

Pinky Swear PACK Program  
(SCHOOL)  
Campus Program Constitution & Bylaws



Article I. NAME

The name of this student organization shall be “(SCHOOL) Pinky Swear PACK Program.”

Article II. PURPOSE

The purpose of the PACK Program shall be to raise awareness of pediatric cancer on campus as well as in the community, support children battling cancer and their families, fundraise in order to support pediatric cancer, and otherwise support the mission of the Pinky Swear PACK Program. The (SCHOOL) PACK Program will achieve the above statements by engaging in the following activities:

1. Completing hands-on projects to support kids with cancer and their families on a local and national level.
2. Spreading the mission of the Pinky Swear PACK Program by hosting and participating in events on (SCHOOL) campus and in the community.
3. Working with other (SCHOOL) student organizations in order to expand awareness of pediatric cancer as well as the work and mission of the Pinky Swear PACK Program.

Note, this is not a complete list of possible PACK Program activities.

Article III. MEMBERSHIP

Membership in the (SCHOOL) Pinky Swear PACK Program shall be open to any full or part time undergraduate or graduate students at (SCHOOL). As a participant in the (SCHOOL) Pinky Swear PACK Program, members shall accept and adhere to policies and regulations set forth by Pinky Swear Foundation. Membership status may be reviewed when necessary and revoked for any violation of Pinky Swear PACK Program policies.

Article IV. EXECUTIVE BOARD

Section 1. The executive board positions of the (SCHOOL) Pinky Swear PACK Program shall consist of a President, Vice President and Public Relations manager, as well as a fourth position left to the discretion of the (SCHOOL) Pinky Swear PACK Program. The creation of additional leadership positions shall be approved by a two-thirds vote of active membership as well as approved by the Pinky Swear executive leadership.

Section 2: The duties of the President shall include:

- A. Ensure crew members adhere to policies established by Pinky Swear Foundation.
- B. Plan and oversee events that include children on and off campus.
- C. Hold weekly meetings for executive members and club members on campus.

- D. Coordinate any monetary contributions from fundraising efforts and distribute to necessary parties as well as receive any necessary shipments.
- E. Distribute necessary promotional materials to PACK members.
- F. Maintain consistent contact with regional PACK members as defined by Pinky Swear Foundation.

Section 3. The duties of the Vice President shall include:

- A. Stand in upon the President's Absence.
- B. Assist on the responsibilities of the President.
- C. Document and share meeting minutes with members as well as take attendance at weekly meetings and at events.
- D. Keep a physical record of all events including any donations, giveaways, partner organizations, promotional materials, etc.

Section 4. The duties of the Public Relations Manager shall include:

- A. Create promotional content.
- B. Remain active on (SCHOOL) Pinky Swear PACK Program social media accounts
- C. Compile photo/video content for all events hosted by (SCHOOL) Pinky Swear PACK Program.
- D. Conduct interviews when necessary.

Section 5. The duties of the Fourth Executive Member can include:

- A. Secretary duties including that of written documentation otherwise done by the President.
- B. Event Director to help reach out to organizations and clubs on and off campus to relieve President and Vice President of duties. Can be helpful for larger groups to coordinate internal events between Pinky Swear PACK Program and other organizations on campus.
- C. Membership Director to coordinate addition and recruitment of new members as well as applications and interviews. Especially helpful for smaller groups to increase membership and further their recruiting process.
- D. Additional responsibilities left up to the discretion of (SCHOOL) Pinky Swear PACK Program executive team members.

Section 6. Executive board positions may be altered by a unanimous vote of current executive board members in order to better suit program needs.

## Article V. ELECTIONS

Section 1. (SCHOOL) Pinky Swear PACK Program's new executive board shall be established within the final month of spring semester, allowing a one month transitional period between executive boards. All elections shall be coordinated by the graduating executive board members as to ensure fair voting.

Section 2. In order to run for an executive board position, members shall give a speech or writing correspondence outlining their merit for said position. Members can run for up to two positions. Voting shall be organized by graduating executive members and shall be anonymous. The

individual that receives the most votes shall be elected to that position. In the rare case of a tie, the votes shall be left to the president and vice president. No member shall hold more than one executive board position.

Section 3. In the event that an executive board member is deemed deficient in his/her duties as unanimously decided by the other executive board members, he/she shall be removed. In this event, the Pinky Swear executive members shall be consulted prior to removal. The removal of an executive board member shall result in an election to fill the vacancy. This election shall proceed as outlined in section 2.

#### Article VI. MEETINGS

Section 1. (SCHOOL) Pinky Swear PACK Program shall hold weekly meetings in order to plan events. Meeting times and dates shall be established by (SCHOOL) Pinky Swear PACK Program executive board members and communicated to members in a timely manner.

Section 2. In the event that an additional meeting must be held, the (SCHOOL) Pinky Swear PACK Program President shall get approval of all other executive board members. Members shall be given notice of said meeting at least 24 hours prior to its occurrence.

Section 3. Communication of meeting locations, dates and times shall be done via the GroupMe, Facebook, Email etc.

#### Article VII. OPTIONAL GROUP ADVISOR

Section 1. Newly elected (SCHOOL) Pinky Swear PACK Program executive members shall agree upon and appoint an advisor prior to the completion of the executive board transitional period. The advisor must be a (SCHOOL) faculty member or administrator. The advisor's duties shall include:

- A. Maintaining contact and meeting with (SCHOOL) Pinky Swear PACK Program executive members regularly.
- B. Attending (SCHOOL) Pinky Swear PACK Program executive members events and meetings when possible.

Section 2. The advisor shall not have voting rights with the exception of veto ability. Veto ability shall only be used when any decision by the (SCHOOL) Pinky Swear PACK Program is in violation of (SCHOOL) policies or procedures.

#### Article VIII. AMENDMENTS

This constitution shall be reviewed prior to the beginning of each academic year. Amendments may be made to this constitution as deemed necessary by the Pinky Swear executive members and Foundation. Change requests by the (SCHOOL) Pinky Swear PACK Program shall be submitted by the President to the Pinky Swear executive board for approval.

#### Article IV. AFFILIATION

(SCHOOL) Pinky Swear PACK Program is affiliated with Pinky Swear Foundation, a national organization that helps kids with cancer and their families with financial and emotional support.

#### Article V. CONFLICT

Upon conflict, (SCHOOL)'s policies, regulations and procedures shall take precedence over those outlined in this Constitution. Conflict among (SCHOOL) Pinky Swear PACK Program members shall be resolved by the PACK executive board members. When this is not possible, conflicts shall be brought to Pinky Swear executive members for resolution.