

Constitution of Providing Smiles and Understanding Needs

Article I. Name

The name of this organization shall be Providing Smiles and Understanding Needs (PSUN).

Article II. Purpose and Goals

Section I. Purpose

The purpose of Providing Smiles and Understanding Needs (P.S.U.N) is to provide free programs and services to children and adults with long-term illnesses, disabilities, and special needs in Walker County and surrounding areas. P.S.U.N members volunteer to provide fun activities for the children/adults and support for their families. Our main goal is to provide friendship while bringing a smile to the kids' faces. PSUN strives to provide fun activities for children and adults over the age of 3 years old while offering respite to their caregivers.

Section II. Goals

1. To provide activities which offer educational, recreational and social value.
2. To provide a respite opportunity for the children and adults' families.
3. To provide activities which the children and adults may otherwise not be able to engage in-to make the impossible possible.
4. To provide activities which incorporate both the children, adults and their siblings.
5. Integrate people with medical, physical, and developmental disabilities into the community.
6. Encourage one-on-one relationships between volunteers and children/adults.

PSUN adheres to Section 3.3 of SHSU guidelines. PSUN follows the Risk Management guidelines stated in the SHSU guidelines.

Article III. Membership

Section I. Selection Process

Application for membership will be open to all students enrolled at Sam Houston State University at the beginning of each semester who have attended at least one interest meeting. All students who turn in a completed application will proceed through an interview process and will then be selected for membership by the officer team. After selection, all members must attend the mandatory training.

Section II. Attendance

General meeting attendance is encouraged and will be documented by the Secretary. Attendance at all events and activities is also encouraged and will be documented and used each semester in the selection and reselection process.

Section III. Removal Procedures

At the end of each semester, the members who attended the required amount of events/meetings/fundraisers will be automatically placed on the membership list for the next semester.

Attendance will be documented in sections for each member:

- Yellow: festivals, parties, parades, park days, sporting events, etc.
- Socials: socials, intramurals
- Meetings: general meetings (50% attendance of meetings)
- Volunteer: 2 hours per semester

Article IV. Officers and Members

Section I. Requirements

The officers of this organization must meet the following requirements:

- (a) Be in good standing with the university and enrolled:
 - (1) as a full-time student (Twelve or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semester) during the term of office.
- (b) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a).
- (c) Must have at least one year left as a student at SHSU
- (d) All officers must attain and keep at least a 2.0 GPA.
- (e) All officers will learn and use appropriate first language and maintain the privacy of children with disabilities and their families.

Section II. Officer Expectations

1. Attend all General Member meetings
2. Attend all Officer Meetings.
3. Attend a minimum of 75% - 1 event of events held by PSUN. Excused absences consist of communicating with the President or Vice President via telephone or email stating that you will not be able to attend.
4. When highest ranked officer is not in attendance, the line of succession is as follows: President, Vice President, Buddy Program Coordinator, Officer in Charge of Event
5. Expected to arrive 30 minutes early and stay after until the last buddy leaves at all events.

6. Unexpected events may arise; therefore, out of all open events; and meetings each Officer will be permitted to miss two events/meetings with no consequence. **If below 75% at the time of the mid semester reports, a meeting with the President and Vice President will occur.** Excused absences consist of communicating with the secretary via telephone or email stating that you will not be able to attend.
7. Keep a physical or virtual folder with all information relevant to the position, and keep updated throughout their term. This includes notes, contacts, contracts, forms, suggestions for the following year, etc. This binder is to be passed down each year.
8. All donations received must be turned in to the Treasurer for documentation within **48 hours of receiving the donation.**
9. Each officer is responsible for the designing and distribution of their coordinated event(s).

Section III. Member Expectations

1. Attend a minimum of 50% of the socials/meetings/yellow events that are held by PSUN.
2. Unexpected events may arise; therefore, out of all meetings each member will be permitted to miss half of the events with no consequence. At the end of the semester, the members who lack the required amount of attendance will be removed and must go through the application process again the following semester.
3. **Support all fellow members' decisions!** Disagreements are to be communicated in a professional manner. Ideas can be critiqued but not people!
4. Use a person 's first language in referring to people with disabilities.
5. Meetings are open for discussion, make comments during the meetings.
6. All donations received must be turned in to the Treasurer for documentation within 48 hours of receiving the donation.
7. Observe surroundings at all PSUN events to confirm all children, families, and members are all protected.
8. All members must attain and keep a 2.0 GPA.
9. All members must follow the Dress Code. If failed to follow, then the member will be asked to go change by an officer.
10. All members are required to act appropriately (no PDA/cussing) at all events.
11. No cell phone usage at any events.
12. Sign and abide by Code of Conduct

Section IV. Officer and Staff Descriptions and Duties

President (Officer)

1. Ensure the organization completes the recognition process.
2. Oversee all of the officer's roles.

3. Facilitate a meeting with your organization's advisor to discuss expectations and roles in the organization.
4. Be aware of and understand the organization's constitution and other governing documents and assess organization activities to ensure that they are in line with the organization's stated mission and purpose as stated in the constitution.
5. Communicate with your officer team regularly regarding activities and responsibilities of the organization in order to provide assistance in their efforts to perform their duties as defined by the organization's constitution.
6. Maintain open communication between advisor and organization officers as well as membership.
7. Develop a working knowledge of University Student Rules that apply to both individual and organizational behaviors.
8. Meet the minimum academic and conduct standards as defined in the University Student Handbook and organization's governing documents.
9. Keep up with your email to ensure that you are keeping up with communication from the Department of Leadership Initiatives as well as other University departments.
10. Represent both your organization and Sam Houston State University in a manner consistent with the educational mission and purpose of the institution.
11. Conduct General Member meetings and Officer Meetings as necessary.
12. Select officers for vacant positions for the upcoming year. See Article IV.
13. Oversee recruitment of new families and members each semester.
14. Maintain safety awareness of all PSUN staff and families with the guidance of Leadership Initiatives' risk management.
15. Share access to the organization's email address 'PSUN@shsu.edu'
16. Meet with the advisor each month and set up additional meetings as necessary.
17. Update roster, events, and contacts in org link

Vice President (*Officer*)

1. Fill in for the President whenever he or she is absent.
2. Plan training of members at the beginning of each semester.
3. Plan officer training.
4. Assist President in all duties. See President Duties.
5. Set up all meeting times and rooms with the Scheduling Office.
6. Check PSUN members' GPA statuses to acceptance into the organization.
7. Oversee all of the officer's roles.

Secretary (*Officer*)

1. Send detailed minutes from each General Meeting in an email within 24 hours of the meeting.
2. Take detailed minutes from each Executive Officer meeting and email to each Executive Officer.

3. Keep track of attendance at all meetings and events.
4. Provide the President, Vice President, and Advisor with an attendance report at the first meeting of the month.
5. Keep track of name tag and personal belongings storage at park days.
6. Update all members through mid semester attendance reports.
7. If for some reason, the Secretary is unable to attend an event/meeting, it is their responsibility to find a temporary replacement.

Treasurer (*Officer*)

1. Make reimbursements of all receipts to officers and members within three days of receiving them.
2. Deposit and collect all money, and maintain the bank account at First National Bank in Huntsville in a timely manner.
3. Pay bills or fees to outside organizations.
4. Organize where funds are coming from and where they go. Update officer budgets as needed.
5. Get cash advances when needed.
6. Collect and organize membership dues and payment for merchandise/fundraising.
7. Organize a monthly financial report for the meetings.
8. Prepare a monthly spreadsheet tracking where funds are going and give to the President and Vice President.

Public Relations (*Officer*)

1. Contact all media outlets for recruitment of new families. This includes TV stations, radio stations, and newspapers.
2. In charge of booking tables on campus to promote PSUN
3. Contact the Houstonian with the event calendar and coverage of events (fundraising and interest meetings).
4. Mail or Deliver Fliers/Newsletters to local businesses and schools
5. Prepare fliers for PSUN publicity and bring them to the meetings.
6. Post fliers around Walker County at businesses and other places for our organization with the approval of the business.
7. Post on all social media accounts
8. Keep track of members' birthdays and post pictures of them and a buddy on Social Media.
9. Make a price list for all merchandise.
10. Keep all merchandise in storage updated.
11. Add members to the PSUN group facebook page.
12. Plan Fair on the Square and make sure PSUN has a booth for each year.
13. Make a trifold of pictures for all promotional events and get it approved by the President and Vice President; work with the historian.

Fundraising Coordinator *(2 Officers)*

1. Organize and implement fundraisers for the benefit of PSUN and only PSUN.
2. Organize and implement one large fundraiser per semester for the benefit of PSUN and only PSUN.
3. Make contacts with potential sponsors.
4. Get donations of goods, services, and money as needed.
5. Send out thank you cards to all sponsors of receiving a donation. Have each note signed by either the President or Vice President.
6. Promote fundraisers in Walker County
7. Organize profit shares in the Walker County area.

Historian *(Officer)*

1. Use the still camera or video camera at all events.
2. Post pictures on all Social Media sites within 48 hours after each event.
3. Update social media routinely.
4. Add new members to the communication outlet.
5. If for some reason, the Historian is unable to attend an event, it is their responsibility to find a temporary replacement for the event.
6. Make videos to promote PSUN every other event.
7. Make a trifold of pictures for all promotional events and get it approved by the President and Vice President; work with Public Relations.
8. Make a trifold of pictures for all promotional events and get it approved by the President and Vice President.

Buddy Coordinator/Caregiver Wellness *(1-2 Officers)*

Buddy Program

1. Meet and establish a relationship with all parents.
2. Maintain email lists and make all necessary emails related to the buddies.
3. Responsible for reaching out and remaining in contact with interested families.
4. Responsible for the safekeeping of personal information of the children and families.
5. Make an excel sheet of members who have buddies to keep track of buddy hours.
6. Keep track of all buddy's birthdays.
7. Shop and gift birthday presents for the buddies monthly.
8. Shop for Christmas presents for the buddies for Winter Ball.
9. Make sure all buddies are paired with a member for the trip; check with the President and Vice President.
10. Bring the buddy box along with buddy applications to *all* buddy events.

11. Give every officer list of buddy allergies, birthdays, parent contact info, and shirt sizes at officer retreat.
12. Maintain contact with volunteers and families who participate in the Buddy Program through Facebook, Remind 101, and weekly emails to the parents.

Caregiver Wellness Program

1. Plan events for Parents at least once a semester.
2. Stay in contact with all parents.
3. Research and compare pricing for events.
4. Set up the entire event (supplies, place, etc.).
5. Check the status of our venue after event cleanup to make sure PSUN leaves the place cleaner than it was.
6. Make sure there are enough members to hang with the buddies of the caregivers.
7. When booking a location, make sure to book in different rooms from the buddies events.
8. Remembering that this event is planned is about the parents.
9. Provide information and help answer questions the families may have.
10. Send weekly emails to parents as well as Remind101 on the day of events.
11. Create and send parent semester schedules at the beginning of the semester and monthly.

Social Chair *(Officer)*

1. Plan a social bonding event for all members.
2. Maintain contact with the Vice President and/or Public Relations to reserve rooms on the SHSU campus, for socials.
3. Social bonding events must be approved by the President and Vice President.
4. In charge of signing members up for Intramural Sports.

Event Coordinator *(Officer)*

1. Research and compare pricing for events.
2. Reserve spaces for all park day coordinators.
3. Divide potential park days evenly among park day coordinators.
4. Plan the themes and activities of each of your events.
5. Set up the entire event (supplies, place, etc.).
6. Observe surroundings at all PSUN events to confirm all children, families, and members are all protected.
7. Check the status of our venue after event cleanup to make sure PSUN leaves the place cleaner than it was.
8. Make sure storage is always organized and the ice chests are completely cleaned out.

9. Make sure there is water/juices at every event.
10. Help in planning the Winter Ball.

Sport Coordinator *(Officer)*

1. Divide potential park days evenly among park day coordinators.
2. Plan and schedule Field day for the end of the year.
3. Plan each of the sport park days with sports related activities and drills.
4. Communicate where events will be with the Event Coordinator.
5. Observe surroundings at all PSUN events to confirm all children, families, and members are all protected.
6. Check the status of our venue after event cleanup to make sure PSUN leaves the place cleaner than it was.
7. Set up the entire event (supplies, place, etc.).
8. Make sure storage is always organized and the ice chests are completely cleaned out.
9. Make sure there is water and juices at every event
10. Help in planning the Winter Ball.

Educational Coordinator *(Officer)*

1. Divide potential park days evenly among park day coordinators.
2. Set up the entire event (supplies, place, etc.).
3. Plan each of the education park days with educational related aspects and activities.
4. Communicate where events will be with the Event Coordinator.
5. Give thank you cards to sponsors within 48 hours after each event. Have each note signed by either the President or Vice President.
6. Observe surroundings at all PSUN events to confirm all children, families, and members are all protected.
7. Check the status of our venue after event cleanup to make sure PSUN leaves the place cleaner than it was.
8. Make sure storage is always organized and the ice chests are completely cleaned out.
9. Make sure there is water and juices at every event.
10. Help in planning the Winter Ball.

Volunteer Coordinator *(Officer)*

1. In charge of finding and planning volunteer opportunities that are brought up.
2. Confirm all members are following rules to keep children who are attending the volunteer event safe.
3. Send out a mid semester volunteer hours status.

Section V. Appointment and Election Process

At the last meeting in April, the new President and Vice President will be voted in by a quorum. Elections will occur during the last meeting of the semester. Nominations will occur during the previous meeting. A nomination must be seconded by another member to be considered a nominee. During the elections meeting, first the Vice President nominees then the President nominees will either give a speech or decline the nomination. After that, they will be asked one question that the audience writes down and that is then chosen and asked by the current advisor. The votes are counted in the room and the winners of the majority vote are announced at the meeting.

The new President and Vice President will be trained by the current President and Vice President until the end of the spring semester. The current President and Vice President's terms will end at the Banquet. Together, the new President and Vice President shall interview and appoint any vacant officer positions for the following year.

Section VI. Quorum

A quorum consists of 50% of Members except the President (or Vice President in the absence of a President). The President shall be a non-voting member, unless the vote is a tie. At that point, the President shall be the deciding vote.

Article V. Meetings

Section I. Meeting Schedule

General meetings will be held every other Monday beginning the second Monday after alternative training . Officer meetings will be held 1 hour before the general meetings. Officers who do not submit their talking points at least 24 hours before the meeting will not be able to discuss those matters at the officer meeting. All meeting dates will be set at the beginning of each semester by the President and Vice President.

Section II: Structure

Meetings shall be conducted using Robert's Rules of Order

Article VI. Finances

Section I. Financial Assets

Dues. At the beginning of each semester each member who was accepted will pay thirty dollars and returning members will pay fifteen dollars to cover their semester expenses. Dues will go towards buddy gifts and event materials. If any person who has not paid by the deadline set by the Treasurer, they will be asked to step down as a member. If you have a problem with payment, discuss it with the treasurer for an adjustment in time to pay it out.

Fundraisers. All fundraising shall be conducted in accordance with Sam Houston State University policies. PSUN hosts a variety of fundraisers throughout the semester. The money raised through fundraising will be allocated to replenish the fundraising budget to match what was spent up front, then to the general bank account to be distributed to budgets the next semester.

Donations. Donations are accepted throughout the semester and over breaks. Donations are to be added to the PSUN bank account and distributed to the officer budgets for the following semester.

Merchandise. The Public Relations Officer is responsible for ordering, organizing, and selling merchandise throughout each semester. The proceeds from merchandise will primarily go to reimburse the Public Relations Officer's budget then into the bank account to be distributed to the officer budget for the next semester.

Section II. Financial Transactions

All the money belonging to this organization shall be deposited and disbursed through a bank account established for this organization. All funds must be deposited within 72 hours after collection. At the end of each semester, a detailed spreadsheet showing all expenditures and deposits is to be sent by the Treasurer to the President and Vice President in addition to monthly statements. Two signatures must be on each check that is used by the organization and the checks must be signed by any officer who is on the bank account. Any officer in need of a check will turn in a check request a week ahead of time with a list of possible purchases to be bought with the check. The President and Treasurer will be in charge of the one credit card PSUN owns.

Article VII. Advisors

Section I. Expectations

- (a) The advisor to PSUN shall be a Sam Houston State University employee as defined by the Human Resources Department. The advisor will be willing to obtain an appropriate level of experience, resource information and knowledge related to the mission, purpose and activities of PSUN.
- (b) The advisor will attend officer and general meetings when necessary. He/she will be available for consultation outside of these meetings.
- (c) The advisor will assist the organization with the development of goals and objectives for the academic year. The advisor will also assist the organization with event planning and facilitation. When necessary, the advisor will be willing to attend events as identified by the President and Vice President.
- (d) The advisor will be aware of the University Student Rules and will assist the organization with adherence to these expectations. Additionally, the advisor will be aware of PSUN' constitution and all other governing documents.
- (e) The advisor must follow all PSUN guidelines as put forth by the PSUN constitution.

Section II. Advisor Expectations

1. Attend all necessary meetings as identified by the President and Vice President.
2. Attend a minimum of 50% events/fundraisers that are held by PSUN.
3. Contribute to discussions to keep the organization aware of its objectives when planning events.
4. Take an active part in the formulation of the organization's goals.
5. Work closely with the Chapter President and Vice President.
6. Provide support for the President and Vice President in approaching members who are not meeting expectations.
7. Advise officers on any risk management situations.
8. Be familiar with SHSU's facilities, services, policies, and procedures
9. Recommend programs, speakers, activities, etc. that may benefit the organization.
10. Support fundraising and chapter financial efforts.
11. Function as a sounding board for families regarding executive board members or general volunteers.
12. Represent the interests of PSUN in the college community.
13. If officers are not allowed to check members GPA statuses, the advisor must fulfill that responsibility.
14. Take action if a problem arises with parents.

Section III. Adviser Replacement

If for any reason the advisor is no longer willing and/or able to fulfill the responsibilities, he/she will formally communicate this to the officer team and the Department of Leadership Initiatives via email.

Article VIII. Amendments and Revisions

Section I. Amendments

This constitution may be amended at any time during the school year by a quorum of the officer team, subject to the approval of the Director of Leadership Initiatives

Section II

This constitution is subject to an annual review. Amendments will be made with the whole officer team in agreement. The Constitution must be approved by the Department of Leadership Initiatives.

Section III. University Registration/Recognition

Registration occurs one a year through Orglink.

Section IV. Risk Management

PSUN will adhere to the Risk Management Policy located in the SHSU Student Guidelines. <https://www.shsu.edu/dept/dean-of-students/guidelines/risk>

Article IX. Disciplinary Procedures

Section I. Disciplinary Warnings

Upon discovery that a member has violated a rule set forth by PSUN, they will be at first asked to amend the behavior by any officer. If they refuse, the officer may bring the issue to the attention of the President and Vice President. The member will be given a disciplinary warning to discontinue the behavior. The President and Vice President are responsible for documenting the violation and method of disciplinary warning and reporting it to the adviser. After three disciplinary warnings, the member will be asked to step down from PSUN.

Section II. Disciplinary Hearing

If a member so chooses, upon the request of dismissal, they are allowed to share their side of the story with the officer team at an Officer Meeting with the adviser present. The members may present their ideas, followed by the President and Vice President. All three of the involved officers, led by the Buddy Coordinator/Caregiver Wellness, come to a majority decision. The three involved will then be brought in and informed of the decision.

Section III. Removal of an Officer

The President, Vice President, and Adviser may remove an officer of PSUN if they are not performing the duties required by their position. They must have a discussion with the Advisor and national office staff before removal. The officer in question shall have a meeting with the President, Vice President, and Adviser. At the meeting the officer will be given the opportunity to explain their actions and protest the removal. If the officer fails to meet the requirements after the first meeting, then they will be removed from their officer position. Another appointment or election, as applicable, will be held to fill the vacancy immediately.

_____	_____
Advisor	Date
_____	_____
Program Specialist- Department of Leadership Initiatives	Date
_____	_____
President	Date
_____	_____
Vice President	Date