

Students for Stress Resilience By-laws

Revised 9/20/2014

ARTICLE 1: NAME

Section 1: Our organization shall be named Students for Stress Resilience.

ARTICLE 2: PURPOSE

Section 1: The purpose of our organization shall be to educate students about the effects of stress, recommend healthy ways of managing stress, and provide an environment conducive to increasing stress resilience, all in an effort to help students better adjust to the increasing demands of graduate school.

ARTICLE 3: MEMBERSHIP

Section 1: Any student currently enrolled at Nova Southeastern University may be an active voting member.

Section 2: Administrators, faculty, and staff may hold non-voting associate memberships.

ARTICLE 4: OFFICERS

Section 1: Active membership in this organization is the sole qualification for office.

Section 2: The officer's duties shall be:

President- plans and executes officer and general meetings; organizes and helps each officer with their respective duties; acts as liaison between club and other organizations as well as faculty and staff; reports to and updates organization advisor; creates and maintains a calendar of meetings and events; creates and initiates Spirit Bucket; updates Legacy Binder.

Vice President- executes officer and general meetings should the President be absent, contacts guest speakers and ensures that they are treated professionally and hospitably and given a gift to express our gratitude, and is the main contact for any of the members seeking assistance in their roles; assists fellow officers with their duties.

Director of Communications- (secretary) records minutes and membership information (number of members at each meeting/event, NID's, birthdays, and contact information); manages our email account and responds to members; sends out emails and reminders of meetings/events; gives out Director Love at every officer meeting; assists fellow officers with their duties; assists fellow officers with their duties.

Director of Finances- (treasurer) formulates budget every semester; brainstorms fundraising ideas; researches fundraising opportunities to apply for, such as

grants or monetary awards; keeps track of spending and fundraising; required to attend NSU treasurer training; assists fellow officers with their duties.

Director of Advertising- helps advertise meetings/events by creating posters, flyers, announcements, etc, and distributes them; ensures appropriate protocol is followed and permissions are sought for advertising; creates and updates our online mediums; assists fellow officers with their duties.

Director of Philanthropy- formulates ideas for aiding nonprofit organizations and partaking in community service; provides special treatment to members in celebration of their birthdays (i.e. cards, candy, etc); organizes efforts to appreciate faculty and staff; assists fellow officers with duties.

Director of Educational Events- helps generate ideas and organize social events; books rooms and transportation for all meetings/events; organizes setup and cleanup for meetings/events plans officer banquet, actively devises ideas to ensure the presentation of psychoeducation about lowering stress (i.e. relaxation techniques, preventing burn out, pleasurable activities, healthy foods, etc.); assists fellow officers with their duties.

Director of Research- creates and distributes surveys to members at every meeting; engages, promotes, and keeps track of research projects within the organization; ensures research protocol and ethical standards are followed; announces conferences the organization can partake in; researches awards and/or recognition that the organization can apply for or nominate members for; assists fellow officers with their duties.

- Section 3:** Officers shall be elected by a majority vote of the active members present.
- Section 4:** All officers must uphold the Students for Stress Resilience Board of Directors Contract (see attachment 1).
- Section 5:** The term of office shall be from the time of appointment or election until the student graduates, leaves school, or next election is held for that position.
- Section 6:** In case of a vacancy, an election shall be held at a time agreed upon by the remaining officers. Until that time, the vacancy shall be filled by an appointment made by the organization president.
- Section 7:** An officer may be removed from office by a 2/3 majority vote by the remaining officers.

ARTICLE 5: MEETINGS

Section 1: The organization shall meet:

Time: _____

Day: _____

Section 2: Special meetings may be called by officers with a minimum of 24 hours notice given to the Office of Student Activities.

Section 3: A quorum is not required. All votes may be carried by a majority of the active members present, with the exception of impeachment votes.

ARTICLE 6: Elections

Section 1: Elections of officers shall be held at least once each academic year.

Section 2: The annual election shall be during the Spring.

Section 3: All elections shall be held during a regularly scheduled meeting.

ARTICLE 7: FINANCES

Section 1: All organization monies shall be handled in accordance with the rules set forth in the Student Fee Manual.

ARTICLE 8: AMENDMENTS

Section 1: These by-laws may be amended by a 2/3 majority vote by the residing officers.

Section 2: Once amendments are made, the by-laws must be submitted to the Office of Student Activities.

Board of Directors Contract

Congratulations on being selected as a *Students for Stress Resilience* Director! We look forward to your active participation and commitment to the organization. Please review the terms of the contract of obligation below.

I, _____, agree to abide by the following rules/responsibilities to remain a *Students for Stress Resilience* Director in good standing:

1. Read and maintain the *Students for Stress Resilience* Mission Statement and Mottoes.
2. Assist each officer with their duties.
3. Attend officer and general meetings, and arrive on time and prepared to work.
4. Stay for the duration of the meeting/event.
5. Will attend all meetings and miss no more than (2) two Director Board meetings or General SSR meetings within a Semester. If more than (2) two Director Board meetings or General SSR meetings are missed, the board will decide on further action. Consequences may include removal from board, resulting in a vacant officer position.
6. Demonstrate proper etiquette at all times, during meetings/events, by dressing appropriately with name tag displayed and serving as a gracious and considerate host.
7. Keep in contact with officers and members by answering emails, phone calls, etc., in a timely manner.
8. Maintain confidentiality over students' information.
9. Promote cohesion and unity.
10. Be a student at Nova Southeastern University.

11. Remember that you not only represent the *Students for Stress Resilience* Board of Directors but you also represent the University at all times.

In the event that you do not meet the obligations set forth above, your status as a Director will be reviewed and subject to termination.

I have read the above statements and agree to accept them as written.

Director Signature

Date