes to members, and providing member sign-in sheets for meetings and programs. The secretary is also responsible for scheduling all meetings/events with the appropriate University offices.

### *Section 7*

The responsibilities of the Treasurer of Campus S.P.E.A.K.S. shall be overseeing all financial activity within the organization including but not limited to: developing an organizational budget and presenting it to active and affiliate members for a 2/3 vote; managing the bank account; making sure each program stays on budget, handling all receipts and issuing refunds, and collecting dues. In addition, the treasurer shall serve as the Chair of Fundraising and will represent the organization at appropriations meetings. The Treasurer will also co-sign the checks.

### *Section 8*

The responsibility of the Chair of Marketing is to promote the organization and our programs to the public. In addition, the Chair of Marketing works closely with the Executive Board, submitting the final versions of ads and flyers to them for approval.

*Section 9*

An officer may resign from his/her position at any time by submitting a letter of resignation to the Executive Board. Involuntary withdrawal of officers shall be the same as that of other members. (See Article II Section 5).

**Article IV: Finances**

*Section 1*

The dues for Campus S.P.E.A.K.S. shall be the amount determined by the Executive Board by a vote of 3/4, at the annual planning meeting. Member dues can be waived in special cases. The member in question should speak with the Vice President to make arrangements. Dues are to be at the beginning of each semester, by a date determined by the Executive Board. Dues shall be used for the purpose of marketing and programming.

*Section 2*

All monies are to be deposited by the Treasurer into the Campus S.P.E.A.K.S.' bank account within 24 hours of being received.

*Section 3*

The Treasurer is responsible for developing a budget for the organization and presenting it to active and affiliate members for approval by a vote of 2/3.

**Article V: Amending the Constitution and By-Laws**

*Section 1*

Proposed changes to the Constitution and Bylaws should be given in writing to the Executive Board. A meeting will then be called for active and affiliate members to present to proposed changes. A vote of 2/3 is needed for an amendment to be approved.

## **Article VI: Meetings**

### *Section 1*

Campus S.P.E.A.K.S. shall have four categories of meetings: Business, Regular, Special, and Executive.

### *Section 2*

Business meetings are those pertaining to internal organizational functioning. They include but are not limited to meetings for elections; changes to the Constitution/Bylaws; and semester planning meetings. These meetings should be attended by the Executive Board, all active and affiliate members, and the faculty advisor. Business meetings should be held in lieu of and not in addition to regular meetings. Designated times for Business meetings shall be determined by the Executive Board.

Regular meetings are those pertaining to the routine activity of the organization including, but not limited to program/event planning and fundraising. Regular meetings shall be held on a bi-weekly basis, and should be attended by all members of Campus S.P.E.A.K.S. and the faculty advisor.

Special meetings are those held in addition to regular meetings. They can be planned ahead or scheduled on short notice in cases of importance. Most Special meetings will fall into the "planned ahead" category. These meetings will serve to discuss/plan a specific program/event or fundraising activity. All members of the Executive Board and any members participating in said event should attend them. "Short notice" Special meetings can only be called by the President. These meetings are to deal with such issues as withdrawal of members, officers and advisors, and sudden vacancies in officer positions due to resignation, illness, etc.

Executive meetings are meetings attended only by the Executive Board. They are to be held on an as needed basis as determined by members of the Executive Board.

### *Section 3*

If a member is unable to attend a meeting that he/she is required to attend, an e-mail should be sent to the Secretary at least 24 hours in advance (except in cases of emergency).

### *Section 4*

In cases that more than half of the members do not attend a meeting, especially those requiring a vote, as long as all of the members of the Executive Board are present, any voting and decision making will be considered valid.

## **Article VII: Committees**

### *Section 1*

Committees shall be determined on an as needed basis by the members of the organization.

## **Article VIII: Elections**

### *Section 1*

Elections for officers are to be held in September of every fall semester.

### *Section 2*

Officers can only be nominated by active or affiliate members; self-nominations are permitted. Only members who have been active for at least one semester can be nominated for office. Nominations for officers should be made at the first meeting in August. If only one person is nominated for a position, and the nominee accepts, no election for that position needs to be held in September.

### *Section 3*

Votes shall be cast by a secret ballot, when more than one person is nominated. A simple majority, 50% + 1, wins the election. If the top nominee does not win by a simple majority, a run-off will be done between the nominees with the two highest votes. The winner of the run-off will be officer.



*Section 4*

If an officer leaves his/her position as a result of resignation, involuntary withdrawal, or graduation a special meeting will be held to have an election to fill the position.

**Article IX: Advisors**

*Section 1*

An advisor can be chosen from any faculty/staff member of NC State. Preference however, shall be given to Health Promotion faculty and staff.

*Section 2*

Advisors should be nominated by an active or affiliate member and chosen by a majority vote (see Article XIII Section 3). Advisors for the organization shall be chosen on an as needed basis as determined by the organization.

*Section 3*

The role of the advisor is to provide consultation to the organization, especially concerning training and programming.