

I. Preamble

Active Minds is to be a student-run mental health awareness, education, and advocacy organization on the college campus. The group is designed to utilize peer outreach to increase students' awareness of mental health issues and symptoms of mental illness, provide information about available resources, encourage students to seek help as soon as help is needed, and to serve as liaison between students and the mental health community. By promoting awareness and education, the group aims to remove the stigma that surrounds mental illness and create an open environment for discussion of mental health issues.

II. Name

The name of this organization shall be *Active Minds at San Francisco State University*, known on campus as *Active Minds*.

III. Purpose

The purpose of this organization shall be:

- 1) To increase awareness among SF State students about issues of mental health, symptoms of mental illness, and available resources in and around the SF State community
- 2) To become a point of reference for SF State students for information on Depression, Bipolar Disorder, Schizophrenia, Eating Disorders, PTSD, and Generalized Anxiety Disorder
- 3) To become a liaison between SF State students and the mental health community through flyering campus with fact sheets, hosting and/or sponsoring charity fundraisers, guest speakers, and related events, and maintaining a comprehensive website.

IV. Membership

Active Minds is open to all members of the SF State community, students and faculty alike. They are required to register with the President and Secretary, for attendance and quorum purposes. To be considered an active member, a member must both attend at least three meetings and assist in the planning of at least one event per semester. Anyone registered, but not an active member is considered an Active Minds Participant and will be kept on the listserve to be notified via email of upcoming events.

Committees may be created as necessary by the president for specific events/projects. Any active member may be selected as a committee chair if no Board member is acting as such. Committee chairs are appointed by the president and will coordinate the planning and execution of the committee project. Any number of active members may be on a committee.

**NOTE: Only currently registered SF State students in good standing with the University may be voting members. Faculty and staff can participate, but not have voting privileges.*

V. Governing Structure/Officers

Executive Board:

The officers shall be President, Vice President, Secretary, Treasurer, Webmaster, Research Liaison, and Publicity Chair. Any member of the group is eligible to hold office. In case of a vacancy, the group will elect a replacement at the next meeting of the entire group. An officer may be removed by a two-third majority vote of the organization.

VI. Duties of Officers

NOTE: In addition to listed duties, each officer will be named "Committee Chairperson" for one major Active Minds event for the year (flyering, coffee house, stress relief activities, speakers, run, education seminars, etc.). Once officers are elected, board members will collaborate and decide who will be in charge of what event

President-Preside over general and board meetings; take the role of the primary authority regarding decisions pertinent to Active Minds; be in charge of the Active Minds email account; have the authority to deposit and withdraw funds from bank accounts; be the liaison between the organization and other related SF State authorities/organizations; act as SAC alternate

Vice President-Assist the President in important decisions pertinent to Active Minds; act as primary authority regarding issues at the Leadership, Engagement, Action, Development (sign up for banner poles, reserve tables for information distributions if needed, etc.)

Secretary-Take attendance and notes at each meeting and report the minutes via email and/or briefly at the start of the next meeting; draft solicitation and thank you notes to be distributed after major events

Treasurer-Take responsibility for issues regarding SAC; keep a written account of all Active Minds funds transactions; along with the President, have the authority to deposit and withdraw funds from the organizations' accounts; act as SAC representative

Research Liaison-Responsible for keeping up on current mental health news, nationally and with organizations such as NIMH and NAMI, and reporting news to group members

Publicity Chair-Contact school and local newspapers and other publications about upcoming events; hold the responsibility for advertising to the general public

Webmaster-Set up and maintain a comprehensive, up-to-date, website for the organization

VII. Appointments/Elections of Officers

Elections shall be held in the middle of the spring semester. Any member may run for an office. Nominations may be made from two weeks prior to the election meeting until the election for that specific office. Officers must be elected by simple majority. In case of a tie, the president determines the winner. The elections are to be made by secret ballot at a standard meeting. Winners are to be announced immediately. If someone wins a race in absentia, the Secretary will email the winner within 48 hours of the election.

VII. Removal of Officers

If questions regarding an officer arise, the issue will be brought to the attention of the President. The President will then speak with the officer regarding said issue and attempt to come to a resolution regarding the problem. If no such resolution is determined, the decision will then be brought to the group and a vote will be held. A two-thirds majority is necessary to remove an officer from his/her office.

IX. Length of Term

Officer positions will be held for a one-year term. The term will begin in August and end in June of the following year.

X. Amendments to Constitution/Bylaws

Amendments may be proposed by any active member at a meeting. If seconded, the amendment will be voted on at the following meeting. A two-thirds majority is required to pass amendments.

XI. Affiliations

While maintaining strong relations with Counseling and Psychological Services, National Alliance for the Mentally Ill, Mental Health Association, and National Institutes of Mental Health, we are an independent organization, affiliated only with the national headquarters Active Minds, Inc. (Washington, DC). We are currently one of only a few student-run mental health awareness groups on college campuses in the nation.

XII. Non-Discrimination Clause

Active Minds at SF State does not discriminate on the basis of race, ethnicity, religion, national origin, sex, age, marital status, sexual orientation, gender identity, political affiliation, or disability. Active Minds at SF State welcomes a diverse membership, as all experiences and perspectives are appreciated and respected.