



## **STUDENT ORGANIZATION BYLAWS**

### **Article I – Name**

Wellness Advocates Volunteering to Educate Students (WAVES).

### **Article II – Purpose**

The purpose of this organization shall be to educate and to increase awareness about wellness related topics throughout the UIC campus and its community.

### **Article III – Membership Requirements**

#### **Section 2. Requirements**

Membership is limited to UIC students, faculty, and staff. All new members shall complete a membership application form. Upon completion of the membership application form, each member will sit in on topic-specific trainings prior to presenting on particular wellness topics (i.e. sexual wellness training to present sexual wellness workshop). Members shall observe one presentation prior to co-presenting or presenting a workshop alone. There shall be no discrimination on the basis of race, religion, sex, sexual orientation or national origin.

#### **Section 2. Active Membership Requirements (AMR)**

In order to maintain active membership, members shall:

- A. Attendance at 2/3 of all meetings.
- B. Volunteer at least 10 hours during the semester
- C. Co-present/present at least 1 workshop during the semester
- D. Attend workshop trainings before co presenting/presenting
- E. Be a student at the University of Illinois at Chicago to participate

Members are allowed one semester of not fulfilling the AMR. After two consecutive semesters of not fulfilling the AMR they will be withdrawn from the group list serve and member list.

#### **Section 3. Expulsion**

A member may be expelled from the organization if a majority (50+1) of the membership votes for his/ her expulsion or if the AMR were not fulfilled for two consecutive semesters.

#### **Section 4. Types of Membership**

There shall be only three levels of membership. These levels shall be:

- A. New Member: first year member. New Members are unable to be on the Executive Board.
- B. Intermediate Member/Presentation Leader: completion of one year in the organization, two different in-service trainings and ability to be a presentation leader (facilitate a presentation independently). These members are able to be on the Executive Board of the organization.
- C. Advanced Member: active leaders of the organization, ability to help train New Members as well as the ability to sit on the Executive Board.

### **Article IV – Officers**

#### **Section 1. Officers**

This organization shall have four officers. These officers are President, Vice-President, Treasurer, and Secretary. Faculty, Staff, and Alumni may not be officers.

#### **Section 2. Qualification of Officers**

All officers must be an Intermediate Member/Presentation Leader or Advanced Member of the organization.

#### **Section 3. Terms in office**

The terms of each elected officer shall be for one academic year (Fall, Spring, and Summer Sessions) beginning two weeks before the end of the Spring Semester.

#### **Section 4. Duties of Officers**

1. All officers shall attend 2/3 of all meetings, assist with coordination of all activities, consider Active Members, and must attend all executive committee meetings.
2. The President shall preside over all meetings and shall be Chairperson of the Executive Committee. The President shall nominate the chairs and members of all committees. The President has the power to break a tie vote, if necessary. The President is responsible for having an agenda at each meeting and for each attendee. The President shall also act as the liaison officer to the University and act as a representative of the organization. The President will be responsible for recruitment of members.
3. The Vice-President shall assist the President in the execution of his/her duties and, in the absence of the president, shall perform such duties. He/she shall preserve files on all administrative aspects of the organization and shall work in conjunction with the Secretary in initiating changes and submission of the constitution. The Vice-President shall be responsible for retention of members each semester including the use of rewards, praises, and retreats.
4. The Treasurer shall promptly collect and deposit all money owed to the organization. He/she shall also take charge of all of the organizations monies and keep a true account of them. The Treasurer shall pay all bills and retain all receipts as property of the organization. Also, approval of all expenses in excess of \$50.00 is necessary. The majority of Active Members shall approve expenses in excess of \$50 with a quorum. He/she shall also make and complete a financial report that shall be presented at each meeting.
5. The Secretary shall keep minutes of all meetings and shall submit such minutes to the members of the organization via email no more than 48 hours after each meeting. These records shall also be placed in a binder in The Wellness Center for access by all members.

### **Section 5. Provisions for Removal of Officers**

Any officer shall be removed from office in the event of the defiling of the character of the organization. Also, misappropriation of power or funds for personal gain shall be grounds for dismissal. Reasons for removal from office include, but are not limited to theft, lewd conduct, and embezzling. All members through a quorum shall vote upon the removal of officers with the majority vote being the final say.

### **Section 6. Legitimate Transfer of Power**

Transfer of power may be done in two ways – temporary or permanent. A temporary transfer of power may be done if one of the four officers is going to be absent for more than one month. A temporary appointment is approved by a majority rule vote. A permanent transfer of power may be done if one or all of the officers are unable to finish the term, at the end of the term of office, or if a member becomes an inactive member. Permanent appointment will also be approved by a majority rule vote.

## **Article V – Elections**

### **Section 1. Election of officers**

Election of officers shall be held in March of each year, with the elected term beginning two weeks before the end of the Spring Semester.

### **Section 2. Voting**

All active members of Wellness Advocates Volunteering to Educate Students may vote. Voting will be done by ballot. Alumni, faculty, and staff may not vote.

### **Section 3. Notice of Appointment**

Notice of elections and nominations shall be conducted in March of each year and appointments are to be made in April.

### **Section 4. Office Vacancies**

Duties from offices vacant after elections shall be distributed evenly among the elected offices. Elected officers and the advisor shall decide on the distribution of duties.

## **Article VI – Meetings**

Regular meetings of this organization shall be held bi-weekly on the first and third week of the month. The President may call special meetings by notifying members by email.

Members shall be notified five days prior to such called meetings.  $\frac{3}{4}$  of the elected officials and  $\frac{1}{2}$  of the organization's members must be present to have a quorum.

## **Article VII – Advisor**

The advisor of the organization shall be a full time faculty staff member at the Wellness Center at UIC.

## **Article VIII- Committees**

There shall be one standing Executive Committee. Committees may be established for Sexual Responsibility Week, Lollanobooza, Safer Spring Break, Recruitment, Retention, among others as necessary.

### **Article IX – Handling of Funds**

Primarily the Treasurer will manage the organization's on-campus C.O.F account. All monies collected on campus will be deposited into the organization's C.O.F. account. The President, Vice-President, Treasurer, and advisor shall have signature power on the account.

### **Article X - Amendments and Revisions**

Amendments and revisions to this document will be accepted each Fall and Spring. All Executive Committee members must vote to approve changes to the constitution. The Secretary shall be responsible for the proper distribution of the newly revised constitution.