



project sunshine

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Proposed Bylaws

Project Sunshine College Volunteer Program

This chapter Bylaws template may be used by the college chapter of Project Sunshine. The provisions in this Bylaws template which are printed in standard type are requirements of the Project Sunshine Bylaws or the interim edicts and regulations of the National Office and must be observed by each chapter and must be incorporated into each chapters' bylaws. These By-laws are intended to inform the membership and any others of the rules and procedures by which this chapter operates and are binding upon all members and officers. If there is any conflict between the National Bylaws and the chapters' bylaws, the National Bylaws shall govern.

Remember that these By-Laws are a sample and that your chapter may have fewer or more regulations than stated here. However, the by-laws must meet the requirements of the National Bylaws.



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Table of Contents

ARTICLE I. NAME AND LOCATION	4
ARTICLE II. MISSION STATEMENT.....	4
Article III. PURPOSES	4
Article IV. Insignia	5
Bylaw 1. Logo.....	5
Bylaw 2. Colors	5
Bylaw 3. Font	5
Article V: Project Sunshine Chapters	6
Bylaw 1. Chartering of Project Sunshine Chapters	6
Bylaw 2. Procedure	6
Bylaw 3. Chapter Locations	6
Bylaw 4. Active Chapters in Good Standing	7
Bylaw 5. Inactive Chapters Not in Good Standing	7
Bylaw 6. Chapter Dissolution	8
Article VI. Membership.....	9
Bylaw 1. Members	9
Bylaw 2. Membership Criteria	9
Bylaw 3. Membership Eligibility.....	9
Bylaw 4. Membership Rights	9
Bylaw 5. Membership Responsibilities.....	10
Bylaw 6. Non-Discrimination and Anti-Hazing	10
Bylaw 7. Chapter Affiliation.....	10
Bylaw 8. Liability Waiver	10
Bylaw 9. Voting.....	11
ARTICLE VII. CHAPTER POLICIES AND PROCEDURES.....	12
Bylaw 1. Chapter Constitution and Bylaws	12
Bylaw 2. Chapter Independence	12
Bylaw 3. Finance	12
Bylaw 4. Calendar Year.....	13



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Bylaw 5. Record-keeping and Reports.....	13
Bylaw 6. Chapter dues.....	13
Bylaw 7. Chapter Meetings.....	13
Bylaw 8. Executive Board Elections.....	13
Bylaw 9. Committees	14
Bylaw 10. Process to Impeach an Officer.....	14
Bylaw 11. Officer or Advisor Resignation	15
ARTICLE VIII. CHAPTER OFFICERS	16
Bylaw 1. Required Chapter Officers	16
Bylaw 2. Qualifications.....	16
Bylaw 3. Officer Responsibilities.....	16
Bylaw 4. Vacancies.....	18
Bylaw 5. Additional Officers	18
ARTICLE IX. CHAPTER ADVISOR.....	22
Bylaw 1. Required Chapter advisor	22
Bylaw 2. Qualifications.....	22
Bylaw 3. Chapter Advisor Duties and Responsibilities.....	22
ARTICLE X. EXECUTIVE BOARD COMMITTEES	24
Bylaw 1. Establishment of Executive Board Committees.....	24
Bylaw 2. Executive Board Committees and Their Duties	24
Bylaw 3. Vacancy.	24
Bylaw 4. Powers.....	24



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National Bylaws for Project Sunshine College Chapters

NAME OF COLLEGE OR UNIVERSITY

ARTICLE I. NAME AND LOCATION

The name of this chapter is the (**NAME OF COLLEGE OR UNIVERSITY**) chapter of Project Sunshine. This chapter is located at (**NAME OF COLLEGE OR UNIVERSITY**) in (**CITY, STATE, ZIP CODE, COUNTRY**).

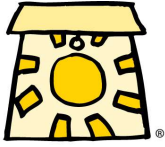
ARTICLE II. MISSION STATEMENT

The mission of **NAME OF COLLEGE OR UNIVERSITY**, chapter of Project Sunshine, is bringing joy and play to pediatric patients; to provide volunteer service to the community in healthcare settings; to provide a forum for students with common interests; to uphold and exemplify Project Sunshine to the community; and to be recognized by **NAME OF COLLEGE OR UNIVERSITY**, an Educational Institution, as a local chapter.

Article III. PURPOSES

The purpose of this chapter of Project Sunshine shall be to support the mission, policies and objectives of Project Sunshine as set forth in the Project Sunshine Bylaws:

1. To provide free programming- recreational (arts) to children facing medical challenges and their families
2. Volunteer Members donate their time to assemble program materials and deliver programs.
3. To restore a crucial sense of normalcy to the pediatric healthcare environment.
4. To promote cooperation and contact between professional and preprofessional students and educators.
5. To bind together students with similar interests.
6. To Stimulate interest in preparation for a career in Healthcare
7. To cooperate with other organizations that have similar goals and ideals to further the chapter's goals and mission of Project Sunshine.



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Article IV. Insignia

Bylaw 1. Logo

1. The official logo of the chapter shall be the Project Sunshine “Logo”, which was approved by the National Office. The Logo shall be issued to and use only by Executive Board Members of the chapter.

Bylaw 2. Colors

2. Colors of the chapter shall be Yellow and Black as established by the National Office. Light Blue, Dark Blue and Orange are required secondary Colors.

Bylaw 3. Font

3. Font of the chapter shall be Lato, Lato Light, Lato Bold, Lato Black and Calibri as established by the National Office.



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Article V: Project Sunshine Chapters

Bylaw 1. Chartering of Project Sunshine Chapters

Minimum Qualifications

1. A chapter of Project Sunshine shall be established only at a university (a college or other graduate study program is included within the definition of “university” if accredited) with a graduate or undergraduate program.
2. A chapter of Project Sunshine may also be established at a university with a doctoral program (which university does not otherwise qualify as indicated herein) on a case-by-case basis in the sole, absolute, and unreviewable discretion of the National Office.

Bylaw 2. Procedure

3. A group desiring to charter a Project Sunshine chapter shall petition the College Volunteer Program of Project Sunshine. Such petition shall include, at a minimum, all information evidencing the group meeting the minimum requirements listed herein in this section, approval, and acceptance of the chapter by the university, and such other information and requirements as the National Office may require during the application, review, and/or approval process. The qualifications of such petitioning groups shall be examined by the College Volunteer Program and additional evidence may be requested by the College Volunteer Program in its sole and absolute discretion. Any Chapter applying for membership in Project Sunshine College Volunteer Program shall complete any application procedure as defined by the National Office, who has final approval authority. Any controversy concerning membership approval, categories or criteria will be resolved by the National Office, which has final authority and sole and absolute discretion in this regard.

Bylaw 3. Chapter Locations

4. Where universities and colleges have multiple campus locations, separate chapters may be established. The separate chapter must meet all requirements for establishing a chapter, as well as obtain approval from the college and the National Office. The National Office will base its decision upon the need as well as the sustainability of establishing a separate chapter and the consequences upon both the new chapter and the established chapter. The National Office will provide a written approval or disapproval to both the candidate chapter as well as the established chapter.



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Bylaw 4. Active Chapters in Good Standing

5. A chapter in good standing shall comply with the Bylaws, shall comply with any rules, regulations or handbooks published by the National Office, shall hold elections annually, shall have at least nine (9) meetings each academic year, shall meet uniform criteria determined by the National Office, shall have at least one active Advisor, shall have submitted all required reports with the National Office, and shall be current in all fundraising obligations to the National Office. The National Office shall apply uniform criteria to determine those chapters that are not in good standing. Only chapters in good standing shall be eligible to conduct programming and advertise its affiliation with Project Sunshine.

Bylaw 5. Inactive Chapters Not in Good Standing

6. A chapter which is not in good standing may be declared “inactive”. The National Office may establish different types of inactive chapters and requirements for removal of such inactive status. A chapter under any inactive status shall not be entitled to return of fundraising donations. Currently, the National Office recognizes the following types of inactive chapters:
 1. Automatic Probation
 - A chapter shall be declared inactive and on automatic probation in the event that any of the following take place: (1) the institution at which the chapter is located fails to meet the requirements listed in this Article V, (2) the chapter failed to conduct programming as required, (3) the chapter failed to maintain their good standing with the university or any state or local agency, (4) the chapter failed to hold elections for one or more consecutive years, (5) at any time when the chapter does not have an active advisor, or (6) the chapter requests inactive status. So long as a chapter has not been placed on another type of inactive status hereunder by the National Office, then the chapter shall be automatically reinstated ten (10) days after all such probationary matters have been cured and such satisfactory proof of cure has been submitted to the National Office. The chapter may continue to recruit new volunteer Members and hold regular chapter business meetings during the automatic probation but may not participate in any other university or chapter activity as a chapter.
 2. Suspension or Termination of Chapter/Notice
 - The National Office shall notify the university of any suspension or termination within thirty (30) days of such. The National Office may choose to notify the university of a probation if the staff determines in its sole, absolute, and unreviewable discretion that such action would be beneficial to the university, the chapter, and/or the National Office. The National Office is not responsible for enforcing any university censure, probation, suspension, or termination, but such university action may be cause for action for some type of inactive status hereunder



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by the National Office and the National Office hereby reserves to make determinations based upon the relevant facts and conclusions of the university in its evaluation of such matters. The Volunteer Members of a suspended or terminated chapter herein may request a transfer of membership to a community volunteer chapter if such Member was not a participating member of any infraction which caused said chapter's suspension or termination. Any hearing concerning the suspension or termination of a Volunteer Member may coincide with any other hearing related to the matter, including with other Volunteer Members or the subject chapter.

Bylaw 6. Chapter Dissolution

7. A Chapter desiring to dissolve from the Project Sunshine College Volunteer Program shall submit such dissolution in writing to the National Office. Any Chapter having dissolved from membership may be reinstated upon application to the National Office and upon meeting such uniform terms and conditions as may be established by the National Office.



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Article VI. Membership

Bylaw 1. Members

1. Project Sunshine has Chapter Volunteer Members who are local chapters of Project Sunshine and who consist of collegiate members ("Volunteer Members") as set forth below. "Chapter Volunteer Members" may also be referred to as "local chapters" or "chapter members" within these Bylaws.

Bylaw 2. Membership Criteria

2. Members shall meet the following minimum criteria for membership. Any chapter, at its discretion, may establish higher or additional criteria, but below are the minimum criteria. Any individual applying for membership shall complete and submit a Project Sunshine College Volunteer application online as required. Any controversy concerning membership, or criteria will be resolved by the National Office, which has final authority and sole and absolute discretion in this regard.
 - a. Collegiate members shall be students enrolled in undergraduate, graduate or doctoral programs at the time of recruitment.
 - b. Membership in Project Sunshine College Chapters is available to all majors in academic programs.

Bylaw 3. Membership Eligibility

3. Chapter Volunteer Members 18+ years of age shall possess a high degree of professionalism upon entrance to the Project Sunshine College Volunteer Program, as well as the capability to maintain this professionalism throughout their membership in the chapter.

Bylaw 4. Membership Rights

4. Each registered active volunteer member shall have one vote during meetings on questions presented and for each of the several offices. One-third of the total active volunteers must be present for a vote to be taken. Active members do not include members on "probation".
5. No volunteer member shall be denied the right of participation in chapter activities on the basis of financial status. Members who are unable to meet the financial obligations of the local chapter may meet with the Treasurer in order to discuss a payment or waiver plan, in which the chapter may cover all or part of the chapter dues. The Executive Board shall approve all waivers.



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Bylaw 5. Membership Responsibilities

6. Chapter Volunteer members of the **NAME OF COLLEGE OR UNIVERSITY**, Chapter of Project Sunshine shall be required to commit themselves for one academic year to chapter activities and to abide by the decisions and directives of the National Office. Members will recommit themselves every academic year.
7. Attendance at meetings is required of active volunteer members. Those students attending fewer than 50% of scheduled meetings shall be considered inactive the first semester and can be put on probation if they do not attend more than 50% of scheduled meetings the following semester. All active volunteer members shall participate in at least ten “service” hours per semester. Activities to be counted as “service” hours will be deemed acceptable or not by the Executive Board members.
8. Failure to abide by any of the By-laws may result in sanctions imposed by the Executive Board.

Bylaw 6. Non-Discrimination and Anti-Hazing

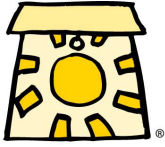
9. Membership in the chapter is open to all students, including persons with disability, without regard to age, color, gender, gender identity, gender expression, national origin, race, religion, and/or sexual orientation. No undue social pressure, hazing, bullying or harassment (collectively “Hazing”) shall be used to ensure acceptance of membership by any Chapter or Chapter volunteer member(s). All Chapters and their volunteer members, regardless of classification, shall comply with the Chapter’s university’s non-discrimination and anti-hazing policies.

Bylaw 7. Chapter Affiliation

10. Each Volunteer Member must be affiliated with a local chapter. The default chapter to which a Member belongs and is eligible to vote is the local chapter where the Member first joined.

Bylaw 8. Liability Waiver

11. In consideration of Member becoming a Volunteer Member of Project Sunshine and **NAME OF COLLEGE OR UNIVERSITY** Chapter, said Member acknowledges the risks of any chapter activities and releases Project Sunshine National Office, the local chapter, the university, and any other associated parties.



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Bylaw 9. Voting

12. Only Active Members are eligible to vote on matters in their local Chapter. Said Member must be a member of said local chapter to be eligible to vote in that Chapter. Each Member may only vote in the local chapter in which they are officially affiliated with. Each Member is entitled to one vote upon each matter submitted to a vote for which there is not a conflict of interest for said Member. The specific voting method **NAME OF COLLEGE OR UNIVERSITY**, Chapter of Project Sunshine will allow Members to vote in the following way(s):

- Each Member may vote either (in order of highest priority and preference) (i) in person, (ii) by electronic means as dictated by the chapter (i.e., vote by survey monkey or other electronic voting, but only if the chapter sets such electronic voting for all members of the chapter even if “in person” voting is also allowed for said matter), (iii) by absentee ballot (whether by paper or email ballot), (iv) by proxy (said proxy being given to an officer or advisor of the chapter), or (v) by proxy (said proxy being given to another Member of the chapter); but said Member may only use one method of voting per matter voted upon. If multiple methods are used by any Member to vote on a single matter, then the chapter may, in its discretion applicable to all Members that use multiple methods to vote on a single matter, choose to (i) refuse to recognize all votes of that Member on that matter or (ii) count only the vote with the highest level of priority and preference. Duplicate voting is not allowed and only one vote may be cast per Member on any matter.



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ARTICLE VII. CHAPTER POLICIES AND PROCEDURES

Bylaw 1. Chapter Constitution and Bylaws

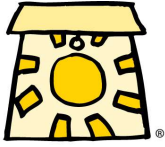
1. Each chapter shall provide for its own regulations by an individual constitution and/or bylaw provided that such are not in conflict with the local, state, and federal statutes. Such constitution and/or bylaws shall not provide any provisions that are in direct or indirect conflict with the National Bylaws, rules and/or regulations, and, if any such conflict arises, the National Bylaws, rules and/or regulations shall control.

Bylaw 2. Chapter Independence

2. Each Chapter is its own entity. It must meet the requirements set forth in these Bylaws for membership in the Project Sunshine College Volunteer Program, but may impose such additional requirements, rules, and regulations as it feels necessary for its individual chapter. All actions of the Chapter are its own and, other than the rights and requirements indicated in these Bylaws, the National Office has no right or obligation to dictate what actions a Chapter takes (or does not take) to further its purpose or mission. Each Chapter and all its Volunteer Members, in consideration of joining Project Sunshine College Volunteer Program or a local chapter, hereby acknowledges and affirms that each Chapter is solely responsible for its actions and the actions (or inaction) of its Volunteer members.

Bylaw 3. Finance

8. The Chapter will adhere to all fiscal policies of the Student Government Association and the college.
9. Minding our 501(c)(3)s
 - Project Sunshine is considered a nonprofit organization by virtue of its classification as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code. However, this classification does not extend to individual chapters. Please consult your school's student affairs/student organizations office for information regarding the extension of tax-free status to your chapter. Do not represent to any party that donations made to the chapter are eligible for a charitable contribution for tax purposes. Please note that any unrestricted funds raised by the chapter for Project Sunshine may be sent to the National Office and a contribution letter may be issued by Project Sunshine for any such donated funds.
 - Project Sunshine is a 501(c)(3) tax exempt organization. This tax-exempt status extends to each chapter as a subordinate of the National Office.



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Bylaw 4. Calendar Year

10. The Chapter Academic year shall begin on September 1 and end on May 31.
11. We encourage all chapters to continue programming between June 1 – August 31. Please notify the Project Sunshine National Office by April 1 if you will be unable to participate during the summer.

Bylaw 5. Record-keeping and Reports

12. The Chapter shall maintain and submit accurate records and reports of its programming activities via Salesforce and donations of its fundraising via Classy. Such records shall be kept in such a way as to serve as a permanent and historical record. Such reports may be requested by the National Office at any time and must be provided in a reasonably timely fashion.

Bylaw 6. Chapter dues

13. Each local chapter determines the amount of chapter dues, if any, that each volunteer member shall pay to said local chapter. Annual chapter dues shall be established in accordance with chapter needs by action of the Executive Board and a three-fourths vote of the chapter volunteer members present.

Bylaw 7. Chapter Meetings

14. Each chapter shall determine the number of meetings to be held during the academic year.
15. Each chapter is required to have a minimum of nine meetings a year to hold elections.
16. Chapters will hold a meeting at minimum four per term (semester vs. quarter). It is recommended chapters hold meetings once per month.
17. Electronic Conference Meetings.
 - The Executive Board may permit any or all volunteer members to participate in a chapter meeting by any means of communication by which all volunteer members participating may simultaneously hear each other during the meeting. Including, but not limited to, conference telephone calls or web-based meetings. The entire meeting may be conducted through such means. A Volunteer member participating in a meeting by this means is deemed to be present in person at the meeting.

Bylaw 8. Executive Board Elections

18. The election of new officers shall be annually, preferably in the spring of each academic year.



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19. Election of officers shall be held once each year at a time and place to be designated in the notice of meeting provided to the Volunteer Members.
20. Chapters must provide members at least one month notice of the chapter meeting date when officer elections will take place.
21. Chapter elections may take place in person and/or electronically.
22. The Chapter Secretary shall report to the National Office by May 1 of each academic year the names and email addresses of the chapter officers. The Secretary shall report to the National Office any changes in names or addresses of chapter officers within thirty (30) days of the change occurring.
23. Newly elected officers will work with the current officers to assure a smooth transition.

Bylaw 9. Committees

24. Committees may be appointed by the President (Chapter Leader) with the approval of the Executive Board.

Bylaw 10. Process to Impeach an Officer

25. Three or more members must bring the petition to the attention of the Advisor.
26. The officer in question must be sent an official letter, approved, and signed by the Advisor, informing him or her that the chapter has begun the impeachment process and outlining the reasons for pursuing impeachment and the process to be followed.
27. The officer must have the opportunity to respond to the charges in writing and/or in person. The officer must have the right to appeal his or her case before an impartial Review Committee.
28. The impartial Review Committee should be comprised of the Chapter Advisor, two impartial volunteer members, and one or two (to create an odd-numbered committee) faculty members who preferably are former advisors. Individuals who participated in the impeachment request may not serve on this committee. As such, the impartial volunteer members should be any two officers who were not part of the original petition. If there are not two qualifying officers, then the Advisor will appoint the necessary volunteer member(s). This Committee must decide whether the charges are warranted to proceed with the impeachment process. If the Committee determines the proposed impeachment to be unwarranted, the process is terminated.
29. A vote for impeachment by the Review Committee will pass with a three-fourths majority vote. Consideration must be based only on the documented criteria. The Review Committee's decision is final.
30. National Office must be sent an official letter via email stating that the chapter has voted to impeach the officer or that the officer has chosen to step down. This letter also must include the name of the volunteer member who will fill the vacant position.



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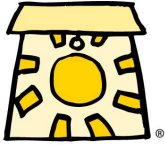
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31. The impeached officer will remain a volunteer member of the Chapter provided not otherwise suspended or terminated under other provisions of these Bylaws.
32. If an officer is impeached, then the Chapter will hold an election for replacement of such officer at the next available Chapter meeting. If the President (Chapter Leader) of the Chapter is impeached, then the Vice-President (Chapter Leader) shall become President (Chapter Leader) and the Chapter will elect a new Vice-President (Chapter Leader).
33. Any impeached officer is not eligible to run for a Chapter office in the year after that in which he or she was impeached.

Bylaw 11. Officer or Advisor Resignation

34. At any time, an officer or Advisor may resign by providing written notice of such resignation to the current Advisor, President (Chapter Leader), or Secretary, as long as such officer is not himself or herself.
35. Such resignation shall be effective when delivered unless a delayed effective date is listed in such written notice of resignation.
36. If an Advisor resigns, the college or university will appoint a different person to serve as Interim Advisor until a qualified Advisor is able to be appointed.
37. If an officer resigns, the Chapter will hold an election for replacement of such officer at the next available Chapter meeting. If the President (Chapter Leader) of the Chapter resigns, then the Vice-President (Chapter Leader) shall become President (Chapter Leader) and the Chapter will elect a new Vice-President (Chapter Leader).



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ARTICLE VIII. CHAPTER OFFICERS

Bylaw 1. Required Chapter Officers

1. The officers of each chapter shall consist of a President (Chapter Leader), a Vice-President (Chapter Leader), Secretary and a Treasurer, which shall be Collegiate Members (whether undergraduate, graduate or doctoral students) to be elected by a majority vote of the membership, though initial officers may be appointed by the Chapter Advisor until such time as a new election is held in accordance with these Bylaws.

Bylaw 2. Qualifications

2. The officers of the chapter must be active volunteer members who have maintained the requirements for initiation. The officers of a Project Sunshine chapter must be Collegiate Members.

Bylaw 3. Officer Responsibilities

3. There shall be a **President (Chapter Leader)** who will be elected from and by the membership to represent the Chapter on and off campus. The President (Chapter Leader) will serve as a mentor for other officers and is responsible for the Chapter functions including the following:
 - Ensure your chapter is registered with your school's student affairs/student organizations office.
 - Ensure that the chapter stays in good standing with the institution in which it resides and Project Sunshine National Office
 - Initiation and development of chapter programming and activities.
 - Collaborate with your advisor and other officers, develop a written plan of action for the chapter's activities for the year
 - Facilitate chapter goal-setting.
 - Manage and mentor the executive board officers
 - Fulfilling the responsibilities of various positions as needed
 - Call chapter meetings and establish a meeting schedule. Assist with conducting chapter meetings.
 - Maintain contact and correspondence with Project Sunshine National Office
 - Promote the functioning of the chapter in accordance with the Constitution. Be familiar with chapter and International Bylaws and policies.
 - Initiation and development of chapter programs and activities



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- Follow-up status of mandatory chapter reports to the National Office and keep Advisor informed
 - Ensure transition and orientation of new officers. Provide new officers with the necessary materials from their predecessor.
 - Orient and turn over all materials to your successor
4. There shall be a **Vice President (Chapter Leader)** who will be elected from and by the membership and is responsible for Chapter functions including the following:
- Functions in the absence of the President (Chapter Leader) to Serve as acting President (Chapter Leader)
 - Assist and support the President (Chapter Leader) with all necessary responsibilities to run an effective and successful chapter.
 - Preside over meetings in the absence of the President (Chapter Leader).
 - Oversee committee chairs to ensure accountability to meet goals, expectations and standards
 - Support committee chairs with resources and tools
 - Oversees chapter publicity, including preparation of posters and notices for meetings, chapter activities, and news releases.
 - Maintain contact and correspondence with Project Sunshine National Office
 - Serves as the individual whom the President (Chapter Leader) can delegate to function in special circumstances, i.e., formulate ad hoc committees, coordinate special projects, etc.
 - Orient and turn over all materials to your successor
5. There shall be a **Secretary** who will be elected from and by the membership and will be responsible for all chapter and membership records, including the following:
- Oversees all administrative tasks for the chapter.
 - Maintain the records of the chapter including all Minutes, correspondence and paperwork.
 - Record minutes for all executive board meetings
 - Record and Maintain attendance for all chapter related events and ensure volunteers receive credit in salesforce
 - Communicate reminders about chapter trainings, events and other important information
 - Maintain contact and correspondence with Project Sunshine National Office, keep the contact information of the chapter officers up-to-date in salesforce
 - Notify new volunteers of their training date and time.
 - Notify officers and Volunteers of place and time of meetings.
 - Distribute minutes for all officers and the advisor through campus mail &/or email and file electronically such that all officers may access them virtually.



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- Orient and turn over all materials to your successor.
6. There shall be a **Treasurer** who will be elected from and by the membership and will have the responsibility of conducting the Chapter's financial business, including the following:
- Create a bank account for the chapter either on campus or at a local bank with the President (Chapter Leader) and Chapter Advisor
 - Create a Project Sunshine classy fundraising team page
 - Attend campus administration student club financial meetings
 - Manage and Establish a chapter budget including providing regular financial reports or updates to executive board officers and advisor
 - Maintains an accurate account of all financial transactions, collects all chapter dues and pays all expenses.
 - Ensure all disbursements are for chapter related functions
 - Execute end-of-year audit of chapter financial records.
 - Collaborate with the Fundraising Coordinator to plan fundraising initiatives to raise funds for Project Sunshine National Office and cover chapter related expenses
 - Clears signatures and title of chapter account with appropriate bank or college/university officials as soon as a new Treasurer is elected and installed, so that checks can be processed without delay
 - Orient and turn over all materials to your successor.

Bylaw 4. Vacancies

7. If an officer has resigned or is disqualified, the office shall be filled by a special election of the chapter, which shall be held as promptly as is feasible. The executive board is empowered to fill vacancies in any elective office until a special election is held. The person so elected shall hold office for the remainder of the term.

Bylaw 5. Additional Officers

Additional officers may be added to meet the needs of the individual chapters. The National Office hereby designates the following additional officers and the standard duties of each:

8. There shall be an **Information Technology Coordinator** who will be elected from and by the membership and will have the responsibility of handling all information technology platforms, including the following:
- Train all Executive Board Members on Microsoft 365, Salesforce and Zoom



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- Supply all events with proper IT equipment and make sure it all functions correctly by arriving at each event at least one hour prior to test equipment and internet connections
 - Create chapter social media accounts
 - Design and maintain content on the chapter social media accounts in collaboration with the Communications Coordinator
 - Work with IT and AV departments on campus, as well as the chapter, surrounding tech issues
 - Orient and turn over all materials to your successor.
9. There shall be a **Communications Coordinator** who will be elected from and by the membership and will have the responsibility of handling public relations for the chapter, including the following:
- Collaborate with the Information Technology Coordinator to create and maintain content for the chapter social media accounts
 - Advertise the chapter and chapter events creatively to increase social media presence and chapter awareness on campus and to the public
 - Design flyers for chapter events
 - Create newsletter releases to highlight chapter activities to the university and campus community as well as to Project Sunshine National Office
 - Coordinate all public relations for the Chapter
 - Orient and turn over all materials to your successor.
10. There shall be a **Chapter Programming Coordinator** who will be elected from and by the membership and will have the responsibility of conducting the Chapter's programming, including the following:
- Coordinate all programming for the chapter (Direct Service & TelePlay)
 - Develop ideas for existing programming and implement with Project Sunshine National Office
 - Partner with Medical Facilities and community-based organizations point of contacts to schedule programs for the chapter and members
 - Attend and participate in trainings led by Project Sunshine National Office
 - Collaborate with the President (Chapter Leader) &/or Vice President (Chapter Leader) to conduct teleplay trainings for chapter volunteers and host teleplay sessions &/or teleplay practice sessions
 - Update volunteer information with completion date of training for each volunteer and attendance for each teleplay session
 - Submit program reports for direct service and program session reports for teleplay



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- Orient and turn over all materials to your successor.
11. There shall be a **Fundraising Coordinator** who will be elected from and by the membership and will have the responsibility of handling the Chapter's fundraising initiatives, including the following:
- Develop and implement fundraisers for the chapter
 - Partner with community sponsors to fundraise for Project Sunshine National office and the chapter
 - Attend and participate in trainings led by Project Sunshine National Office
 - Collaborate with the Treasurer to plan fundraising initiatives to raise funds for Project Sunshine National Office and cover chapter related expenses
 - Collaborate with the chapter events coordinator to execute fundraising events
 - Orient and turn over all materials to your successor.
12. There shall be a **Chapter Events Coordinator** who will be elected from and by the membership and will have the responsibility of coordinating all Chapter related events, including the following:
- Reserve space and coordinate set-up for Executive Board Meetings, New Volunteer Training, TelePlay Training and Sending Sunshine
 - Collaborate with all coordinators to support and execute their events
 - Take lead on ordering food if serving refreshments at events
 - Orient and turn over all materials to your successor.
13. There shall be a **Community Partnerships Coordinator** who will be elected from and by the membership and will have the responsibility of developing strategic partnerships on or off campus with businesses and medical facilities, including the following:
- Serve as liaison between the chapter and other campus organizations.
 - Establish partnerships with service organizations on campus to offer a variety of community service projects
 - Promote Project Sunshine programming to medical facilities and children focused organizations in the local community to foster partnerships in collaboration with the National Office
 - Promote interaction and co-sponsorship with other campus organizations and local businesses
 - Record attendance for service events so members receive credit by the secretary
 - Orient and turn over all materials to your successor.



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14. There shall be a **Members Engagement Coordinator** who will be elected from and by the membership and will have the responsibility of conducting recruitment, training, and planning social events for chapter members, including the following:
- Request table or booth at campus involvement fairs to promote the chapter, volunteer programming opportunities and recruit members
 - Collaborate with the President (Chapter Leader) &/or Vice President (Chapter Leader) to conduct and provide ongoing New Volunteer trainings for incoming chapter volunteers
 - Update volunteer information with completion date of training for each member in salesforce
 - Develop & execute an outreach timeline with Committee to call, email, or meet with new and existing members after trainings and events to obtain feedback and provide info for questions that went unanswered
 - Divide member list among Committee so that each person has 10-20 members to establish and maintain a relationship
 - Plan and implement monthly social events for all chapter volunteers (e.g., Guest speakers, Game Night)
 - Incorporate volunteer alumni into current chapter programs as speakers, workshop leaders, etc.
 - Reserve rooms and coordinate set-up for chapter related events
 - Orient and turn over all materials to your successor.



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ARTICLE IX. CHAPTER ADVISOR

Bylaw 1. Required Chapter advisor

1. **NAME OF COLLEGE OR UNIVERSITY**, Chapter of Project Sunshine, must function under the guidance of a Chapter Advisor. The Advisor should be an individual actively interested in the mission of Project Sunshine and activities of volunteer students.

Bylaw 2. Qualifications

2. Each chapter is required to have an advisor who is a member of the faculty or has a professional designation within the college or university
3. The advisor shall have been a faculty member for at least one year.

Bylaw 3. Chapter Advisor Duties and Responsibilities

4. The duties and responsibilities of the Chapter Advisor include:
 - Aid in registering the Chapter as a student club organization
 - Assist the Chapter in finding funding sources.
 - Encourage the use of campus resources.
 - The Advisor's office will serve as a place to maintain and access permanent chapter records.
 - Promotes the general welfare of the chapter, adhering to the National Constitution and Bylaws, and advances the mission of the Project Sunshine.
 - Communicate campus policies and procedures.
 - Provides guidance, counsel and encouragement to officers and volunteer members.
 - Assist your chapter officers to develop a written plan of action for the chapter's activities for the upcoming year, including at least one activity that promotes recruitment, volunteer programming, and leadership development.
 - Attend executive board and Chapter meetings.
 - Encourage use of parliamentary procedure.
 - Oversee the training of new volunteer members
 - Assist in chapter volunteer programming.
 - Be generally available to assist the chapter.
 - Serve as a sounding board for Chapter executive board officers.
 - Serve as a co-signatory on Chapter bank accounts.
 - Review the Chapter budget.
 - Ensure that the Program Reports, Program Session Reports, Chapter Performance Self-Assessment and Chapter Leadership Transition Form is completed timely.



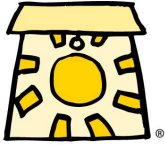
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- The Chapter Advisor will keep the National Office informed of any contact information changes.
- Encourages the selection of capable leadership to ensure continuity of the chapter and maintenance of an effective program of activities of interest and benefit to the volunteer members and other interested students on campus.
- Aid in preserving the continuity of the Chapter.
- Aid chapters in identifying future advisors.



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ARTICLE X. EXECUTIVE BOARD COMMITTEES

Bylaw 1. Establishment of Executive Board Committees.

1. The Executive Board shall establish committees. Each committee shall be established by a majority vote at a meeting of the Executive Board at which a quorum is present. The Committee Chair and members shall be appointed by the Executive Board by a majority vote at a meeting of the Executive Board at which a quorum is present except as noted herein. To be eligible for service on an Executive Board committee, a candidate shall have been an active volunteer member for the preceding twelve (12) months prior to appointment.

Bylaw 2. Executive Board Committees and Their Duties.

The Committees of the chapter shall include the following:

2. Chapter Programming committee
 - a. The Chapter Programming Committee shall develop and coordinate programming activities.
3. Communications committee
 - b. The Communications Committee shall develop and coordinate social media activities.
4. Fundraising Committee
 - c. The Fundraising Committee shall develop and coordinate fundraising activities.
5. Members Engagement Committee
 - d. The Members Engagement Committee shall develop volunteer retention strategies and plan monthly social activities.
6. Ad Hoc Committees
 - e. The Executive Board may create additional Ad Hoc Committees as necessary to accomplish Chapter priorities. This is a student committee appointed by the Executive Board.

Bylaw 3. Vacancy.

7. A vacancy in any committee shall be filled by the Executive Board.

Bylaw 4. Powers.

8. A committee designated by the Executive Board may exercise any powers of the Executive Board to the extent provided by resolution of the Executive Board. No committee, however, shall have the power to:



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- (a) Adopt, amend or repeal articles of incorporation or articles of conversation or the bylaws of the chapter;
 - (b) Authorize distributions;
 - (c) Approve or recommend to Chapter Members dissolution, merger or the sale, pledge or transfer of all or substantially all of the chapter assets;
 - (d) Elect, appoint or remove Officers or fill vacancies on the Executive board or on any of its committees
9. Meetings.
- (e) Committees shall meet as directed by the Executive Board, and their meetings shall be governed by the rules provided for meetings of the Executive Board. Minutes shall be recorded at each committee meeting and shall be presented to the Executive Board.
10. Consent to Committee Actions.
- (f) Any action required or permitted to be taken pursuant to authorization of a committee may be taken without a meeting if, before or after the action, all members of the committee consent to the action in writing. Written consents shall be filed with the Executive Board.