

Constitution, Version 2



NATIONAL UNIVERSITY
PLANETREE STUDENT COMMITTEE



ARTICLE I

MISSION STATEMENT

Giving the students of National University's School of Health and Human Services a voice in their education while integrating all tenets of Planetree in order to build more person-focused, quality care for the future.

ARTICLE II

CSEA COMPLIANCE

Section 1. Handbook. All committee proceedings, including this constitution shall follow the handbook provided by National University's Center for Student Engagement and Activities (CSEA). Further, all committee proceedings must follow University rules and regulations, as well as federal, state, and local laws.

Section 2. Registration. Registration with CSEA shall occur bi-annually, in June and December, per the CSEA handbook, as well as when the person holding the Chairs, Administrative, Financial Officer, or Advisor positions have changed.

Section #. Websites. The committee shall maintain a website, under the direction of Media and Communications. All passwords to said websites and any social media shall be supplied to the CSEA and to the Chairs. If any changes occur to the passwords, all parties will be notified immediately. Failure to do so can result in removal, by majority vote, of the member responsible for changing the password(s).

2.2 Program Learning Outcomes (PLO). Each year, active members will choose four PLO goals from the CSEA handbook. These PLOs will be worked towards during the year. All PLO goals shall be posted on the website under a PLO tab. Further, the previous years PLOs with proof or supporting artifacts of met requirements shall also be displayed.

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ARTICLE III

CONSTITUTION

Section 1. Effect. This document shall be voted into effect by the council plus leadership. It shall be reviewed on an annual basis and any changes made therein.

Section 2. Amendments. Amendments to this document will occur directly in the body of this document. These can occur from periodic review or from the need to add or revise items that come to light. All constitutions shall be registered with the CSEA and all current constitutions shall be included in the committee website.

ARTICLE IV

MEMBERSHIP

Section 1. Eligibility. Membership shall fall into the following three categories:

- 1.1 Member. Any student enrolled in at least 4.5 credits with National University's School of Health and Human Services who has filled out a membership form.
- 1.2 Active. Any Active member that has participated in 2 or more Planetree Meetings and have been a member for 2 or more months. Once a member reaches Active status they become eligible for letters of recommendation, etc. and will be notified of this status. Awards will generally fall under this same requirement, unless exceptional behavior exists, at which point, awards may be given.
- 1.3 Officer. Any member that has been elected to office is part of the council. All officers have immediate active status. All officers must be in good academic standing.
- 1.4 Leadership. Leadership consists of anyone holding lead position within any subcommittee. All leadership positions have immediate active status and are privy to leadership recognition upon completion of their post.
- 1.5 Advisor. Any faculty, staff, or alumni from National University's School of Health and Human Services, who is picked by the council to advise, mentor, and assist with all items of the committee.
 - 1.5.1 There shall only be up to 2 faculty and/or staff advisors and 2 alumni advisors at a time. There will at least be one faculty/staff advisor at all times. Each advisor shall be up for recommitment, at the discretion of the committee, every six months.
 - 1.5.2 One faculty/staff advisor shall be responsible for receiving financial information. This advisor shall be notified of this designation upon receiving it.
 - 1.5.3 Attendance of one faculty/staff advisor is requested at each monthly committee meeting and Officer meeting. Attendance will be requested by the Administrative Officer to ensure someone is present.

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Section 2. Discrimination and Diversity. This student group is committed to the elimination of discrimination based on gender, race, class, economic status, ethnic background, sexual orientation, age, physical ability, and cultural and religious backgrounds. The committee will try to be as diverse as possible with respect to representation.

Section 3. Application. All perspective members must fill out an online membership form. Once completed, the member's email address will be included in the committee google group, where they will receive notification events, polls, etc. for the committee.

ARTICLE V

MEETINGS

Section 1. Monthly Meeting. Monthly meetings the committee shall include officers and members to discuss the planning and direction of the organization. The meeting times will be announced through the google group by the Chair, Vice Chair, or Administrative Officer, but will be at a set time and place every month.

Section 2. Council Meetings. Officer's meetings of the committee shall include elected members and advisors. These meetings will discuss planning and direction of the organization, that are not ready for full committee discussion. These meetings will occur as often as needed as determined by the Chair and Vice Chair. The meeting times will be announced through the google group by the Chair, Vice Chair, or Administrative Officer.

2.1 Non-Officer's at Council Meetings. Non-Officer's may attend the council meeting, but will not be granted a vote in Council proceedings. These attendees must express to the Vice Chair their request to attend, 1 week before the Council Meeting is to occur. All matters discussed at the Council meeting are to stay confidential amongst the attendees.

Section 3. Special Meetings. Special meetings of the committee, subcommittees, or anyone in need of meeting, for any purpose or purposes, unless otherwise prescribed by statute or by the Constitution, may be called by elected officers. These meetings may be in person, teleconferenced, or done online.

Section 4. Place of Meetings. All meetings of the committee shall be made available online, but can also occur in person at a facility located on a National University Campus as long as availability online is also maintained. All meeting times shall be stated in an announcement, which are sent to all members, with availability online provided. All agenda topics of said meetings shall be displayed during such meetings.

Section 5. Meeting Proceedings. All meetings will be held with the following Robert's Rules qualities.

5.1 Attendance will be taken at the start of all meetings.

5.2 Previous meeting minutes shall be approved at the start, following attendance, with a simple yea or nay vote. This vote alone will be based on a majority vote.

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5.3 Debates may occur on a votable subject once a question is stated by the council members. At which point all points of view must be discussed. However, all final action will be taken by voting, see section 9 of this article.

5.4 A 60% Officer quorum is required at all committee and council meetings or the meeting shall not be considered valid.

Section 6. Agendas. Monthly meeting agendas must be completed 12 hours before a meeting is to occur.

Section 7. Minutes and Recordings. Minutes of the monthly committee meetings shall be made available to the committee no less than 5 business days following the meeting. Minutes of the Officer meetings will be made available to all Officers no less than 5 business days following a Council meeting. Minutes for both monthly and committee meetings shall be sent to the advisors no less than 5 business days following the meeting. All special meeting agendas shall be maintained at the discretion of the person that requested the meeting. Recordings shall only be allowed with the express unanimous vote of the active members. This vote shall occur yearly.

Section 8. Business. Business transacted at any monthly meetings shall include:

- Attendance
- Approval of the previous meeting minutes
- Announcements by each Officer
- Announcements by Advisors
- An open forum

Section 9. Voting. Voting shall be based on type of vote.

9.1 Committee votes. Each active member is entitled to one (1) vote taken anonymously online. All vote results shall be displayed when the final decision is announced. All committee votes shall be made on a majority rule. Exclusion of this section only applies to the meeting minutes and recordings, see section 5 and 7 of this article.

9.2 Council votes. All council votes are anonymous and require 60% for a decision to be made. Council votes are for Officers, unless pertaining to the constitution, see Article III, section 1.

9.3 Non-voters. Advisors and non-active members will not be allowed to participate in committee votes. All opinions and comments may be brought up for discussion before voting.

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ARTICLE V

ELECTIONS

Section 1. Elected Officers. All candidates for election shall be voted on by the entire committee and shall be named in the National University's Planetree Student Committee Organization Chart. A template of said organization chart is in Article VII and all job descriptions will be laid out in Policy and Procedures.

Section 2. Eligibility. To be eligible for office, candidates must be enrolled in National University's School of Health and Human Services, be a member, and have at least nine months left in their school program. Candidates must be able to perform all duties required of them as stated in the Constitution. All candidates must also hold an overall 2.0 GPA. Members that held office previously may run again for their position as long as they meet the requirements outlined in this section.

Section 3. Elective Period. All members shall be notified of an open elective period, one month before elections, at which point biographies may be submitted in order to be considered for an open Officer's position. At the end of the month, all candidates shall be entered into an election, where all active members will be allowed to vote. If a candidate runs unopposed, the position shall be granted to that candidate.

Section 4. Elections. Elections shall occur 3 months before the end of the previous officer's term. All candidates shall submit a bio to the Administrative Officer before the elective period ends. The list of candidates with the position he/she is running for and a brief biography will be shared with the committee at the start of the election. Members will then be allowed to vote one time over one week. Winners will be announced at the end of the election.

Section 5. Terms.

5.1 Officers. The term of office shall be no less than 9 months and no longer than 12 months, which ends the first day of the month after the officer is elected the following year, with exception of chairs. For example, if someone is elected to office on January 13th, 2016, the end of their term is February 1st, 2017. In this example, bios will be collected during the month of October, 2016, and the election will be held the first week of November, 2016.

5.2 Chairs. The term of office for Chair and Vice Chair are for the length of their school program, which must be at least 9 months in length.

Section 6. Applicant Free Elections. In the event that no one applies, the term for the Officer position will extend. This extension will occur every month until an applicant is found. In the event that the Officer is graduating, it will fall to the council to decide either to terminate the position or to appoint a replacement. This decision will occur by council vote.

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Section 7. Absences. All council members are allowed 2 unexcused absences or 2 unexcused late appearances from all council and monthly-meetings, but upon the 3rd absence or late appearance termination may occur and will be decided by a majority vote. Unexcused absences are absences or late appearances that are not communicated to the Administrative Officer or Chairs prior to the meeting, barring extenuating circumstances. Unexcused late appearances are late appearances that are 15 minutes late. All late or absent officers should review the meeting minutes for the missed meeting prior to the next meeting.

Section 8. Vacancies. Vacancies will be appointed by the Council. This does not apply to the position of the Chair and Vice Chair; both Chairs must be elected.

Section 9. Removal. Officers will be removed from office by completion of their term, unanimous decision by standing Officers, or by unexcused absences. If an Officer's GPA falls below an overall GPA of 2.5, they will resign from their position.

Section 10. Additions. Newly voted in Officer positions will be filled by appointment. Appointment nominations will be made and voted on by the Council.

Section 11. End of Term. All school and committee items shall be returned to the Vice Chair or their replacing Officer, including email account information, within 1 week of the final day of term. If not returned, that Officer forfeits their right to a reference letter and possible further action by the school. At the end of an Officer's term, options will be made available to continue involvement in the committee. This includes:

11.1 Officer Mentoring. Following the completion of an Officer position, Officers may opt to be mentor the next officer and all following officers.

11.2 Special Projects. Special projects as deemed necessary by the committee.

11.3 New Officer's Positions. Previous Officer's can be appointed to fill newly made Officer's positions, as voted on by the Council. These positions will be the length of their school program, up to 1 year in length.

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ARTICLE VI

SUBCOMMITTEES

Section 1. Policy and Procedures. See the committee Policy and Procedures for more details on Officer position descriptions, the committee approval process, and deposit form. The Policy and Procedures shall be approved by the council.

Section 2. Email accounts. All National University Planetree Student Committee email accounts are the sole property of the the committee. All accounts will set their backup email address to NUPlanetree.studentchair@gmail.com. The Chair email will be set to backup to NUPlanetree.vicechair@gmail.com. These accounts will not be accessed or used by anyone but the presiding Officer except in the event that the presiding Officer has left their position without turning in their account information or in cases of emergency.

Section 3. Activities. The committee must be present at all activities and must display the committee banner at such events.

Section 4. Finances. All funds of the committee shall be held in the designated CSEA account and shall be reconciled by the Financial Officer at the end of every month.

4.1 All deposits shall be made with the form provided in the Policy and Procedures. The steps for funds are as follows:

- Two responsible people shall be designated by the Fundraising Officer to be responsible for the funds at the event.
- At the close of the event, these two people shall reconcile and fill out the deposit form.
- An email will immediately be generated to the Financial Officer, Fundraising Officer, Chair, and Advisor stating the amount raised.
- One of the responsible party then must deposit the funds within 1 business day and at that time have the form signed off by the school official receiving the funds. A copy of this form must be scanned in and sent the Financial Officer for reconciliation purposes.

4.2 Reimbursements. Reimbursements must be approved by the council before purchase of any items.

4.3 Outside vendors. All outside vendors must have a W-9 on file with the school in order for the school to issue checks to said vendor.

4.4 Funds requests. All withdrawn funds will be handled by check requisition form, which must be filled out by the Chair or Financial Officer and signed by an Advisor. All request forms, with a copy of the meeting minutes stating approval of the funds request, shall be sent to clubs@nu.edu by the signing advisor. All requests must occur 30 days before the funds are needed, for processing time.

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Section 5. Fundraising. Fundraising will be used throughout the year. All activities will be approved by the council.

5.1 Follow the CSEA handbook regarding the use of Square devices and Give a Gift pages on the committee website.

5.2 All food preparation must follow the rules laid out in the CSEA handbook.

Section 6. Media and Communications. All posts and website content must follow the guidelines outline in the CSEA handbook, as well as the applicable portions of this constitution.

ARTICLE VII

REVISION HISTORY


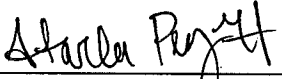

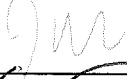

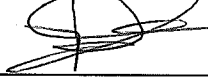
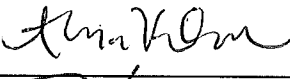

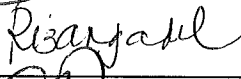

Date Approved	Version	Changes Made
1/16/18	1	Initial Release
9/10/18	2	Added CSEA Compliance (Article II), Constitution (Article III), and Subcommittees (Article VI). Revised Article on Membership, including adding portions on leadership and advisor requirements. Added to Meetings Article sections on Meeting Procedures, Agendas, Minutes and Recordings, Business, Committee Votes, and Council Votes. Revised Article on Election and added sections on Applicant Free Elections, Additions, and End of Term.

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ARTICLE VIII

APPROVALS

Voted on this day, September 10th, 2018

Name	Signature	Title	*Yea or Nay
Hollie Baptista Saldana		Chair	Yea
Starla Pigott		Vice Chair	Yea
Sarah Heesch		Administrative Officer	Yea
Julie Nguyen		Financial Officer	Yea
Erica Boley		Activities Officer	Yea
Wena Luansing		Fundraising Officer	Yea
Alma Valencia-Escobar		Media & Communication Officer	Yea
Pam Fathy		Mentorship Officer	Yea
Rizza Angadol		Outreach Officer	Yea
Summer Barnes		Student Representative Officer	Yea

*Note: All versions pass with a 60% majority council vote of yea.

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ARTICLE IX

NATIONAL UNIVERSITY'S PLANETREE STUDENT COMMITTEE, ORGANIZATION CHART

