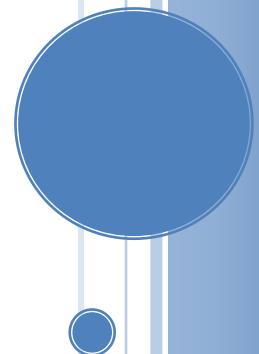


# ACTIVE MINDS AT SOUTHWEST TECH CHARTER

AMC

This report includes the charter for the Active Minds at Southwest Wisconsin Technical College club.

Amended September 2023



# ACTIVE MINDS AT SOUTHWEST TECH CHARTER

## ARTICLE I: NAME

The official name of this organization shall be Active Minds at Southwest Wisconsin Technical College

## ARTICLE II: PURPOSE

The purpose of this organization is to:

- Provide service to the community
- Offer leadership opportunities to SWTC students
- Foster relationships among SWTC students
- Reduce stigma and increase awareness surrounding mental health
- Create communities of support

## ARTICLE III: MEMBERSHIP

*Section I:* The intent of this organization is not to limit membership but to establish minimal criteria for membership.

*Section II:* Persons eligible for membership are those persons that:

- A. Are enrolled at Southwest Wisconsin Technical College
- B. Honorary membership will be left to the discretion of AMC members.

*Section III:* Members of the organization at the beginning of a new school year shall set the annual dues.

## ARTICLE IV: OFFICERS

*Section I:* The officers of the organization shall consist of the following:

- ❖ Co-President
- ❖ Co-President
- ❖ Secretary
- ❖ Treasurer
- ❖ Public Relations Manager

*Section II:* Officers shall be members in good standing and must maintain a 2.0 GPA.

*Section III:* Election of the officers shall be held at the second meeting of the school year.

*Section IV:* No officer shall hold the same office for longer than two consecutive years.

*Section V:* Officers are expected to attend all scheduled AMC meetings, or to appoint a designee to represent the office in the event of any absence. AMC members elected to represent AMC at Student Senate are required to attend all Student Senate meetings. Club officers are always encouraged to attend Student Senate meetings unless they are held simultaneously to the AMC meeting.

## **ARTICLE V: DUTIES OF THE OFFICERS**

- *Co-President:* The Co-Presidents shall preside at the AMC meetings, establish meeting dates and times, schedule Officers' meetings, prepare an agenda prior to scheduled meetings, coordinate activities with the Club Advisor, appoint a member in good standing to fill a vacated Officer position, and shall also perform other duties as necessary to the office of the President.
- *Secretary:* The secretary shall be responsible for recording minutes of meetings, handling meeting notes, and such correspondence as may be necessary.
- *Treasurer:* The treasurer will maintain the financial recordings of AMC, coordinate AMC finances with the SWTC Business Office, and oversee AMC fundraising projects and purchases, as needed.
- *Public Relations Manager:* The Public Relations Manager shall be responsible for advertising fundraising events and club activities.

## **ARTICLE VI COMMITTEES**

Members of the organization shall establish committees as needed to coordinate AMC activities and projects. The Co-President shall solicit nominations for committee chairpersons.

## **ARTICLE VII: CLUB ADVISOR**

The Club Advisor shall attend AMC meetings in an advisory capacity. The Club Advisor may call special meetings as needed. The Club Advisor must approve activities within SWTC and the community.

## **ARTICLE VIII MEETINGS AND VOTING**

*Section I:* Regular meetings will be held monthly on the dates determined by course schedules and AMC's members. The Co-President and/or Club Advisor may call special meetings at such times as may be necessary, providing adequate notice is given. AMC members present at a given meeting will constitute a quorum for voting purposes. The AMC currently meets the 2nd

Wednesday of the month from 11:30-12:30. The AMC will elect one member to the Student Senate.

*Section II:* When electing officers, the candidates with the most votes are declared the winners. In the event of a tie, candidates will present to the quorum the reasons they want to be elected officer or program representative prior to another written ballot being cast. This process will repeat until one candidate is declared the winner by a simple majority of votes. Absentee ballots may be cast by AMC members and counted if the list of candidates is announced ahead of the election, but may not be accepted and counted after the members present at the meeting where the election occurs have voted. Officers may take their offices immediately upon being voted into office unless the voting quorum sets another date for the transition of officers.

## **ARTICLE IX            AMENDMENTS**

### Rules, Regulations and By-Laws

The charter may be amended as follows:

- All proposed amendments to this charter must be submitted in writing to the president and advisor at least one week prior to a meeting.
- If the quorum approves the amendment, it must be passed by a majority vote. Upon receiving a majority vote from the delegates present, the amendment shall be effective.

## **ARTICLE X:            DISSOLUTION**

A recommendation for dissolution of the organization shall be submitted to the officers and advisors. This recommendation must be approved by at least 75% of the membership of a meeting held for the purpose of the dissolution.