



Article I. Name of Student Organization

The organization shall be called Active Minds at UC San Diego.

Article II. Statement of Purpose

Active Minds at UC San Diego is a non-profit, student-run mental health awareness, education and advocacy organization on campus. Through our programs, events, and collaborations, we will seek to promote mental health awareness on campus, and the overall psychological well-being of UC San Diego students.

Article III. Nonprofit Statement

Active Minds at UC San Diego is a non-profit student organization.

Article IV. Requirements for Membership

Active Minds at UC San Diego is open to all UC San Diego students and there will never be a fee to join.

Students can be recognized as Active Members by gaining points throughout the year by contributing to the efforts of Active Minds (such as attending general body meetings, volunteering at tabling, or attending club socials). We will record attendance to general body meetings and tabling to encourage active participation.

Article V. Frequency of Organization Meetings

General body meetings and Advocacy and Outreach Committee meetings will occur biweekly under normal circumstances. Attending these meetings will contribute to the process of being considered an active member. Cabinet meetings will be held weekly.

Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers

Only registered UC San Diego students may hold office in the organization.

Organization of the Leadership:

Co-Presidents: The Co-Presidents handle contact between Active Minds and external organizations, as well as addressing administrative affairs and maintaining organization within the cabinet.

Vice President: The Role of the Vice President is to assist the other roles. In the absence of the President at a meeting the Vice President will automatically fill that role.

Administrative Director: Maintain the email, maintain social media direct messages, maintain points, maintain event logistics and reservations.

Co-Marketing Directors: Maintain social media, promoting events, in charge of tabling.

Advocacy & Outreach Lead and Committee Co-Chairs: Coordinates the outreach aspect of the committee: facilitates and oversees committee functions in actively promoting mental health education within UC San Diego and the San Diego area. Coordinates the advocacy aspect of the committee, and has an understanding of administrative, legislative, and personal policies that affect mental health on campus.

Funds Director: Maintain the bank account for org and coordinate fundraising and grant allocation.

The Cabinet:

General Responsibilities, Commitments and Expectations

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The following are general guidelines that stand in addition to the organization's values. The purpose of these guidelines is to outline the expectations that officers should have of themselves and each other, as well as their responsibility to the membership of Active Minds at UC San Diego. These guidelines are not strict rules, but rather represent the spirit of respect for the time and effort of the officers, committee chairs, and members.

Cabinet members are expected to act as leaders within Active Minds, representing the values of Active Minds, and being held responsible for the duties that their role entails.

General Availability

Officers should generally be available to work on Active Minds activities outside of standard meeting hours.

Meeting Attendance

Officers should not miss more than two regularly scheduled cabinet meetings per quarter.

If the absence is anticipated, the absent Officer should at least notify one of the Co-Presidents. If an Officer misses more than two meetings, the President should meet with them and/or address the issue to the entire Cabinet.

If an officer misses four unexcused meetings a year, they will be at risk of removal from the cabinet. The decision for this will be made by the Co-Presidents and Vice President case by case.

The Cabinet has the right to vote on waiving the maximum meetings missed rules, provided that they publicly list the reasoning in the meeting notes and allow the opportunity for dissenters to voice their opinions.

Procedures for Selecting Officers

Potential officers are selected by application. These members must be registered UC San Diego students. The procedures for the application process are determined by majority vote of the Voting Body. The Voting Body must decide upon a process by the first two weeks of Spring Quarter. Only registered UCSD students may vote in elections for the selection of the organization's officers

Procedures for Filling Vacancies in the Cabinet

Vacancies will be filled by 50% + 1 vote of the Voting Body.

Definition of a Committee

Committees are subgroups within Active Minds organized for a specific purpose, such as the Outreach and Advocacy committees.

Creating and Disbanding Committees

Committees can be created by the President or by majority vote (50% +1) of the Cabinet. In either case, an officer must accept the responsibility for overseeing a Committee and its Chair before a Committee is created. Committees can be disbanded by majority vote (50% +1) of the Cabinet.

Structure of Committees

The Committee Chair is a principal member of Active Minds. The other members of a Committee can be any member. The Chair is responsible for the success of the committee's purpose and for the interests of the committee's members.

Responsibility for Financial Integrity

It is always the Funds Director's responsibility to maintain financial documents and ensure, to the best of their ability, the integrity of financial transactions within Active Minds at UC San Diego.

Authority for Financial Transactions

Any Officer who is also a principal member can complete financial transactions provided that they at least inform the Funds Director.

Large Transactions

Transactions above \$20 require 50% +1 majority vote of the entire voting body to be allowed.

Disclosure

Completed financial transactions and account balances will be publicly available.

Procedures for Addressing Problems and/or Removing Officers

It is always the explicit responsibility of the Co-Presidents to mediate conflict between Officers and members. In any case where the Co-Presidents have a conflict of interest or is otherwise not an ideal mediator, Active Minds at UC San Diego's Community Advisor

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will be asked to step in.

Except in cases where otherwise stated, the only way to remove an officer is by 2/3-majority vote of the Voting Body or if the officer voluntarily steps down. The cabinet and voting body must follow the procedures outlined below. In any situation where an Officer of concern is unresponsive to Cabinet concerns for a week, the Cabinet can vote to move forward without them.

i) A voting member must request a preliminary vote to discuss concerns regarding a particular voting member (they become the initiator). In this request, they must state:

- a. Who the member of concern is
- b. What their concerns are
- c. Why they feel this is the appropriate way to reach a conclusion (as opposed to talking one-on-one or other means)

ii) If the vote fails (does not reach 50% +1 yes votes), the President will mediate a discussion between initiator and the member of concern at an appropriate time (outside or inside the cabinet meeting). The President may also include any other related members in the discussion.

iii) If the vote succeeds (does reach 50% +1 yes votes), every voting member will be given the opportunity to speak exactly once (for as long as they feel they need). The President will be the mediator.

- a. The initiator will reiterate their concerns.
- b. Yes-voters will add their voice to the concerns, and explain why they voted yes.
- c. No-voters will add their voice to the discussion, and explain why they voted no.
- d. The member of concern will add their voice to the discussion.

iv) After this first round of discussion, all voting members are given the option to request a cool-down period (at least one day). If two or more request it, it will pass.

v) If it passes, the next discussion will begin with a summary of the last discussion presented by the mediator. At this point, the mediator must decide how to proceed: more discussion in a particular format, votes, conferences, etc. The Officers must make a 50% + 1 vote to proceed in the manner the mediator chooses.

vi) At this stage, any Officer can also request a vote to proceed to a Vote for Conclusion. If 2/3 majority of the voting body agree, the Vote for Conclusion begins.

vii) The Officer who requested a Vote for Conclusion will propose the Conclusion of the

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discussions, whatever it may be (i.e.: Officers A and B should discuss and settle the matter personally, the matter will be settled via Q and S, Officer X should be removed from the Cabinet, etc).

viii) Other voting members will be allowed to discuss the phrasing and/or merits of the proposed Conclusion.

ix) If a 2/3 majority come to an agreement on the terms of the Conclusion, it passes.

x) The mediator reserves the right to decide to close the meeting and reconvene at any time.

xi) If the above procedures fail at any point, consult the faculty advisor.

Procedures for Appointing Officers Mid-Year

In the event that an Officer is removed or voluntarily steps down, previous applicants for the position in question will be notified and will be interviewed and voted on. In the event that none of these applicants are chosen for the position, Active Minds' general members will be notified of the opening and the board will accept new applications.

Cabinet Members can also choose to proceed without replacement of the removed Officer. This will only happen if a 50%+1 majority vote is achieved.

If Cabinet decides to proceed without a replacement, the responsibilities and duties of the removed officer will be split amongst the rest of the cabinet. Assignment of responsibilities shall be done based on similarity of roles to task.

Article VII. Risk Management

Active Minds at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.

Active Minds at UC San Diego understands that the University does not assume legal liability for the actions of the organization.