

Constitution of R.E.A.L. Peer Health Educators
Adopted on August 1st, 2010

Article I Name

- A. The official name of the club or organization is R.E.A.L. Peer Health Educators

Article II Purpose

- A. The reason for the formation of the R.E.A.L. Peer Health Educators is to create an environment of learning and trust to address individual and community responses to alcohol, drugs, and other health related issues that students of Southern Utah University may encounter while attending the University. By integrating comprehensive findings about alcohol, drugs and other health related issues with frank and open dialogue we develop strong cohesive partnerships on campus and in the community. We are committed to a balanced approach that applies best practices while promoting a healthy campus and community environment.
- B. The R.E.A.L. Peer Health Educators objectives are as follows:
 - a. Provide important, programs, information, and resources that empower students with a greater understanding of who they are and what their institution can do for them.
 - b. Maintain trusting, non-judgmental relationships in support of students trying to reduce risks in their behavioral choices.
 - c. Design outreach and educational efforts based on the attitudes and behaviors of the SUU student community.
 - d. Specialize in various topic areas, such as, alcohol and other drugs, gender and sexuality, healthy eating, stress, sexual assault prevention, sexual health, and mental health.

Article III Membership

- A. The recruiting details include:
 - a. A Fair Process
 - b. Equal Opportunity
- B. All peer educators must meet the following minimum requirements:
 - a. Minimum GPA 3.0 during the time working as a peer educator
 - b. Must be enrolled in at least 12 total credits each semester working as a peer educator
 - c. Must commit to work for at least one year
 - d. Lead Peers must work approximately 22-25 per month (average 90 – 100 hours per semester, depending on the total hours allotted to each lead peer)
 - e. Peer Educators must work approximately 12 hours per month (average of 50 hours per semester)
- C. R.E.A.L. Peers have the rights and privileges of
 - a. Receiving personal training to become nationally certified Peer Health Educators

- b. Attend retreats, training sessions, assemblies, and conferences with peers from all over the country
- c. Get to know students, faculty, and staff while learning more about yourself and others like you
- d. Host Health & Wellness Campaigns
- e. Host Late Night Activities
- f. Compensation with academic credit or a small stipend each semester

Article IV Meeting

- A. R.E.A.L. Peers meet once a week every Tuesday night at 8:00 p.m. in the CAPS seminar room. There are a total of 27 meetings throughout the school year.
- B. Meetings are held to discuss and plan upcoming events, such as, Health and Wellness Campaigns and Alternative Late Night Events.

Article V Executive Board

- A. There are two Lead Peer Positions that are responsible for:
 - a. Mentoring Peer Educators
 - b. Consistently communicate with Peer Educators (weekly, at the least)
 - c. Consistently evaluate Peer Educators (semester, at the least)
 - d. Schedule and monitor Peer Educators; be aware of what Peers are doing with their time
 - e. Give Peer Educators specific assignments with specific accountability
 - f. Provide personal/professional development opportunities for Peers
 - g. Attend Bi-annual Lead Peer Meetings at the beginning of each semester
- B. Only those who have been involved with the Peer Program for at least one year can qualify for a Lead Peer Position

Article VI Elections

- A. Lead Peer and Peer Educator positions must be maintained for a full school year or until graduation from University.
- B. Lead Peer or Peer Educator can resign from position within a 30-day notification to Advisor.
- C. Lead Peer positions are applied for and selected by Advisor.
- D. Peer Educator positions are applied for and selected by two Lead Peers and Peer Advisor.

Article VII Funds

- A. There is a source of funds available for programming and events through institutional funding. Any additional funds received through fundraising or merit money is placed into these campus funds. All funds go to supplies and advertisement of Campaigns, Alternative Late Night Events, or any additional programming and presenting that the R.E.A.L. Peers may participate in.

Article X Advisor

- A. Peer Advisor was selected based on campus position as Prevention Specialist. Responsibilities of Peer Advisor are as follows:
 - a. Provide personal/professional development opportunities to Peer Educators
 - b. Provide monthly training meetings for Peer Educators
 - c. Provide intensive training retreat each fall and spring to prepare for each semester
 - d. Support Lead Peers with supplies and training needs
 - e. Manage payroll for Peer Educators and Lead Peers
 - f. Check time cards for accuracy each month
 - g. Manage Peer Education Program budget
 - h. Manage hour allocation among participating Peers

Article XI Ratification

- A. R.E.A.L. Peer Health Educators are given a Handbook at the beginning of the year, which entails all the requirements along with the guidelines of our constitution. We cover the handbook during our first Peer Health Education meeting.

Article XII Amendments

- A. Any and all Amendments will be discussed with all active members on reasons for Amendment and therefore voted upon until unanimous. The Amendment will be ratified the following year in the Peer Health Educator's Handbook.

Article X Bylaws

- A. There are five basic rules of Mentoring:
 - a. Provide accurate information
 - b. Don't make decisions for others
 - c. Be a good listener
 - d. Make effective referrals
 - e. Be nice

Peer To Peer: EIU's Peer Health Educators
Eastern Illinois University

Preamble (Mission Statement):

To empower students to choose better lifestyles by educating the EIU community through role modeling positive behaviors while impacting change.

Article I: Name

This organization will be known as Peer To Peer: EIU's Peer Health Educators.

Article II: Membership:

Section 1: Active members will be defined as any students currently attending Eastern Illinois University or Lakeview Nursing Program holding a minimum of 2.75 GPA being considered leaders, role models, and educators. Active members have voting privileges during team meetings. Active members are required to read and sign the Peer To Peer: EIU's Peer Health Educator's Constitution. Active members are required to attend all required training, team meetings, as well as facilitate three presentations per semester. Active members may miss required meetings if said member gives at least 24 hours notice to the secretary before the meeting/event was planned. Any and all questions on membership will go directly to the Associate Director of the Health Education Resource Center and their Graduate Assistant.

Section 2: Inactive members will be defined as any student not meeting the requirements of an active member. Inactive members do not receive any voting privileges, may not be elected to office, nor can any inactive member facilitate a presentation.

Section 3: There will be no dues or other assessment fees for membership in Peer To Peer at this time, though any activities or services not approved through the Health Services budget will require outside financial assistance. Should the need arise; the voting members will approve said dues by reaching a majority vote.

Article III: Executive Board

Section 1: The executive board will consist of President, Vice President, Treasurer, Marketing, and the Specialty Coordinators.

Section 2: Qualifications necessary to hold office in the Peer to Peer: EIU's Peer Health Educators at Eastern Illinois University are as follows: Student Life Office at Eastern Illinois University RSO policies require that to be "eligible" to hold executive office, candidates must be in good academic, good disciplinary standing and regularly enrolled students at Eastern Illinois University.

Student Life Office at Eastern Illinois University RSO policies require that ALL of the Executive Officers maintain a minimum overall 2.0 cumulative grade point average or higher each term and must be in good academic and disciplinary standing with the university. The Executive Officers must be enrolled in at least 12 credit hours (9 credit hours for graduate students) each semester while holding an executive office.

Section 3: The President's responsibilities include:

- A. Provide an agenda for and facilitate meetings.
- B. Meet one on one with Advisor once a week.
- C. Attend all Executive Board and team meetings.
- D. Help provide continuity between Executive Board and Peer To Peer.
- E. Appoint persons to temporary positions to perform special functions with the approval of the Executive Board as needed.
- F. Maintain on file the Constitution, Bylaws and rules required by Peer To Peer.
- G. Develop additional training and professional development for members alongside the Advisor as needed.
- H. Abide by the Advisor's expectations, as well as the mission and goals of the Health Education Resource Center under EIU's Health Services.

Section 4: The Vice President's responsibilities include:

- A. In the absence of the President, take over all responsibilities until there is a need for re-election.
- B. Act as a liaison between the Bacchus Network and the University's Peer Education program.
- C. Organize and coordinate special program functions Peer To Peer may choose to participate in or sponsor, when granted authority by the Bacchus Network, President of Peer To Peer, or Associate Director of Health Service.
- D. Attend all Executive Board and team meetings.
- E. Abide by the Advisor's expectations, as well as the mission and goals of the Health Education Resource Center under EIU's Health Services.

Section 5: The Treasurer's responsibilities include:

- A. In the absence of both the President and the Vice President, take over all responsibilities until there is a need for re-election.
- B. Maintain an accurate financial record of all Peer To Peer transactions that will be published and distributed at the beginning of each semester including an itemized annual budget for the academic year that may be discussed for purposes of adoption at any team meeting.
- C. Require a March audit of the previous year and collection of all bills, dues and other monies owed to Peer To Peer.
- D. Pay all bills promptly.
- E. Organize any fundraising activities deemed necessary by Peer To Peer.
- F. Attend all Executive Board and team meetings.
- G. Abide by the Advisor's expectations, as well as the mission and goals of the Health Education Resource Center under EIU's Health Services.

Section 6: The Secretary's responsibilities include:

- A. In the absence of the President, Vice President, and Treasurer, take over all responsibilities until there is a need for re-election.
- B. Create meeting agendas and secure reports from other officers prior to the meeting time to include on agenda.
- C. Take meeting minutes and provide to the advisor to proofread and to put on the Peer 2 Peer website.
- D. Send meeting minutes to the members.
- E. Attend all Executive Board and team meetings.
- F. Abide by the Advisor's expectations, as well as the mission and goals of the Health Education Resource Center under EIU's Health Services.

Section 7: Communications and Outreach Coordinator responsibilities include:

- A. Assist with PR creation for events.
- B. Organize campaigns.
- C. Manage volunteers for campaigns and events.
- D. Send reminders to volunteers for events and campaigns.
- E. Attend all Executive Board and team meetings.
- F. Assist with website updates.
- G. Abide by the Advisor's expectations, as well as the mission and goals of the Health Education Resource Center under EIU's Health Services.

Article IV: Committees and Temporary Positions:

Section 1: Any committee or temporary position will be appointed by nomination of the President with the majority of Executive Board officers approving this nomination.

Section 2: Committees or temporary positions may be authorized through the Assistant Director of Health Services, the Bacchus Network, or as the need arises.

Section 3: All committees or temporary positions must keep a folder to document all activities to be archived.

Article V: Voting:

Section 1: Those with voting privileges may vote. Voting privileges are granted to all members of Peer To Peer who are considered active members.

Section 2: A majority for the general team meetings shall be >50% of the present membership. A majority for the Executive Board meetings shall be >50% of the present Executive Board members. In the event of a tie, the President with the assistance of the Advisor will determine the best course of action.

Article VI: Nomination Procedures:

Section 1: Formal nominations for offices will take place one week prior to the date of elections and informal nominations will continue until all offices are exhausted. The date for formal nominations shall be announced two weeks prior to the date of nominations.

Section 2: Nominations for officers will start with the President, Vice President, Treasurer, Secretary, and conclude with the Marketing Chair.

Article VII: Election Procedures:

Section 1: The officers will be elected by a simple majority of the active, voting members present at the meeting when elections are held. This election meeting date will be announced two weeks in advance.

Section 2: The term of the officers of this organization will be one academic year (i.e., beginning May 1st until April 30th) unless there is a removal/resignation accepted. If an officer leaves their post mid-term a special election will be held to fill that office.

Section 3: Elections for officers will start with the President, Vice President, Treasurer, Secretary, and conclude with the Marketing Chair.

Section 4: Any active member is eligible to be elected into any position.

Section 5: Each office is elected on an individual, secret ballot.

Section 6: In the event of a tie between two or more candidates for the same position, the candidates with the same number of votes will have a run-off election. In the event of another tie, the President with the assistance of the Advisor will determine the best course of action.

Section 7: Newly elected officers will facilitate at least one meeting prior to beginning their term in office.

Article VIII: Removal and Resignation of an Officer:

Section 1: Any officer of Peer To Peer may be removed from his/her office by a 2/3 vote of the active, voting members present at any team meeting. In the event of the removal of an officer or in the event any officer resigns his/her office, a special election shall be called by public notice within two weeks following the said officer's removal or resignation, and at least one week prior to a said election. A new officer will be elected by a simple majority of the active, voting members present at the said meeting.

Article IX: Sanctioning of Members:

Section 1: Should any member fall into question of carrying out inappropriate or unethical behavior, a Standards Board will be called to review the decision of membership status. Inappropriate or unethical behaviors, being subjective, are difficult to define. Thus, a Standards Board will be called to judge the definition of what is inappropriate or unethical.

Section 2: Standards Board shall consist of the Associate Director of Health Services, Health Education Coordinator, Advisor, as well as two active members not affiliated with said infraction.

Section 3: The Standards Board shall meet with all reasonable promptness when issues of membership status are raised. The member in question shall be notified at least 3 days before the hearing with the board.

Section 4: At the Hearing of the Standards Board, the Advisor will present any information regarding the status of membership; the member will refute any

information as he/she sees necessary; voting will proceed. This hearing will only determine the membership status of active versus inactive membership in Peer To Peer. It will not determine any judicial sanctioning on the part of the student.

Section 5: Once a member has been deemed 'inactive', the student will serve at least one semester probation before the student may appeal to become an active member again.

Article X: Adherence to University Rules and Regulations:

Section 1: Peer To Peer will adhere to the Eastern Illinois University Student Handbook and all other laws, rules, and regulations governing Eastern Illinois University and its students.

Article XI: Advisor(s)

Section 1: The Peer to Peer: EIU's Peer Health Educators at Eastern Illinois University shall appoint an individual(s) employed as a EIU faculty or staff member by Eastern Illinois University to serve as the university advisor(s) to the Peer to Peer: EIU's Peer Health Educators at Eastern Illinois University as required by Eastern Illinois University. EIU faculty, staff and Graduate Student Assistants are eligible to serve as EIU Faculty/Staff advisors. The advisor(s) shall fulfill the responsibilities specified in the *EIU Registered Student Organizations & Advisors Handbook*. Advisors shall serve on an academic year basis or until their successor has been selected.

Section 2: Any non-EIU Faculty/Staff member wishing to serve as an "Auxiliary" RSO Advisor must obtain prior approval from the Director and Associate Director of the Health Service.

Section 3: Advisor responsibilities include:

- A. Helping provide continuity and helping to facilitate orderly changes within Peer to Peer.
- B. Assist with continual recruitment and organizational maintenance.
- C. Provide ongoing training and professional development opportunities for all members.
- D. Promote the growth, development, and wellness of the organization, its members, and the student body of EIU.
- E. Report to the Associate Director of Health Service or Assistant Director for Health Education and Promotion

Section 4: Termination of an EIU Faculty/Staff RSO Advisor to the Peer to Peer: EIU's

Peer Health Educators at Eastern Illinois University shall occur through the following procedure:

- A. A member may write a letter requesting the termination of an EIU Faculty/Staff RSO Advisor. This letter must include specific examples and reasons for the termination of the advisor; documentation should be provided.
- B. This letter should be submitted to the Associate Director of the Health Service.
- C. The Associate Director will meet with the RSO advisor along with the Assistant Director of the Health Education Resource Center and the Director of the Health Service where the RSO advisor may state a defense to the letter.
- D. The Director of the Health Service, the Associate Director of the Health Service, and the Assistant Director of the Health Education Resource Center will deliberate and decide whether or not the RSO advisor should be terminated.

Tobacco Free Ambassadors University of Central Missouri Constitution and Chapter By-Laws

Adopted Spring 2013

Article I **Name and Affiliation**

Section 1. **Name**

The name of this organization shall be Tobacco Free Ambassadors (TFA)

Section 2. **Affiliation**

Tobacco Free Ambassadors are peer educators who will work in collaboration with the office of Violence and Substance Abuse Prevention along with the University of Central Missouri.

Article II **Objective**

The organization objectives are: to promote a tobacco free environment through use of positive means. Tobacco Free Ambassadors will assist with data collection for research, promote policy compliance, implement education and awareness, and complete on-going training.

Article III

Composition and Membership

Section 1. **Composition**

This organization shall consist of undergraduate and graduate students of the University of Central Missouri.

Section 2. **Eligibility for Membership**

Students will be nominated by organizations or faculty and staff to apply for membership. Interviews will be conducted to select members.

Section 3. **Officers**

Officers for the Tobacco-Free Ambassadors will be elected by the membership annually.

A. President

1. The TFA President will serve as a liaison between Office of Campus Activities and TFA. Duties will include:
 - a. Attend student organization meetings
 - b. Student contact
 - c. Communicate regularly with TFA advisor
 - d. Preside at regular TFA meetings

B. Treasurer

1. The TFA Treasurer will keep a record of any funds received by or disbursed by the Tobacco-Free Ambassadors. A complete disclosure of any financial activity will be made at regular TFA meetings. Monthly statements will be provided to all TFA members.

C. Removal from office; filling vacancies

1. If, for any reason, the adviser or the membership believes an officer should be relieved of his or her duties and removed from office, the motion to remove and reasons for removal shall be brought, in writing, before the membership of the TFA organization.
2. The officer shall be allowed to address the group on his or her behalf.
3. Discussion shall be allowed by the full membership.

4. A three-fourths (75%) vote of the members present will be required to remove an officer from office.
5. An interim replacement for the office shall be appointed by the adviser.
6. The full membership shall place a name in nomination for the office two weeks following the removal of the previous officer.

Section 4. **Membership**

- A. As peer educators all members will have an equal voice and decisions will be made by consensus.
- B. All members are expected to complete on going training. Failure to do so may result in termination of membership.
- C. All members must comply with tobacco policy at University of Central Missouri.
- D. No one will be denied membership because of gender, race, religion, creed, national origin, handicap, marital status, sexual identification, or sexual orientation.

Section 5. **Dues**

- A. No dues will be collected.

Article IV
Meetings

Time and Place

TFA shall meet weekly. Times will be determined by member availability.

Article V
Committees

Committees will be established by the membership at such a time as it is decided by the membership that such committees are needed. Purpose and duration of the committee will be decided at the time the committee is established. Changes to the purpose or duration of the committee will require a majority vote of the membership. Committees will be appointed by the membership. Committees will report regularly to the full organization membership.

Article VI **Amendments to Chapter By-Laws**

Section 1. **Proposition**

Proposed amendments to the Constitution must be presented in writing to the membership at least two weeks before the amendment may be brought before the membership for approval.

Section 2. **Approval of Amendments**

A 2/3 vote of membership shall be required for passage.

Section 3. **Deadlines for Amendment Approval**

The final date to approve amendments for the Fall semester shall be the final meeting before Summer break. The final date to approve amendments for the Spring semester shall be the final meeting before Winter Break. Any amendment approved after this time shall not take effect until the following semester.

Article VII **Interpretation**

Section 1. **Authority**

Authority to Interpret the By-Laws shall reside within the President and the Advisor.

Section 2. **Procedure for Interpretation**

Should a question arise concerning a particular portion of these By-Laws, the concerned member shall refer the issue to the President. The President and the Advisor shall discuss the By-Law in question and come to a final conclusion. The President shall present the ruling to the members at the next regular meeting.

Section 3. **Period of Interpretation**

Any ruling on any By-Law referred to the President shall have the same effect as a regular By-Law until the end of the current semester. It is recommended that the By-Laws be amended in such a manner as to clear up the ambiguity immediately following President and the Advisor decision.

Section 4. **Suspension of By-Laws**

Any By-Law may be suspended by a 3/4-majority vote of all members.

Spring 2015

CONSTITUTION OF HEALTH
EDUCATORS REACHING OTHERS
& ENCOURAGING SUCCESS
(HEROES)
MONTANA STATE UNIVERSITY
BILLINGS

CONSTITUTION OF HEALTH EDUCATORS REACHING OTHERS & ENCOURAGING SUCCESS (HEROES) MONTANA STATE UNIVERSITY BILLINGS

ARTICLE I

Name

The name of the organization shall be Health Educators Reaching Others & Encouraging Success, hereafter known as HEROES.

ARTICLE II

Purpose of the Organization

Section One:

HEROES, joins the Bacchus peer education network in order to provide primary prevention efforts to help alleviate the problem of alcohol misuse and abuse on campus; to promote responsible decisions about drinking within the campus community; to help educate and inform students, faculty, administrators, and staff about health issues that affect the campus community; Including: alcohol use, abuse and misuse, AIDS, Tobacco awareness/cessation, fitness/nutrition and sexual health; to increase awareness communication within the academic community regarding health-related matters of college students.

Section Two: Functions of HEROES

1. Be an educational resource for students to help them make healthy decisions for life.
2. Publicize the risk of destructive decisions for college students.
3. Provide students with the best prevention and intervention tools possible to deal with college related health issues and destructive decisions.

ARTICLE III

Membership

Section One:

Membership is open to all MSU Billings students who want to take a proactive role in being a peer educator.

Section Two: Responsibilities of HEROES Members

1. Attend HEROES meetings and a majority of the HEROES sponsored functions
 - a. If a member is unable to attend they are required to clear with leadership before the event or meeting
2. HEROES members are expected to follow through with any and all commitments made.

3. Assist in campaigns (social norm) and programming that will help educate students to make healthy decisions.
4. Serve as a representative of Billings and MSU-Billings by being aware of the decisions faced everyday by college students.
5. Be a committee member in at least one area.
6. Perform other duties not otherwise noted.
7. HEROES members that continually do not abide by the Membership Responsibilities are eligible for dismissal as an active member.

Section Three: Expectations of HEROES Members

1. Investment of time in HEROES activities by the following:

a. Meetings (Mandatory) – 1 hour weekly meetings

- i. Every Tuesday at 5:00pm in the SUB Bridger Room, changes may be made due to certain circumstances, but notifications will be given at least 2 days (48 hours) in advance.
- ii. Reminder emails will be sent Monday prior to meeting with more detailed information if needed.
- iii. HEROES are expected to be ON TIME
 - If you need to be late or leave early, you must notify the advisor or presidents via email/text 24 hours prior to the meeting.
 - If you are late or need to leave early without prior notification, this must be discussed immediately prior to the beginning of the meeting or after it has concluded.
 - Being late or leaving early on more than one occasion without prior notification will result in a one-on-one meeting with the advisor.
- iv. HEROES are allotted 3 excused absences per semester.
 - In order for an absence to be considered excused, you must notify the advisor via email 24 hours prior to the meeting.
 - Absences without proper notification will be considered unexcused and can be discussed with the advisor or president(s) after missed meeting to see if absence can be identified as excused.
 - More than one unexcused absence may result in termination of membership or ineligibility to continue in the next semester at discretion of the advisor.
- v. Meeting discussion will include signing up for shifts for events, activities and promo materials. Each member is expected to sign up for at least one portion of each event. If you cannot be at the event, please sign up for promo.
- vi. Meeting will also be used to discuss campus activities, so please be prepared to share activities and involvement in the other groups that you participate in.

- b. Attend & Support HEROES/Student Wellness – 4 hours per month plus additional supportive roles as needed**
- i. All HEROES are required to volunteer at least 4 hours per month. Volunteer activities can be spread across: TGIT's, tabling events, Service Saturdays, and other approved activities.
 - ii. *Academics and your health come first:* Email president(s) if in an extreme circumstance prevents you from attending a shift that you have signed up to volunteer for.
 - Academic absences – permission for an absence due to academic reason must be request at least 48 hours (2 days) prior to activity. However it is your responsibility to find a replacement for your shift.
 - Health absences – permission for an absence due to health reasons must be requested as soon as you know you will not be able to volunteer. If you think you are sick, please call out, the earlier you call out the better.
 - iii. If you will have a planned absence (outside academic and health absences), it is YOUR responsibility to fill your shift at least 48 hours prior to shift change and report it to the advisor or president(s).
 - iv. One unplanned/unexcused absence will result in a one-on-one with the advisor, president and vice president. More than one unplanned/unexcused absence may result in termination of membership at the discretion of the program advisor.
- c. Health Education Training (Mandatory) – 1 week before Fall Semester begins**
- i. Training will be held one week prior to the start of the Fall Semester and changes may be made due to certain circumstances, but notification will be given at least 2 days (48 hours) in advance.
 - ii. Absences – Under extreme circumstances members will be allowed to miss a portion of the training; under the expectations that the advisor will be notified of the absence via email 48 hours prior to the training. Members that have been excused from a portion of the training are required to schedule a time with the advisor or president and vice president to make-up missed material within 72 hours (3 days) of the absence.

2. Represent HEREOS, Student Health Services, Student Wellness and Montana State University Billings as a professional.

- a. Dress code must be followed at all times: HEROES members must wear HEROES t-shirts when volunteering at an activity and on Thursdays when there is a TGIT.**
- i. Failure to wear proper uniform on one occasion will result in a warning from the advisor, failure to wear proper uniform on two occasions will result in a one-on-one meeting with the advisor, and failure to wear proper uniform more than two occasions may result in termination of membership or ineligibility to continue in the next semester at the discretion of the advisor.

- ii. Additional t-shirts are available in limited sizes in the Student Wellness office if extreme cases warrant borrowing a uniform shirt.
 - iii. At Special events (e.g. athletic events) member are allowed to wear appropriate attire for the activity, such as MSUB colors or other approved apparel.
- b. **Name Badges:** Must be worn in a visible location at all time when volunteering at a HEROES activity so those students recognize you as a HEROES member.
- c. **Remember you are not a counselor:** Refer students to campus resources as required, do not attempt to diagnose a student! See additional information in your resources for referring student to Student Health Services.

3. Be a good role model:

a. Social Media:

- i. Posts on Facebook and Twitter in reference to HEROES must be respectful and positive.
- ii. Posts by you in general should not be in conflict with the mission and vision of the Student Health Services, Student Wellness & HEROES. Your profiles and posts should reflect positive health behaviors and promote the lifestyle you are educating students on in the hut.
- iii. Protect your tweets and posts on Facebook!

b. At the Events:

- i. Engage students in programs and activities ACTIVELY and CONSISTENTLY.
- ii. Speak about positive health behaviors, rather than focusing on negative behaviors.
- iii. Do not speak about negative health behaviors that you may participate in, keep them private.
- iv. Remember confidentiality training! Any health information that a student shares with you should only be shared with the advisor.

- c. As role models and representatives of the HEROES, students must adhere to campus policies and state and federal law. Member also must not engage in high-risk behaviors which include, but are not limited to, the following:
 - i. Underage drinking or illegal drug use of any kind
 - ii. Public intoxication
 - iii. Driving under the influence of alcohol or any other drugs
 - iv. Engaging in high-risk sexual behavior

4. Communicate clearly and often with advisor

- a. Program advisor will be available during open office hours to talk to you about any ideas, concerns, or even personal things you want to talk about:
 - i. Mondays: 9-11am
 - ii. Tuesdays: 9-11am
 - iii. Thursdays 3:30-5pm
 - iv. Or by appointment

- b. Reply to emails that are sent in a timely manner, even if it is to say “I cannot cover that shift.” If you don’t reply, additional emails will be sent until we are sure to have reached everyone.
- c. Respond in a timely manner to text messages that are sent, as they are often used as a means of urgent message communication.
- d. Mid-Semester one-on-one meetings after Spring Break will be held as an informal meeting to evaluate and discuss what you think the HEROES could do to improve its impact and what challenges you may be having personally with membership expectations. Plan to schedule a meeting within the first 3 days after Spring Break
- e. End-Semester evaluations will be held in the final week of school or the following week for members that will not leave Billings for break. Members are required to meet with their assigned mentor (advisor or president and vice president) to complete the performance evaluation. This is a tool for helping members improve professionally and for helping the group improve to better educate students.

5. Contribute new ideas, opinions, and suggestions

- a. Communicate with advisor or president and vice president ideas you have on any of the health topics we cover in HEROES
- b. If you have a new idea: SHARE IT!
- c. Submit suggestions anonymously at meetings or to the advisor or president(s) via email or in person

6. Be Respectful

- a. **Of Time:** Be respectful of the advisor, presidents, Student Health Services staff and your fellow HEROES members’ time. Show up at least 5 minutes early for team meetings, events, and our weekly meeting.
- b. **In Attitude:** If you have an issue with the advisor, president and vice president, Student Health Services staff, or other members of HEROES, express your concern in private with the advisor or president and vice president. They will address the issue as needed and determine a course of action. Members that choose to express concerns or issues openly and unprofessionally with other members may result in termination of membership immediately at the discretion of advisor.

7. Academic Requirements

- a. HEROES will be required to maintain a 2.0 grade point average (Leadership Team will be expected to maintain a 2.5, see Article 5 Section 1). Failure to meet these requirements will result in a probationary period.
- b. Once each semester a grade check will be done on each member.
- c. Study sessions will be available; they are provided to help students maintain the required grade point average. The sessions are highly recommended.

8. Academic Probation

- a. If you fail to meet the academic requirement you will be placed on academic probation.
- b. You will be required to meet with the advisor weekly for a grade check-in.

- c. Study sessions will be mandatory until you are off of probation.

ARTICLE IV **Executive Board**

Section One:

The Executive Board will provide leadership within HEROES and work closely with the HEROES advisor.

Section Two: Emergency Action

Members will take on emergency action, if necessary, on business brought before HEROES in the event a response to such business is needed before the next meeting of the entire organization. Each member must be contacted and informed of the response to such business before the response can be finalized.

Section Three: Executive Board Members

HEROES leadership will be comprised of a president or/and vice president, and the fund controller, all of who are current students at Montana State University-Billings. The president or/and vice president along with committee chairs comprise the HEROES executive board. HEROES will be advised by a faculty or staff member of MSU-Billings, who will retain the title of HEROES advisor.

Section 4: Voting Privileges

All members of HEROES including the Executive Board with the exception of the advisor will have voting privileges.

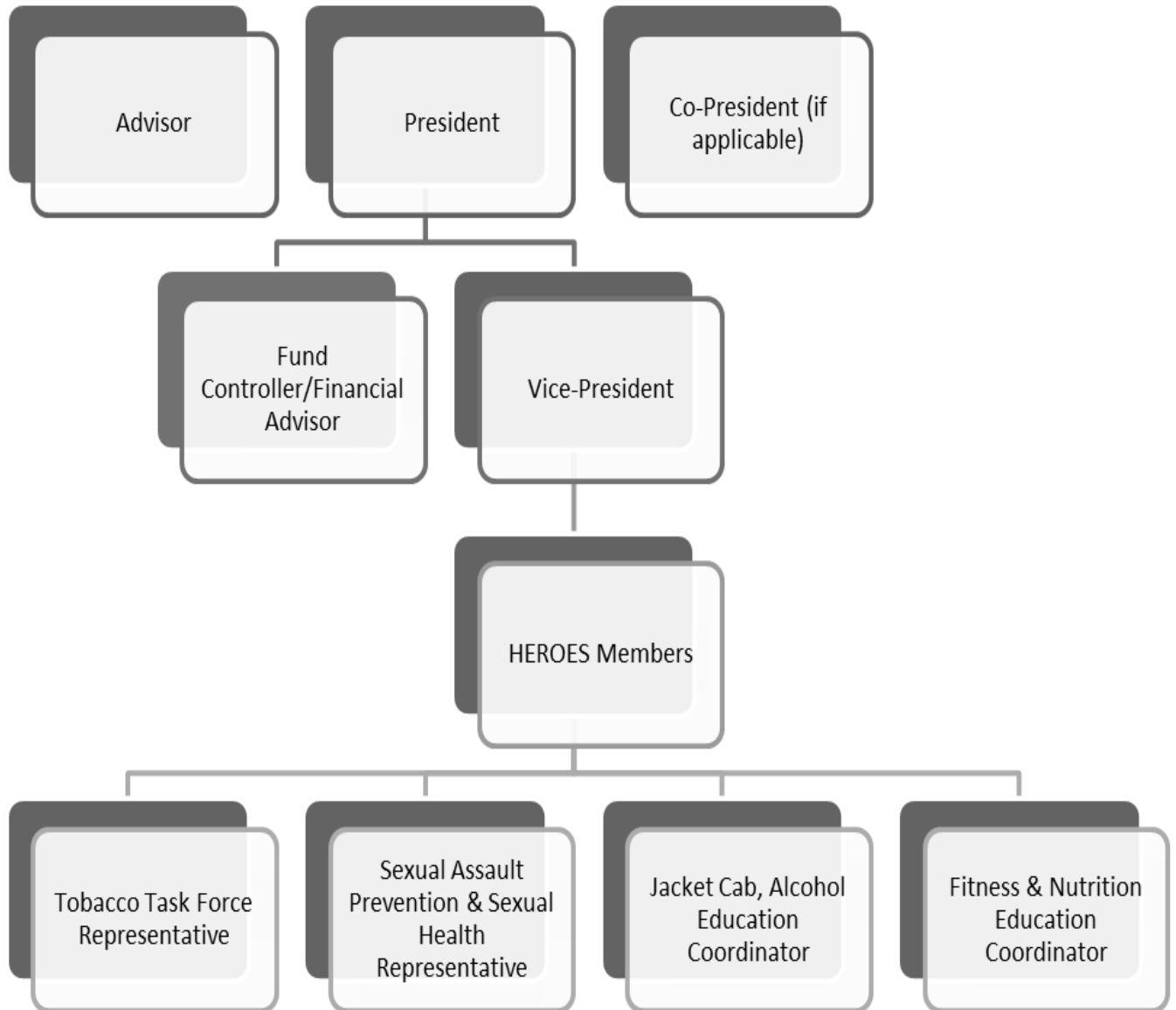
ARTICLE V **Qualifications and Duties of the HEROES Executive Board**

Section One: Qualifications

HEROES Executive Board Members must have the following qualifications to reside in an officer position:

1. Maintain a 2.5 cumulative grade point average (GPA). If an officer's GPA falls below the desired 2.5 GPA the person will be given one semester to higher his/her GPA to the desired level.
2. Be a current student at Montana State University-Billings.
3. Attend scheduled meetings and events.
4. Promote and Participate in all HEROES functions.
5. Serve on campus committees when asked
6. Be a role model to other HEROES members by leading by example.

Section Two: Organizational Chart of Leadership



Section Three: Duties

President and Vice President:

1. Coordinate HEROES members for event planning to ensure success of the organization
2. Lead on the planning and organization of some HEROES events
3. Attend and Lead all HEROES meetings
4. Meet regularly (weekly) with HEROES advisor and sub-committees.
5. Oversee all committees and establish a communication system between the committees and the HEROES organization as a whole.
6. Vote on approval of new member applications
7. Help recruit new HEROES members

Fund Controller/Financial Advisor:

1. Control funds in HEROES accounts (authorized to sign documents for specified HEROES accounts. By their signatures, the fund controllers acknowledge their responsibility to ensure that the index maintains a positive cash balance)
2. Maintain budget items for accounts in spreadsheet and meet with advisor monthly to go over budget items and match to business office
3. Plan HEROES fundraisers for the year
4. Present fundraisers and budget items at HEROES meetings
5. Update President(s) on budget items

Committee Representative/Coordinator

Each committee representative/coordinator will lead a specific area of wellness, health and behavior and work with their committee and other HEROES members to advocate, educate, and provide programming in that area. If applicable, the committee representative/coordinator will attend campus wide meetings in their specific area. The Committees are as follows:

1. Tobacco Task Force Representative
2. Sexual Assault Prevention, Sexual Health & Healthy Relationship Representative(s)
3. Jacket Cab and Alcohol Education Coordinator
4. Fitness & Nutrition Education Coordinator

HEROES Advisor

1. Be a role model for HEROES members
2. Understand HEROES's mission and function to act as a resource for information regarding the areas of wellness, health and behavior that HEROES covers.
3. Help to clearly define and explain HEROES's philosophy and mission to interested students and/or staff and faculty who would like to become more involved within HEROES.
4. Work with and Empower HEROES members to set and achieve HEROES chapter goals and objectives.
5. Help HEROES members make decisions about policy and procedures.

6. Act as a liaison between administration and the HEROES group.
7. Be a resource for student members
8. Offer a “friendly ear” and support to all student concerns.
9. Encourage the chapter to involve community agencies in activities of HEROES.

Section Four: Removal of an Officer

Removal of a HEROES officer from his/her position is a serious step and should be taken only after certifying the accusations and having an in depth discussion among all concerned. The person shall be removed from an officer position, not the HEROES organization as a whole.

In the case that the person being removed is the president, one of the other Executive Board members including the HEROES Advisor, shall run the meeting. The presiding person shall ensure that all discussions are respectful and constructive. In such an event it is of utmost concern that everyone’s privacy be respected by keeping and maintaining confidentiality.

Process of Removal:

1. HEROES member shall make a motion to remove a person from his/her leadership position and provide the reasons (facts) behind the motion.
2. A second HEROES member needs to make the same motion.
3. Rebuttal from the person being removed
4. Discussion on the situation and the matter at hand shall proceed with all members actively participating.
5. To be removed there needs to be a simple majority vote (51%) to remove an officer from his/her position.

Section Five: Resignation of an Executive Board Member

If an Executive Board Member resigns or is removed during the school year, the advisor in consultation with the remaining officers shall appoint a replacement to complete the remainder of the term of his/her predecessor. In the case of a resignation it is recommended and polite to give the advisor of HEROES a notice of your resignation at least two weeks in advance

Section Six: Election of Officers

The elected positions, any Executive Board position, shall be decided via open vote by a simple majority vote of active members. The election can take place either at the end of the academic year or at the beginning of the academic year for the school year term. There will be no initial vote to limit the nominees to two candidates for each position.

Section Seven: Order of Succession

If HEROES members deem it necessary, a search will be conducted to fill the vacant position. If a committee chair position is vacant, the club can decide to fill the position or keep it vacant till the next semester or year.

Actual Succession of Power in case of removal and/or resignation:

1. President and/or Vice President
2. Fund Controller
3. Committee Chairs

4. HEROES members

ARTICLE VII

Meetings

Section One:

1. There will be at least one HEROES meeting per month with weekly meets being the norm. Public notice of the meeting must be made at least two days prior to the meeting.
2. All active members with the exception of the HEROES Advisor shall have voting privileges.
3. There will also be an Executive Board meeting on an as needed basis.
4. Chapter meetings shall be purposeful and fun. Agenda shall be prepared and emailed to all members prior to the meeting and meeting minutes shall be emailed out within a reasonable amount of time.

ARTICLE VIII

Finances and Fiscal Responsibilities

Section One: Fundraising

HEROES will raise money for events and functions by fundraising or receiving financial support from outside sources like corporate sponsors.

Section Two: Profits

Any profit made from a HEROES event or function will be directly returned to the general HEROES budget.

Section Three: Misuse of Funds

1. HEROES monies shall not be used to purchase alcoholic beverages or personal expenditures.
2. It is at the discretion of the HEROES advisor and/or ASMSUB to determine what a misuse of funds.

Section Four: Budget Procedures

1. University Credit Card purchases must be made only after a Credit Card Request Form has been filled out and approved by a fund controller
2. University Credit Card Purchase regulations apply according to the Credit Card Request Form
3. HEROES (and ASMSUB when applicable) must receive a copy of the receipt within (3) business days of the purchase.
 - a. In the event that a receipt is not readily available after purchase, written notice of the purchase shall be given to HEROES (and Senate) within (3) days of purchase followed by a copy of the receipt
4. Departmental Charges (i.e. bookstore, printing, mailing services, etc.) must be approved by an advisor prior to purchase and HEROES must receive a copy of the receipt within (1) business day of the purchase

5. To make a purchase at Sam's club or Costco you can check out the club card and make the purchase with a Departmental Purchase Order (DPO). The card and DPO are available at the Student Union and Activities Office. Purchases must be approved by both fund controllers. A receipt and copy of the DPO must be provided to HEROES within (3) business days.

ARTICLE IX **Travel**

Section One:

1. All travel should provide the benefit of leadership, organizational training, contacts, or information which will improve the performance and success of HEROES.
2. Students taking any trip outside the city limits must complete a Group Travel Authorization form to be turned into the Student Union & Activities Office.
3. If using student organization funds, forms for travel need to be turned in a few weeks in advance.
4. Hotel, registration fees and cash advances for meals can also be arranged in advance if time allows through a Travel Advance.
5. All travels must comply with the University Policies.
6. HEROES members are required to sign a travel agreement provided by an advisor.
7. When travel is limited to a few members of the HEROES organization it is up to the Executive Board to determine which members are eligible for travel. In some cases members that desire to travel may be required to demonstrate how they plan to improve the success of the group through knowledge and experience gained by the travel opportunity.

ARTICLE IX **Amendments**

Proposed amendments must be presented to the HEROES president and vice president in writing during a regularly scheduled meeting. The amendment(s) shall be discussed and then tabled until the next regularly scheduled meeting, during which time officers and committee members will seek the opinion of students. Members shall vote on the amendment(s). A simple majority vote is required to ratify the amendment.

ARTICLE X **Mission Statement**

To provide students with the best prevention and intervention tools possible to deal with the issues of underage drinking, other drug use, impaired driving and other destructive decisions. Given the power and potential of student activism, service and leadership we pledge to join the BACCHUS Peer Education Network. We pledge to end the tragedies and misfortunes that happen as a result of destructive decisions and continue to have a positive influence on our peers.

Rothenberger Institute CAMPUS LIFE PROGRAM

CONSTITUTION

GENERAL INFORMATION

1. The name of this campus life program is “Rothenberger Institute.”
2. The Rothenberger Institute is affiliated with the one-credit, online courses, Alcohol & College Life, Success Over Stress, Sexuality Matters, and Sleep, Eat & Exercise.
3. The Rothenberger Institute is sponsored by the Division of Epidemiology and Community Health in the School of Public Health at the University of Minnesota.
4. The Rothenberger Institute and its members will abide by all applicable University of Minnesota, School of Public Health, and Division of Epidemiology and Community Health policies and procedures, as well as local, state, and federal laws and regulations.

PURPOSE

1. The Rothenberger Institute exists to:
 - Promote the Alcohol & College Life, Success Over Stress, Sexuality Matters, and Sleep, Eat & Exercise courses.
 - Share unbiased information and practical prevention strategies with students
 - Support students who do not drink and reinforce safety skills and prevent negative outcomes among students who do drink.
 - Emphasize the role of choice and deliberate positive actions in stress management and prevention.
 - Equip students with the knowledge and skills necessary to lead healthy sexual lives.
 - Counter dangerous myths and negative behaviors regarding use of alcohol and other drugs.
 - Refer students to helpful campus resources as necessary.
 - Provide students with the knowledge and skills they need to live a balanced life while in college.
 - Give accurate information about sleep, nutrition, exercise, and stress management.
 - Provide practical advice about how to incorporate healthy habits into college life.
 - Instill confidence in a student’s ability to positively impact their health and wellbeing.
 - Assist students in seeking out healthy, productive and personalized stress management strategies.

MEMBERSHIP

1. Rothenberger Institute membership is open to current student employees on the Alcohol & College Life, Success Over Stress, Sexuality Matters, and Sleep, Eat & Exercise course teams (teaching assistants and other student support staff).
2. All University of Minnesota students who meet student employment eligibility criteria and are interested in health are encouraged to apply for a teaching assistant or other student support staff position.
3. New members shall be selected on an as-needed basis (as determined by student enrollment in the Alcohol & College Life, Success Over Stress, Sexuality Matters, and Sleep, Eat & Exercise courses).
4. Membership will be determined without regard to race, religion, color, sex, national origin, disability, age, veteran status, creed, marital status, public assistance status, gender identity, or sexual orientation.

TERMINATION

1. Membership is expired upon termination of employment on the Alcohol & College Life, Success Over Stress, Sexuality Matters, or Sleep, Eat & Exercise team.

OFFICERS

1. The Rothenberger Institute has four officer categories:
 - Marketing Co-Chairs (shall oversee execution of student marketing campaign for the following semester)
 - Extra Credit Co-Chairs (shall oversee execution of all Extra Credit opportunities during the elected semester)
 - Administrative Chair (shall oversee execution of team meetings and communication during the elected semester)
 - Team Building Chair (shall oversee execution of all activities improving team dynamics during the elected semester)
2. Officers shall be responsible for guiding their committee's actions on related tasks and reporting the committee's progress at weekly team meetings.
3. All officers will be current students enrolled in at least 6 credits.

4. All officers will be in good standing with the University and free of any sanctions defined within the Board of Regents Policy-Student Conduct Code administered by the Office for Student Conduct and Academic Integrity.

OFFICER ELECTIONS

1. Officer elections shall be held at the beginning of each semester.
2. The process for electing officers shall consist of nominations and an election ballot.
3. Nominations and elections shall be held on two separate meeting occasions. Special meetings can be made for either nominations or elections.
4. On the day of nominations each person shall be provided with a basic description of each officer position and a brief bio of each team member.
 - a. All current members are eligible and able to nominate themselves or another member for one or more of the officer positions.
 - b. A member can be nominated for several officer positions.
 - c. Each member will write his/her/hir name and preferred office position, if any, at the top of the nomination form.
 - d. The program advisor will collect and tabulate nominations for each position and create the election ballot.
 - e. A member must receive at least 1 nomination for an officer position in order to be placed on the ballot for that position.
5. On the day of elections the program advisor will distribute a ballot to each team member
 - a. Each member will anonymously vote for one person per officer position.
 - b. The program advisor will tally all ballots and announce the elected officers.
 - c. In the case of a tie or unfilled position(s), the procedure outlined above for nominations and elections shall occur again for such position(s).
 - d. Each member may hold only one officer position at a time. If a member is elected for more than one office, he/she/ze will be granted the position of his/her/hir preference. The other position will be granted to the runner-up.

COMMITTEES

1. There shall be four standing committees, each chaired by an elected officer(s) as described above.
2. Each member shall participate on at least one committee.
3. Additional committees may be created as necessary.

MEETINGS

1. Rothenberger Institute meetings will take place weekly throughout fall and spring semesters (specific day and time to be determined based on members' class schedules).
2. All members are expected to attend the weekly meetings unless prior arrangements are made with the program advisor.
3. Additional meetings may take place as needed.

BY-LAWS

1. Any member may propose by-laws at meetings.
2. Proposals will be voted upon when a quorum is present at the meeting. A quorum is established when at least 2/3 of those present and voting are student members.
3. All student members have voting rights. The Rothenberger Institute advisor, author, and technical administrator have equal voting rights as long as a quorum is present.
4. Proposed by-laws shall be adopted when a majority (50% + 1) votes in favor of the by-law.

AMENDMENTS

1. Any member may propose amendments to the constitution by submitting a written proposal to the officers.
2. An officer will present the proposal at the next weekly meeting.
3. Proposed amendments will be voted upon at the following meeting, as long as a quorum is present at the meeting.
4. Proposed amendments shall be adopted when a two-thirds majority votes in favor of the amendment.

FINANCIAL MATTERS

1. The Rothenberger Institute will operate as a non-profit organization.
2. The fiscal year of the Rothenberger Institute shall begin on July 1 and end on June 30 of the following year.
3. The Rothenberger Institute advisor must approve all purchases before they are made.
4. Upon dissolution of the Rothenberger Institute, residual assets shall be distributed to the Division of Epidemiology and Community Health in the School of Public Health at the University of Minnesota (EFS number: 1000-11176-20038-1000000766).

CONSTITUTION RATIFIED (month, day, year)_____

Officer Name_____ **Signature**_____

Officer Name_____ **Signature**_____

Officer Name_____ **Signature**_____

Officer Name_____ **Signature**_____

Officer Name_____ **Signature**_____