

Humanitarian Global Outreach (HGO) Bylaws

ARTICLE I. INTRODUCTION

SECTION 1. Statement of Need

Graduate students in psychology at Nova Southeastern University do not have many opportunities to work with global underserved communities. Through this organization, graduate students can gain an awareness and understanding of challenges facing different family and individual populations. This understanding is needed to close the gap between science and service by culturally informing the science and practice of evidence based mental health programs. Graduate students will be provided various hands-on experiences with underserved global communities, such as: at-risk youth, and individuals with disabilities, lack of resources, and complex trauma. Additionally, students will collaborate with not-for-profit organizations, educators, and other established community individuals to lead a movement towards the delivery of high quality psychology and physical health services through the provision of psychoeducation and culturally-adapted interventions and assessments. This organization emphasizes mental illness prevention and fulfillment of psychosocial needs during humanitarian crises. Our focus is both short and long term, as we emphasize partnering with global organizations to strengthen mental health systems and shape international policies.

The global goals of this organization include:

1. Creating and providing enriching experiences, which are memorable, restorative, and empowering despite any challenges they may face, for global communities who are in need.
2. Providing respite and resources to global organizations that aid underserved individuals, children and families in impoverished communities worldwide.
3. Disseminating up-to-date information regarding culturally sensitive interventions and assessments within underserved individuals and families internationally. Providing graduate students with continued cultural competence development through the involvement in global outreach projects.
4. Partnering with global agencies that reach underserved international populations to identify and develop well-informed decisions regarding best-practice interventions in psychological, social, behavioral, and educational contexts.
5. Create interdisciplinary collaboration among students, faculty, non for profit organizations, and related professionals to promote service learning with adolescents, youth, and other individuals in underserved communities at a national and international level.

SECTION 2. Statement of Purpose

This organization aims to provide psychology trainees with enriching educational and clinically relevant experiences working with underserved communities at the local, national, and international level. Our aim is to provide continued opportunities for students and faculty within the College of Psychology to enhance their cultural competency skills. This goal may be accomplished through engagement in intervention for and assessment of individuals in underserved populations. Additionally, our aim is to strengthen relationships between other university colleges and community donors to facilitate the provision of underserved communities with resources and healing.

SECTION 3. Limitations

This association will remain non-partisan in its form and function. Humanitarian Outreach Organization (HGO) will educate psychology trainees on public policies and legislative issues that affect education and service-learning.

ARTICLE II. OBJECTIVES

SECTION 1.

- A. *Creating and providing enjoyable and enriching experiences, which are memorable, restorative, and empowering despite any challenges they may face, for individuals in the local and global community who are underserved.*
 1. Provide scholarship opportunities for psychology trainees interested in providing brief psychological assessments, crisis intervention, and other humanitarian efforts at a local, national, and global level.

2. Develop, manage, and execute events that provide memorable and empowering events for psychology trainees to interact with and provide support to individuals and families from underserved communities at a local, national and global level.
 3. Plan, network, and execute school-wide events that promote local, national, and international humanitarian outreach.
- B. *Providing profound impact and resources to global and local organizations that aid underserved individuals, children and families, particularly in impoverished and underserved communities.*
1. Develop, manage, and execute fundraising and donation events to collect funds and other tangible resources to donate towards individuals and organizations in underserved communities at a local, national, and global level. Donations and resources will include items that help individuals in underserved communities meet basic needs and provide a long lasting impact.
 2. A designated task force created by the executive board will be responsible for building, maintaining, and expanding relationships to potential donating individuals and organizations that will result in acquisition of resources to facilitate respite.
 3. Promote and advocate continued school-wide and community engagement in service-based projects, donating, and fundraising for underserved populations and other organizations that meet their needs.
- C. *Disseminating up-to-date information regarding culturally sensitive interventions and assessments within underserved individuals and families internationally. Providing graduate students with continued cultural competence development through the involvement in local, national, and global service-based outreach projects.*
1. Provide global organizations and individuals with up-to-date, empirically-based information regarding psychological strategies to reduce short-term distress and promote long-term mental health. This may include, but is not limited to, providing techniques and strategies for addressing affective, social, biological, and behavioral components of identified problems.
 2. Design, plan, and execute original research initiatives involving global communities that will add to the existing literature. Psychology trainees will work closely with the organization supervisor and Nova Southeastern's Institutional Review Board to provide meaningful research that expands knowledge on, but is not limited to, crisis intervention, psychological assessment and intervention among underserved communities. If accepted, research findings may be disseminated through school-wide talks, national conferences, and publications. This will promote Nova Southeastern University's Clinical Psychology Doctoral Programs' commitment to research and fidelity to the scientific-practitioner model.
- D. *Partnering with community agencies that reach underserved international populations to identify and develop well-informed decisions regarding best-practice interventions in psychological, social, behavioral, and educational contexts.*
1. Promote and advocate for continued depth and breadth of cross-cultural education and sensitivity training among psychology trainees. Psychology trainees will be provided with training on culturally appropriate empirically-grounded psychological interventions, and psychometrically sound psychosocial assessments. Engaged psychology trainees will gain experience in the administration, scoring, interpretation, and feedback of such assessments. Additionally, engaged psychology trainees will gain experience in providing psychological interventions to individuals and families in underserved communities.
 2. Provide psychology trainees with information about opportunities for continued engagement in service-learning projects to encourage a sense of community and promote the philanthropic efforts of Nova Southeastern University.
- E. *Create interdisciplinary collaboration among students, faculty, not-for-profit organizations, and related professionals to promote service learning with adolescents, youth, and other individuals in underserved communities at an international level.*
1. Strengthen relationship and engagement between other healthcare colleges at Nova Southeastern University to promote interdisciplinary work between other graduate trainees. Psychology trainees and other graduate-level trainees from various colleges will

be provided with the opportunity to work as an interdisciplinary team on humanitarian outreach.

2. Promote and advocate psychology trainee and school wide engagement in community events that align with the humanitarian outreach goals of this organization.

SECTION 2. Funding This association will be funded through monies acquired through fundraising events and CPS-SGA appropriated funds.

ARTICLE III. IMPLEMENTATION OF OBJECTIVES

SECTION 1.

1. Aid in the creation, organization and planning of hosting events that will provide networking and fundraising opportunities. Organization will partner with larger scale community vendors and individual donors that align with the goals and purpose of this organizations.
2. Collect and disseminate articles of clothing, hygiene products, school supplies, toys and more to global communities to provide humanitarian relief.
3. Research and disseminate culturally and linguistically adapted psychosocial assessments that facilitate quality of caregiving and allocation of resources to underserved individuals in global communities. Assessments may include but are not limited to assessment of intellectual functioning, autism, and trauma.
4. Partner with other disciplines to provide underserved individuals from global communities with access to more resources. Such partnerships may include provision of medical services.

ARTICLE IV. MEMBERSHIP

SECTION 1.

Membership duties are as follows:

- A. Chair new fundraising and advocacy projects as they arise
- B. Attend scheduled meetings
- C. Participate in HGO events whenever possible
- D. Encourage the study body's participation in organized events
- E. Collaborate with other board members regarding ongoing projects
- F. Meet assigned project deadlines
- G. Explore possibilities for internal and external advocacy projects, and consult with executive board before undertaking new projects
- H. Remain engaged and communicative in the organization through continued participation and efforts into furthering HGO's initiative

ARTICLE V. EXECUTIVE BOARD

SECTION I. Selection of Board Members

For the inaugural year, the executive board positions will be appointed by the President and Vice President and will work collaboratively and share responsibilities as outlined below. In each subsequent year, the Executive Board will be formed through a process in which members interested in leadership roles are nominated by themselves or another HGO member. Students who choose to accept nomination for an Executive Board position must submit a short essay demonstrating their commitment to the HGO objectives, qualifications for the position, and a description of their leadership skills. Nominated students will be oriented to HGO bylaws, specific role responsibilities, and time commitments. Candidates will be subject to an in-person interview with the Vice President. Candidates will be elected should they receive a unanimous decision by the President and Vice President. The current President is required to mentor the President-Elect to ensure that HGO's mission is continued and that the organization continues to thrive. One position may be held per academic year per student, and a maximum of two students may share an Executive Board position. Students may hold a position for no more than two consecutive academic terms.

SECTION II. Selection of Faculty Advisor

The executive board will select faculty advisor(s) at the time of the creation of the board. One advisor must be a faculty member within the College of Psychology. The selection will be based upon the faculty member's expertise in research, service, advocacy, and experience with service learning. The advisor will be informed of all ongoing projects of the association during scheduled meetings.

SECTION III. Executive Board Meetings

Executive board meetings will be held at a mutually agreed upon time decided at the start of each semester. Meetings will be scheduled monthly for executive board members and the faculty advisor, and monthly for the executive board and current members. All board members are expected to attend both meetings unless granted permission otherwise. A simple majority (51%) of officers constitutes a quorum to transact business. A simple majority (51%) vote is needed to decide on an issue.

SECTION IV. EXECUTIVE BOARD ROLES

1. Faculty Advisor: Dr. Stephen Campbell

2. President:

- A. Organize meetings with faculty advisor and Vice President, at least 3 per academic year.
- B. Organize and lead monthly meetings with Executive Board members.
- C. Inform members of conferences, workshops, and volunteer opportunities relevant to HGO's mission.
- D. Oversee projects and events carried out by elected positions.
- E. Communicate and collaborate with the College of Psychology's Student Government Association as well as other organizations within the university as necessary.
- F. Vote in Executive Board meetings only in the case of a tie.
- G. Form committees within the Executive Board as needed.
- H. Complete university-required Treasurer and Logistics training.

3. Vice President

- A. Organize meetings among executive board members.
- B. Coordinate membership events for HGO.
- C. Oversee formation of committees and monitor events and projects carried out by various committees.
- D. Assist President in overseeing projects and events carried out by chaired positions.
- E. Assume the duties of the President in his/her absence and shall become President in the event of a vacancy during the school year,
- F. Coordinate all Executive Board position changes at the beginning of each new academic year and in the event of position vacancies or removals.
- G. Overlook the programming of events in terms of content and message and what values it provide to our members.
- H. Weekly meeting with President.

4. Secretary

- A. Send out monthly newsletter to all HGO members and interested graduate psychology students.
- B. Regularly check HGO email.
- C. Record minutes during meetings and email them to HGO members.
- D. Maintain active and up-to-date listserv of membership
- E. Send required documents monthly to Secretary of the Student Government Association.
- F. Collaborate with NSU information technology personnel to maintain a HGO section of the CPS website that will include up-to-date links to information regarding the service-learning opportunities and organizations devoted to this purpose.
- G. Perform other duties as prescribed by the President.

5. Treasurer

- A. Coordinate events and projects to raise money for HGO.
- B. Responsible for collection, accounting, and distribution of all HGO funds.
- C. Order food for events/meetings.
- D. Endorse all approved HGO expenditures.
- E. Maintain records of all expenditures and complete University required Treasurer and Logistics training.
- F. Perform other duties as prescribed by the President.

6. Fundraising Chair

- A. Create and submit a list of possible fundraising events to the executive board 30 days prior to the beginning of each academic year.
- B. Upon board approval, coordinate with the Internal and External Advocacy Director and any other third party persons for the purpose of creating, organizing, and executing fundraising events.
- C. Report directly to treasurer to secure funds for upcoming events.
- D. Target resources through formal proposals to solicit funds from corporations, businesses and through the grant writing process.
- E. Network with organizations to solicit support for fundraising activities.
- F. Motivate individuals and organizations to support a fundraising cause.
- G. Facilitate an ongoing relationship with donors.
- H. Maintain a history of each event, documenting total funds raised and member attendance.

7. External Advocacy Director

- A. Organize ongoing as well as time-limited outreach projects.
- B. Communicate and keep in constant contact with local charities and organizations to plan community events, with oversight of the faculty advisor.
- C. Keep an updated database of outreach contacts.
- D. Promote student involvement in projects and oversee student training and implementation of outreach involvement.
- E. Plan/advertise/register for/organize HGO community events/volunteer activities (i.e., awareness walks) for e-board and general members (1 per semester).
- F. Check HGO's email regularly for advocacy issues and opportunities.
- G. All advertising outside of College of Psychology.

8. Internal Advocacy Director

- A. Advertise around campus for HGO meetings and events.
- B. Gather information to create informational/advocacy materials.
- C. Hold legislative advocacy drives in the Maltz Lobby (i.e. talking to students about current advocacy issues, gathering signatures and letters).
- D. Promote an awareness week focused on ongoing issues experienced by underserved individuals and families globally.
- E. Establish and maintain relationships with board members of other COP and NSU student organizations.
- F. Check HGO's email regularly for advocacy issues and opportunities occurring within NSU.
- G. All advertising inside of College of Psychology.

9. Research Director

- A. Coordinate research meetings.
- B. Engage in ongoing research for funding possibilities (with Fundraising Chair).
- C. Develop calendar of research conference deadlines.
- D. Serve as liaison for all student research projects.
- E. Report progress and research goals from all first authors and other research team members to the President and Vice President in an efficient manner to ensure open communication within the executive board.
- F. Provide assistance and consultation for projects from conception to publication/presentation.
- G. Assist in assigning and supporting project team leaders to maximize productivity.
- H. Share HGO research experience(s) with legislative advocacy at periodic graduate student-presented workshops and colloquial.

10. General Member Duties

- A. Chair new advocacy projects as they arise.
- B. Attend monthly meetings and events.
- C. Participate in HGO events whenever possible.
- D. Encourage students to participate whenever possible.
- E. Communicate effectively with other board members regarding ongoing project(s).
- F. Meet project deadlines.
- G. Explore possibilities for internal and external advocacy projects, and consult with executive board before undertaking new projects

ARTICLE VI. RESIGNATIONS, REMOVALS, AND VACANCIES

SECTION 1. Resignations

- An officer may resign from the Executive Board by delivering a written resignation, with as much notification as possible, to the President, or if the resigning officer is the President, then the President shall submit the resignation to the Vice President. That office is thereupon deemed vacant and the selection of board member process, as outlined above, will take place.

SECTION 2. Removal

- An officer may be removed from office before his or her term would have otherwise expired by a 2/3 majority of votes cast at an Executive meeting. At least **one** of the following conditions must be met before said removal can take place:
 - A) Appropriate grounds leading to the termination of that office due to not fulfilling the duties of his or her respective position, as outlined in the bylaws, and that office becomes vacant upon said removal.
 - B) Appropriate grounds leading to the termination of that office due to a blatant disregard of one or more of the provisions of these Bylaws, or of a blatant disregard for said office characterized by a lack of "good faith" effort to carry out the necessary and appropriate duties and responsibilities of said office, will cite that officer for removal, and that office becomes vacant upon said removal.
 - C) The position of an officer who ceases to be in good standing will automatically become vacant.

SECTION 3. Filling Vacancies

- If an officer's position becomes vacant, the vacancy will be filled within one month of said vacancy. The applicant will be subject to an in-person interview conducted by the Vice President. The appointment will be based upon a unanimous President and Vice President decision. In the case of a split decision by the President and Vice President, the decision will be made by a majority vote of the executive board, excluding the President and Vice President.

ARTICLE VI. MISCELLANEOUS

Humanitarian Global Outreach (HGO) Executive Board Member Contract Agreement:

I, _____, (print name) agree to fulfill the following duties as _____ (HGO executive board position) for the 2018-2019 school year.

In addition to the obligations listed above, I agree to attend all executive board and general member meetings (at least 2 overall per month). I agree to attend at least one community service event per semester in order to contribute to the cohesion of the HGO organization. I also agree to provide the Chair and Co-Chair of HGO with a monthly forecast email on the first of the month. This forecast will include my anticipated HGO goals and projects for the upcoming month.

I understand that failure to complete my assigned responsibilities will result in dismissal from my position on the executive board team.

Signed,

_____ (Sign name)

_____ (Today's date)