ARTICLE I. NAME, MISSION STATEMENT, AND PURPOSE

Section 1 - Name:
- The name of this organization, referred to as “the Coalition” in these bylaws, is the University of California, Davis Student Mental Health Coalition.

Section 2 - Mission Statement:
- To unite the mental health student groups and affiliated student organizations (including student governance wellness committees) together to advise campus leadership, inform students, reduce stigma, allow for collaboration and promote resource transparency.

Section 3 - Purpose:
- Advocate for administration accountability and information transparency in topics of mental health resources at University of California, Davis.
- Represent student mental health interests to all agencies whose decisions affect the mental health and well-being of University of California Davis students, including but not limited to Student Health and Counseling Services (SHCS), University Administration, and the Board of Regents.
- Allow collaboration amongst various mental health student groups by compiling events and information to allow better general student access.
- Promote mental well-being among the UC Davis student population and reduce stigma surrounding mental illness.

ARTICLE II. EXECUTIVE BOARD

Section 1 - Board Role, Size, and Compensation:
- The executive board is responsible for the overall policy and direction of the Coalition, and ensures the fulfillment of the aforementioned purposes.
- The initial board will be comprised of 9 chair positions, and the addition of further chair positions can be voted in by a majority plus one (50% +1) vote of the board at any time during the academic year.
- The board receives no monetary compensation for their work and time.

Section 2 - Executive Board Positions and Responsibilities:
The composition of the board will consist of the following: two co-chairs, three to five club coordinators from major mental health organizations, and four general coordinators from the student body. All can be subject to change at the discretion of the most current executive board.

A. Co-chair Responsibilities (2):
- Oversee all other board members.
- Ensure the Coalition is fulfilling the aforementioned purposes.
- Ensure the fulfillment of any current projects through regular board member check-ins.
- Enforce the Coalition’s bylaws.
- Determine the agenda of executive board meetings and take meeting minutes.
- Respond to any emails that represent the Coalition as a whole.
**Protocol:** Co-Chairs will be selected through interview processes determined by the most current executive board at the time.

1. Co-chairs must be committed to and interested in mental health advocacy.
2. Preference to those who have served at least one academic year on the Student Mental Health Coalition Executive Board.

B. **Club Coordinators (minimum of 3 to maximum of 5)**

**General Responsibilities:**

- Act as the point of contact between their respective organization and the Coalition.
- Report back to their respective organizations on Coalition updates, and encouraging involvement.
- Update the Google calendar.
- Actively work to present gaps in mental health resources they have discovered through club surveys and feedback.

**Protocol:** Club Coordinators are voted in by their respective student organization—the Coalition shall have no part in how the organization chooses the position.

**Addition of Club Coordinators:** If club coordinator positions are still available at the start of an academic year and a student organization wants to request a club coordinator on their behalf, an organization application shall be sent to the most current executive board to be voted on a majority basis. Club coordinators can be added at any point in the academic year; however, their term will still end along with their fellow executive board at the time despite late addition.

C. **Student Body Coordinators (4):** These coordinators will consist of four positions depending on the year of creation and the needs of the Coalition. The current serving executive board can adjust the positions for the following academic year, but with the start of the current term no additions or changes can be made to the position titles.

- **General Outreach Coordinator:**
  - Ensure Listserv is up to date at all times.
  - Maintain relationships with different organizations (both mental health and non-mental health related) in order to build interest in quarterly meeting attendance.
  - Actively work to present gaps in mental health resources they have discovered through student body surveys and feedback.
  - Reach out for community involvement.

- **Media and Marketing Coordinator:**
  - Create promotional materials for the Coalition.
  - Ensure the most effective distribution of such promotional materials to maximize quarterly meeting attendance.
  - Manage all social media platforms for the Coalition.
  - Actively work to ensure that the Coalition’s current projects and updates are available to the general student body.

- **Policy Advocacy Coordinator:**
  - Update board on policy changes and assist co-chairs in being in contact with Student Health and Counseling Services.
  - Keep up to date on SHCS and campus projects related to mental health.
  - Work with media and marketing coordinator so ensure the general student body is aware of such updates and projects.
  - Build and coordinate petitions based on policy reform needs.
  - Ensure that the university’s resources are in line with University of California Office of the President (UCOP) mental health programs and initiatives.

- **Event Coordinator:**
Work directly with Co-Chairs to plan out quarterly meeting themes and assist in the creation of agendas.

- Plan at minimum one event per quarter that reaches out to the general student body.
  - For spring quarter, this event will take place in May for mental health awareness month.

**Protocol:** General student body coordinators will be selected through interview processes determined by the most current executive board at the time.

D. **Executive Board Member Terms:**
   a. Terms shall begin at the start of Summer Session II and end at the close of each academic year in Spring Quarter. If a club chair position is added during the midst of the academic year, the end of their term will remain the same as their fellow board members.

E. **Attendance:**
   a. Voting Board members who are absent from two consecutive regular meetings or who are absent from three of five consecutive regular meetings, and who have not offered for such absences, reasons acceptable to the Co-Chairs, shall be designated by the Co-Chairs as delinquent.
   b. After a committee member has been notified by the Co-Chairs of their designation as delinquent, their position shall be evaluated by the Board members at the next Board meeting. At that time, a vote of simple majority of those present shall be sufficient to remove the delinquent committee member from the Board.
   c. Following the resignation or removal of a committee member, the Co-Chairs, in consultation with the full Executive Board, will facilitate the procedures in bylaws Article II Section 3.H to ensure that the vacancy is filled to complete that member’s term.

Section 3 - Resignation and Termination:

F. **Resignation:**
   a. Any Executive Board member may choose to discontinue their term immediately by sending a formal notice to the Co-Chairs.

G. **Termination:**
   a. Any member with knowledge that an officer is not fulfilling his/her/their duties or that an officer has acted or participated in activities that violate the mission of the chapter, he/she/they may call a meeting to explore charges. A two-thirds vote, excluding officer under investigation, is needed for a removal.

H. **Vacancies:**
   a. Any vacancy among members of the Executive Board shall be filled by action of the Board. The Co-Chairs shall nominate a replacement member, subject to approval by the rest of the Board by a simple majority vote. Appointed positions may remain vacant at the discretion of the Board.

**ARTICLE III. GENERAL COALITION MEMBERSHIP**

A. **Membership Composition:** The Coalition shall be comprised of undergraduate, graduate, and professional student groups whose concerns may encompass mental health and well-being at UC Davis; the Coalition is overseen by the aforementioned Executive Board.

B. **Identifying Members:** Throughout the academic year the Executive Board will use the master list of student clubs and organizations ([http://ucdavis.orgsync.com/search](http://ucdavis.orgsync.com/search)) to identify and invite student groups to join the Coalition quarterly meetings.

C. **Coalition Member Groups:** Each student group that joins the Coalition will have a minimum of one member of their organization as representation at Coalition meetings.
D. **Other Members**: Membership is not limited to invited groups; any interested student or student group may contact a Coalition Co-Chair to join the Coalition.

**ARTICLE IV. RELATIONSHIP TO UNIVERSITY OF CALIFORNIA, DAVIS**

The Coalition Executive Board may work with Student Health and Counseling Services at their own discretion to fulfill the previously stated purposes. The current Mental Well-Being Health Promotion Specialist will act as an advisor to the Coalition upon request from the Executive Board.

**ARTICLE V. MEETINGS**

A. **Quarterly Meetings**: Meetings shall be held at a minimum of once per academic quarter, excluding summer sessions. They shall be open to the public at a time and place determined by the Executive Board. The Co-Chairs shall secure a meeting room and issue meeting notices to members.

*Quarterly Meeting Procedures:*

- Attendees of quarterly meetings shall sign in under the name of their organization of representation.
- Meetings shall be generally directed by Co-chairs with the support of other executive board members in attendance, but attendees may address the Coalition during periods of open comment.

B. **Executive Board Meetings**: Meetings shall be held at a minimum on a biweekly basis throughout the academic year.

1. Co-Chairs shall determine the date, time, location and frequency of said meetings in accordance to the schedules of the rest of the Executive Board.
2. Co-Chairs will determine the agenda and call for agenda items from Board members to be sent in by set deadline at least two days prior to the scheduled meeting.
3. Attendance at these meetings is mandatory for all Board chairs, and failure to attend without advance notice will result in repercussions expanded in Article II Section 2. E.

C. **Additional Coalition Quarterly Meetings**: The Co-Chairs may call an additional quarterly meeting of the Coalition within two weeks when requested to do so by a majority of the Executive Board or on petition signed by twenty-five percent of the average attendance from quarterly meetings.

**AMENDMENTS**

These bylaws may be amended if and when necessary in order to meet the needs of the changing campus climate. Proposed amendments shall be voted on by the executive board and require a majority plus one vote for approval.

**ARTICLE VI. ADOPTION AND APPROVAL**

These bylaws became effective on Thursday, April 12th, 2018.