

Bylaws of NAMI Franklin County Students

ARTICLE I. PURPOSE OF BYLAWS

These bylaws serve as the operational guidelines for NAMI Franklin County Students. They expand on the Constitution by outlining specific procedures for meetings, membership, officer responsibilities, committees, finances, and events.

ARTICLE II. MEETINGS

Section 1. General Body Meetings

- General body meetings shall be held at least **twice per month** during the academic year.
- Meetings will include educational programming, advocacy updates, event planning, or peer-support activities.
- Notice of meetings must be provided at least two week in advance via electronic communication. (e.g. email, social media, GroupMe, e.t.c.,)

Section 2. Executive Board Meetings

- The Executive Board shall meet at least **monthly** during the academic year.
- Meetings will review progress, finances, event planning, and coordination with NAMI Franklin County.

Section 3. Quorum

- A quorum for conducting official student org meeting shall consist of 50% + 1 of active member present.
- A quorum for Executive Board decisions shall be **two-thirds of officers**.

ARTICLE III. MEMBERSHIP EXPECTATIONS

Section 1. Active Membership

- Members are considered “active” if they:
 - Attend at least **two general body meetings per semester**, and
 - Participate in at least **one event, training, or volunteer activity** per academic year.

Section 2. Member Responsibilities

- Uphold the mission and values of NAMI Franklin County and OSU.
- Treat peers with dignity, respect, and confidentiality in discussions.

ARTICLE IV. OFFICERS

Section 1. Officer Positions & Duties

1. **Co-Presidents** – Presides over meetings, represents the organization to OSU and NAMI Franklin County, and ensures compliance with OSU/NAMI guidelines.
2. **Secretary** – Records meeting minutes, manages attendance, maintains official documents, and coordinates communication.
3. **Treasurer** – Oversees finances, prepares budgets, maintains financial records, and coordinates with OSU's student org finance office.
4. **Programming Chair** – Plans workshops, awareness weeks, and coordinates signature NAMI programs (e.g., Ending the Silence, Peer-to-Peer).
5. **Advocacy Chair** – Leads policy campaigns, social media awareness, and student government collaboration.
6. **Outreach Chair** – Manages collaborations with other student organizations, OSU departments, and community partners.

Section 2. Terms of Office

- Officers serve for **one academic year**, beginning at the end of spring semester elections.
- Officers may serve consecutive terms if re-elected.

Section 3. Elections

- Elections will be held annually in **April**.
- Nominations may be self-submitted or peer-submitted.
- Voting will be conducted by secret ballot; a simple majority is required.

Section 4. Officer Vacancies

- If the President vacates office, the Vice President assumes the role until an election is held.
- For other vacancies, the Executive Board may appoint an interim officer until the next election.

ARTICLE V. COMMITTEES

Section 1. Standing Committees

- **Programming Committee:** Plans events, guest speakers, and workshops.
- **Advocacy Committee:** Leads campaigns during Mental Health Awareness Month, Suicide Prevention

Week, etc.

- **Outreach Committee:** Handles collaborations and community service projects with NAMI Franklin County and other groups.

Section 2. Ad Hoc Committees

- Temporary committees may be formed by the Executive Board for special projects (e.g., conferences, retreats).

ARTICLE VI. FINANCES

Section 1. Fiscal Year

The fiscal year of NAMI Franklin County Students shall run concurrently with The Ohio State University's fiscal year (July 1 – June 30).

Section 2. Sources of Funding

NAMI Franklin County Students may obtain funds from the following sources:

- 1. University Funding:** Applications for the Student Activity Fee (SAF), Student Government allocations, or other OSU-approved funding opportunities.
- 2. NAMI Franklin County Support:** The organization may receive financial or in-kind support (e.g., materials, training, program supplies) from NAMI Franklin County in alignment with its community engagement policies.
- 3. Fundraising:** Student-led fundraising events and campaigns consistent with OSU and NAMI policies.
- 4. Donations & Grants:** External donations or grants may be accepted only if approved by both the Executive Board and the advisor, and must be consistent with OSU and NAMI guidelines.

Section 3. Budgeting Procedures

1. The Treasurer shall prepare an **annual budget** at the beginning of each academic year, in consultation with the Executive Board and advisor.
2. The budget must include expected expenses for programming, events, awareness campaigns, and administrative costs.
3. The budget shall be reviewed and approved by a majority vote of the Executive Board.

Section 4. Expenditure Policies

1. Any expense over **\$100** must receive prior approval from a majority vote of the Executive Board.
2. All expenditures must align with the mission and values of NAMI, OSU's student org funding rules, and NAMI Franklin County's financial accountability policies.
3. No personal reimbursements will be issued without prior written approval by the Treasurer and one additional officer.

4. University-provided funds (SAF or Student Government allocations) must follow OSU's **Student Organization Fiscal Policies** and may not be used for prohibited expenses (e.g., alcohol, personal use, political campaigns).

Section 5. Banking and Record-Keeping

1. All organization funds shall be maintained in the OSU Student Organization account system unless otherwise directed by OSU's Student Activities office.
2. The Treasurer shall maintain accurate records of all transactions, receipts, and budgets.
3. Financial records shall be open for review by members, the advisor, NAMI Franklin County (when funds are co-managed), and OSU Student Activities upon request.

Section 6. Financial Oversight & Accountability

1. The Treasurer will present a **semesterly financial report** to the general membership.
2. The advisor must review and approve all budgets and major expenditures.
3. When NAMI Franklin County provides funding or materials, the Treasurer will submit receipts and usage reports to NAMI Franklin County in accordance with its accountability requirements.
4. The organization will maintain compliance with all applicable OSU, NAMI Franklin County, and national NAMI financial reporting standards.

Section 7. Fundraising Policies

1. Fundraising must be mission-driven, ethical, and consistent with OSU fundraising guidelines.
2. All fundraising events involving NAMI's name, logo, or branding must be coordinated with NAMI Franklin County to ensure brand consistency and adherence to NAMI's policies.
3. Funds raised for specific purposes (e.g., Mental Health Awareness Week programming) must be used for that purpose.

Section 8. Dissolution of Assets

In the event of dissolution of the organization, all remaining funds and assets shall be transferred to **NAMI Franklin County**, or another nonprofit mental health organization chosen by the Executive Board, in accordance with OSU Student Organization policies.

ARTICLE VII. EVENTS & PROGRAMMING

Section 1. Signature Programs

NAMI Franklin County Students shall strive to implement NAMI signature programs, including but not limited to:

- **Ending the Silence** (youth/college presentations on mental health awareness).
- **Peer-to-Peer** (peer-led education and support program).
- **In Our Own Voice** (storytelling program).

Section 2. Awareness Activities

The organization shall coordinate events during **Mental Health Awareness Month (May)**, **Suicide Prevention Awareness Month (September)**, and **Mental Illness Awareness Week (October)** in alignment with NAMI Franklin County.

Section 3. Collaboration

The organization will collaborate with NAMI Franklin County, OSU Counseling and Consultation Services, student government, and other student orgs to enhance mental health programming.

ARTICLE VIII. CODE OF CONDUCT

- Members must respect confidentiality during peer-support and advocacy activities.
- Members and officers will act in alignment with NAMI's values of hope, inclusion, empowerment, compassion, and fairness.
- Violations may result in disciplinary action as outlined in the Constitution's membership removal process.

ARTICLE IX. AMENDMENTS TO BYLAWS

- Amendments may be proposed by any member in writing to the Executive Board.
- Amendments require a simple majority vote of the Executive Board and notification to the general body.
- Amended bylaws must be consistent with the Constitution and OSU policies.