

Project Sunshine at Vanderbilt Constitution

Article I: Name

The name of this organization is Project Sunshine at Vanderbilt.

Article II: Purpose

Section 1. Mission Statement

The purpose of the Vanderbilt University chapter of Project Sunshine is to help alleviate the stressful experiences of children in pediatric medical facilities. Through Project Sunshine activities, volunteers will help bring happiness to children and their parents.

Section 2. Project Sunshine aims to accomplish three main goals of programming, fundraising, and special projects.

- A. Programming includes activities conducted during volunteer visits to pediatric medical facilities.

**Descriptions of programming activities can be found on Project Sunshine national website at: <http://www.projectsunshine.org/programs/index.php>*

- B. Fundraising projects aim to raise money for the national organization of Project Sunshine and the Vanderbilt chapter of Project Sunshine.
- C. Special projects are designed to allow for various programs and outreach to the Nashville community and Vanderbilt organizations.

Article III: Membership

Section 1. Categories of membership.

There will be one category of membership: active membership. Active members must complete a Project Sunshine volunteer training, attend weekly meetings, remain up-to-date on all required vaccinations and hospital requirements, and actively participate in events hosted by the chapter.

Section 2. Qualifications and Eligibility

- A. Active members must be actively enrolled Vanderbilt undergraduates and be in good overall standing in relation to University standards. No application is required for membership, except for hospital volunteers and board members. Members must, however, complete the screening process required of the hospital and Project Sunshine.
- B. Active members will be required to participate in at least one hospital visit, one special event, and one fundraising event per semester. Failure to participate in required activities without prior notice will result in termination of membership for

that semester. On a case-by-case basis, the presidents may allow excused absences from hospital visits. The member then must attend an additional special event.

- C. Active members who violate hospital or Project Sunshine protocol will be subject to membership termination.

Section 3. Immediate grounds for Permanent Termination

Any child misconduct and inappropriate behavior is grounds for permanent termination. The appropriate authorities will be contacted if any member becomes aware of any child misconduct. All members will be required to maintain patient confidentiality, failure to do so will result in permanent termination. The full set of rules and policies will be outlined in the mandatory volunteer training session.

Section 4. Membership dues

There will be no membership dues.

Article IV: Board Members

Section 1. Eligibility for Board Positions

- A. Applicants must be in good overall standing as pertaining to University standards.
- B. Applicants must have met the requirements for active membership.

Section 2. Board Positions

All officers will serve for one year and are allowed to be reelected provided they meet the requirements for eligibility as outlined above. All officers must attend all general meetings and board meetings. All officers must attend at least three hospital visits, one fundraising event, and one special event per semester.

A. Co-Presidents

1. Responsible for directing all club activities on and off campus.
2. Oversee all general meetings and board meetings.
3. Be the main point of contact between volunteers, the national branch of Project Sunshine and medical facilities.
4. Coordinate board members' activities.

B. Vice President

1. Train all new volunteers.
2. Record meeting minutes and email minutes to all active members.
3. Maintain documentation outlining attendance at weekly meeting and volunteer events. The document will be available to members.
4. Provide weekly updates to Project Sunshine and monthly updates to OACS

5. Send reminders about meetings and events.
 6. Be the main point of contact between the volunteers and the board members
 7. Make sure immunizations and Child Module is completed by volunteers/Ensuring all volunteers are eligible for hospital visits
- C. Treasurer
1. Oversee and organize fundraising events.
 2. Keep track of the organization's expenditures and revenues
 3. Request funds from both Project Sunshine and OACS
- D. Program Coordinator
1. Responsible for organizing volunteer efforts
 2. Maintain anchorlink
 3. Document events through the use of photography
 4. Promotion of club and events through flyers and posters
 5. Recruit new volunteers

Section 3. Adviser

- A. The duties of the adviser include guidance on club activities and event planning.
- B. The adviser is allowed to attend board and general meetings.
- C. The adviser of the organization will be a Vanderbilt faculty member/employee.
- D. The adviser has no voting rights.

Section 3. Procedures of election

The Vice President will notify all active members when and where an election will take place. The current co-presidents will oversee election procedures. A quorum consisting of half of all active members must be present at the election and must vote in a secret ballot. Board applicants on the ballot may give a one-minute speech prior to the vote. Board applicants will then leave the voting room and active members may discuss the applicants and ask any questions. A majority vote will decide the newly elected board member. Ballots will be tallied by both presidents.

Section 4. Appointed board positions

Appointed positions will be selected based on an application and interview with board members. The current board will then vote to decide on the winning candidate. A majority of the board must vote in favor of the selected candidate. In the case of a tie, a second vote by the board will take place after discussion of the candidates. If no winning candidate can be decided upon, then candidates will go through a regular election process with active members.

Section 4. Procedures for removal of board members.

Board members who violate club, Project Sunshine, or hospital policy may be brought to the board for a vote to impeach the member in question. Any member of the organization can file an impeachment request with the board. After consideration, the board will vote on whether to impeach through a simple majority.

Section 5. Procedures for filling vacancies

In the event that a board member is removed, resigns, or is no longer an active member during their term, their board position will be filled within two weeks. A notice will go out to all active members about the vacancy and all active members will then have the opportunity to apply for the vacancy, if they are eligible. Regular election procedure will be conducted to elect the new board member.

Article V: Meetings

Section 1. Weekly Meetings

Meetings will be held once a week for an hour. Co-Presidents retain the right to cancel meetings as they see fit.

Section 2. Procedures for calling special meetings

Any board member is allowed to request special meetings, which then must be approved by the co-presidents.

Section 3. Required notice of meetings

The secretary will notify all active members of meetings through the weekly minutes.

Section 4. Quorum, order of business, and disposition of minutes

The disposition of minutes will be conducted by the secretary after all weekly meetings. Quorum and order of business will be overseen by the co-presidents.

Article VI: Inquiries

All questions, concerns, and inquiries may be given to the secretary who will notify the board. The presidents will be in charge of resolving all concerns.

Article IX: Amendments

Any proposed amendments must be discussed at least one meeting before the vote. Two readings of the amendment must be made before the vote for adoption. Two-thirds of active members must be present at the vote for adoption and two-thirds of present members at the vote must approve the amendment.