



Love for Life Association

ARTICLE I

Name of organization

The name of this organization shall be Love for Life Association, hereinafter referred to as Love 4 Life at (Insert School/Community Name Here).

ARTICLE II

Purpose of organization

The purpose(s) of Love 4 Life organization at (Insert School/Community Name Here) shall be to give support and inform young adults, and the members of our school community about bullying. Through this we make conscience of this topic to others and try prevent it from negative consequences. Love 4 Life is open to any other issues that come up such as depression, stress, family problems, etc. that can be causing suicidal thoughts to individuals. The Love 4 Life chapter at (Insert School/Community Name Here) members will be trained in order to communicate with students in our community about the different ways they can receive professional help. We are here to listen to the teens and our school community, teaching them through different activities on how to understand each other. We are promoting love, loving yourself, loving others through this organization and by this hoping to remove the stigmas that are causing bullying, cyberbullying, etc. Not only that, but trying to prevent suicide.

ARTICLE III

Accept responsibility for compliance with (University/School) policies and campus regulations. Understand and agree to abide by the provisions of the anti-hazing statues in the (Insert State Here) Education Code or Penal Code (as amended, effective January 1st, 2007). Affirm that the rules, regulations, and policies of the (Insert School/Community Name Here) shall supersede the rules, regulations, policies and/or bylaws of any affiliated international, national, regional or local organization.

ARTICLE IV

Membership practice

Active membership of this student club shall be practiced without discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status.

A. Eligibility for Membership

All students interested in the purpose of this organization are eligible for membership. Membership is open to any students regardless of gender, ethnicity, religion etc. Membership is



limited to currently registered (**Insert School/Community Name Here**) students. Non students are welcome to participate in activities, but may not be members, hold office, or vote. Non-students must complete non-student participation forms. All members are encouraged to demonstrate interest, support, and compromise to the organization as members. Active members are registered in the organization's roster. Active members are eligible for voting.

B. Removal of members

Members can be removed from the organization for the following reasons: Making racist/discriminatory comments of another individual, breaking Federal, State, Local or (**University/School**) Law/Policy, not fulfilling the active members policies, missing 30% consecutive meetings (classes schedule is excluded from this policy), and not following/respecting the Love 4 Life organization policies or unbecoming behavior determined by the officers or members of the organization.

All Active Members have the ability to request the removal of another member. Any Active Member who wishes to have another member removed must present their reasoning in writing to the executive board through an email/electronic or hard copy documentation. Once the complaint/request is brought to the executive Board of Directors, the following process must take place:

1. Charges or complaint brought against an individual
2. Evidence to support complaint is presented
3. Individual given an opportunity to argue a defense and offer counter evidence
4. Vote is taken by the executive Board of Directors
5. A majority vote will result in the removal of the member in question
6. Appeal process for the decision made by vote. Only one level of appeal is required.

ARTICLE V

Officers

A. List of officers

The Officers of this organization shall be:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Technician
6. Historian
7. Representative



B. General Duties and Responsibilities of Officers

The President's duties include:

The President will coordinate and officiate meetings, oversee all aspects of the project and officers, delegate work to leadership and members, make executive decisions about the project, conduct interviews and **select leadership team for upcoming year (Vice President and team when leaving office)**, be a tie breaker if necessary. The president is responsible for ensuring that an oral report was made to the Love 4 Life Association, non-profit organization headquarters, if the president is not available there has to be someone else representing with the written report or make sure the written report is sent through email or any other forms of communication. The president shall also meet with the Chapter Advisor and Love 4 Life Association, non-profit organization CEO, as needed and serve as the primary representation to the Administration of (Insert School/Community Name Here), Associate Student Body Administration of (Insert School/Community Name Here), other campus organization of (Insert School/Community Name Here), and Love 4 Life Association non-profit organization.

The Vice President's duties include:

The Vice President will be event coordinator whenever we attend other schools or do campaigns; making sure everyone participating knows what they are doing. Also as campus liaison, help conduct interviews and select leadership positions, remind/confirm active members of events, and perform unanticipated tasks that are not explicitly delegated already. The Vice President has to inform the President of activities done by the other officers relating to Love 4 Life.

The Treasurer's duties include:

The Treasure will join the Vice President to prepare and maintain an annual budget for the chapter, review with the chapter leadership team, keep a current account of the organization funds, coordinate and oversee all fundraising activities, obtain approval from the Chapter President and Chapter Advisor before spending money to make sure the expenses will be approved and reimbursed, deposit funds and pay bills promptly, making expenditures in a manner that will be approved by the campus, keep up to date all documentation of all the campus banking transactions, provide up to date statistics of all transactions during officer meetings and oversee and officiate the Private and Corporate Fundraising Chairs. The Treasurer will also be responsible for looking for sponsors for the organization.

The Secretary's duties include:

The Secretary will maintain all meeting attendance records, maintain detailed minutes of all general meetings and the officer meetings and forward them to all the officers. The Secretary



will also keep officers and adviser contact information up to date, and coordinate with the Vice President to complete activity reports within 3 days of an event. The Secretary will also help the Vice President with any information or updates for the written report for the Love 4 Life Association non-profit organization representatives report which is conducted once a month.

The Representative duties include:

The Representative will serve as Love 4 Life at (Insert School/Community Name Here) representative to the Love 4 Life Association by providing a written report to the organization members of the activities being done in Love 4 Life at (Insert School/Community Name Here) (Including the most current active members roster). The Representative will be responsible for promoting and maintaining the organization’s image within the school and community. Seek opportunities to promote chapter service projects within local media, such as the school newspaper, and other new affiliates. Organize and head the publicity committee, provide committee updates during the officer meetings and reports to the President. Also, create posters/fliers and organize distributions, and reach out to other organizations on campus.

Technician’s duties include:

The Technician is responsible for taking pictures/videos of meetings, fundraising efforts and of the trip, any event that we are a part of, and compile media presentations for members, donors, and sponsors. Also, to create collages and videos that have to be sent to the Historian within 2 days of the event. Help the Director of Public Relations with the creation of posters/fliers, and any other project. Coordinate with the Vice President for any events.

Historian’s duties include:

Responsible for creating a Love 4 Life at (Insert School/Community Name Here) social media including: Instagram, Snapchat, Facebook, Twitter, etc. The Historian has to keep all the social media up to date and post chosen pictures/videos sent by the technician. Post reminders of events put on by Love 4 Life and meetings. The Historian must help the Representative with the creation of posters/fliers, and any other projects. Coordinate with the President for any reminders and/or events that have to be posted. Keep #StayBrightThursday alive (post motivation things every Thursday with that hashtag).

C. Qualifications for Becoming an Officer

To be eligible to become an officer in this organization, potential candidates must be currently registered students at (Insert School/Community Name Here). In order to be eligible for an officer position, the Active member must be “active” for at least 1 semester of active membership. In order to be (President and Vice President) you must be an Active Member who



has been “active” for at least 1 year. Unless of an emergency filling vacancy which will be determined by the Chapter advisor and the Love 4 Life Association non-profit organization headquarters.

D. Terms of office

Every officer position will last ONE academic year. There is no limit on how many times someone can hold a position. Incoming president will not hold elections, he/she is appointed by the Love 4 Life at (Insert School/Community Name Here) current president/advisor. The president appoints their Vice-President.

E. Procedure for filling vacated offices

When a position is vacated (except: President and Vice President), elections will be conducted. If the President leaves the office, the current vice-president will act as interim president. Then the president will appoint their Vice-President. If the President decides to leave office, they have to provide a resignation letter to their Chapter advisor and to the Love 4 Life Association nonprofit Board of Directors. Upon the exit of their position they are not allowed to use our logo, name (Love 4 Life Association), any activities that were taken place by and in Love 4 Life Association, campaigns, and our programs, and program ideas.

F. Procedure for removal of officers

Officers can be removed from the organization for the following reasons: : Making racist/discriminatory comments of another individual, breaking Federal, State, Local or School Law/Policy, not fulfilling the active members policies, missing 35% consecutive meetings (classes schedule is excluded from this policy), and not following/respecting the Love 4 Life Association non-profit organization policies or unbecoming behavior determined by the officers or chapter advisor. Upon removal, the officers are not allowed to use our logo, name (Love 4 Life Association), any activities that were taken place by and in Love 4 Life Association, and our program ideas.

All Active Members have the ability to request the removal of an officer. Any Active Member who wishes to have an officer removed must present their reasoning in writing to the executive board (this could be done through hard copy or an email/electronic). Once the complaint/request is brought to the executive board, the following process must take place:

1. Charges or complaint brought against an individual
2. Evidence to support complaint is presented



3. Individual given an opportunity to argue a defense and offer counter evidence
4. Vote is taken by the executive board
5. A Majority vote will result in the removal of the officer in question
6. Appeal process for the decision made by vote. Only one level of appeal is required.

ARTICLES VI Meetings

A. Types of meetings

General meetings will be held every other week, therefore twice a month. Meetings may be cancelled depending on how much there is to be done. The meetings are open to everyone. Also, we have the right to call an extra general meeting if necessary. There will also be an officers meeting at least once in two months to discuss important topics that we have to bring to the general meeting. Also, to keep each other up to date about what they have accomplished through their position in order to let the members know, only officers can attend else members submit a request in advance. We have the right to call an extra officers meeting if necessary.

B. Method of conducting meetings

A general consensus during all general and officers meetings shall suffice to conduct meetings.

C. Meeting minutes and records

It shall be the responsibility of the secretary to take meeting minutes and keep related records of all meetings (including special and emergency meetings). Meeting Minutes and other records are vital for an organization's success. Election results, impeachment of an officer, approval of a budget or expense. Previous minutes will be read or distributed at the beginning of the next meeting if necessary. Additions and corrections are to be made at this time and a final approval of the minutes must be made. The Secretary is responsible for storing the minutes and any other important documentation under their responsibilities. The Secretary is also responsible for sending all that documentation to the officers and meeting with the President once in two months to make sure everything is well organized. The organization will share the meetings with the membership through hard copy at the meetings or via email.



ARTICLE VII Elections

A. Times and period when elections occur

Yearly elections will be held every Spring quarter no later than the last week of May. New officers will shadow current officers and will be transitioned through Spring quarter. Newly elected officers will take their positions on the first day of summer. (This date applies to College Chapters only).

Yearly elections will be held every year no later than the last week of October. (This date applies to HS Chapters only).

B. Nominations

Only active members for at least 1 semester are eligible for nomination to become officers. Any active member can nominate another active member. Any active member can also self-nominate themselves. Additionally, active members and officers must be currently a registered student at (Insert School/Community Name Here).

NOTES: If your group wants to have applications for officer positions, remember that those applications must be labeled as "Nomination Applications" and can only be used to collect information or as "Statements of Interest" for an officer position. They can't be used to screen out potential candidates.

C. Notification and posting of elections

Active members will be notified about elections through email, social media, and through announcements at meetings. Potential candidates will be notified of the election process within the first week of and the election process will take place after the nominations.

D. Election procedures

Electronic voting will be allowed. Only active members are able to run for elections and all members are allowed to vote. A majority of votes will secure an officer position. The newly elected officers will officially take their positions on the first day of summer, if not before. A secret ballot with all nominees will be presented to the Active Members for voting, the meeting after the nominations. The nominee with plurality vote from the Active Members will be appointed for the position. The ballot will have to be through an online voting application. If the process has to be done through paper, two non-bias members will have to count the votes in front of the members to keep transparency.



ARTICLE VIII

A. Dues/membership fees

There will be no dues for membership in Love 4 Life at (Insert School/Community Name Here).

B. Budget expenditures

The President of Love 4 Life at (Insert School/Community Name Here) is responsible for authorizing all expenditures and reimbursements before the Treasure of Love 4 Life at (Insert School/Community Name Here) can make these movements.

ARTICLE IX

Advisers

A. Selection of advisers

All advisers shall be appointed once they accept the appointment to be part of Love 4 Life. Any faculty member can be the primary advisor. The adviser must sign the recognition application with the Love 4 Life Association Policies and constitution of Love 4 Life Association every year.

The President should meet with an advisor at least twice a month and provide frequent updates through communication via email or in person.

It shall be the duty of the advisor to inform the members and officers of Love 4 Life of any potential sponsors and opportunities.



Love 4 Life Association Chapter Constitution Agreement

I, President of Love 4 Life Chapter at **(Insert School/Community Name Here)**, hereby accept and adopt this constitution. As well as agree that I will follow all the policies in this paper and the original bylaws of Love 4 Life Association, non-profit Organization.

Name of President(s)

Signature of President(s)

Date

***Advisor Signature only applies to High School Chapters**

I, Primary Advisor of Love 4 Life Chapter at **(Insert School/Community Name Here)**, hereby accept and adopt this constitution. As well as agree that I will follow all the policies in this paper and the original bylaws of Love 4 Life Association, non-profit Organization.

Name of Advisor

Signature of Advisor

Date