



project sunshine

211 East 43rd Street, Suite 401, New York, NY 10017

Phone: (212) 354-8035 | Fax: (212) 354-8052

Email: college@projectsunshine.org | Website: www.projectsunshine.org

Proposed Constitution

This National Constitution template may be used by the college chapter of Project Sunshine. The provisions in this Constitution template which are printed in standard type are requirements of the Project Sunshine Constitution or the interim edicts and regulations of the National Office and must be observed by each chapter and must be incorporated into each chapter's constitution.

A constitution may or may not be required by your college or university.

Please note that your chapter constitution must meet the minimum requirements of the national constitution and can have no conflicts with the national constitution. If there is any conflict between the National Constitution and the chapter's constitution, the National Constitution shall control.



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National Constitution for Project Sunshine College Chapters

ARTICLE I: NAME

Section 1. Chapter Name

The name of this Chapter shall be (**NAME OF COLLEGE OR UNIVERSITY**), Chapter of Project Sunshine. It shall function as a Volunteer based chapter.

ARTICLE II: PURPOSE

NAME OF COLLEGE OR UNIVERSITY, Chapter of Project Sunshine, shall abide by the objectives of the National Office:

1. To provide free programming- recreational (arts) to children facing medical challenges and their families
2. Volunteer members donate their time to create 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 interests in volunteerism.
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.

Section 1. Colors

The Chapter acknowledges that the colors of Project Sunshine shall be Yellow and Black.



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Article III: Project Sunshine Chapters

Section 1. Chartering a Chapter

- A. A chapter of Project Sunshine may be established in a college or university in the United States, its territories, commonwealth or district. Chapters of Project Sunshine may be established at institutions when evidence of interest and eligibility is shown by four or more students.
- B. A chapter may be reinstated following revocation of its charter by meeting all the requirements of a newly organizing chapter. If approved, the chapter shall receive a new charter.
- C. A chapter may be reinstated following dissolution by meeting all the requirements of a newly organizing chapter. If approved, the chapter shall receive a new charter.

Section 2. Guidelines

- A. Guidelines for chartering new Project Sunshine chapters shall be available from Project Sunshine National Office

Section 3. Sections

- A. To accommodate groups of students enrolled in different programs at the same school (i.e. bachelors, masters, and doctoral students), chapters may establish several sections.



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ARTICLE IV: MEMBERSHIP

Section 1. Eligibility

- A. Volunteer members shall be students enrolled in undergraduate, graduate or doctoral programs at the time of induction.
- B. Membership shall be limited to students attending (**NAME OF COLLEGE OR UNIVERSITY**), as faculty, staff or enrolled students who are in good standing with the school.
- C. Project Sunshine does not discriminate against any prospective volunteer member on the basis of race, gender, religion, ethnicity, disability, or age.

Section 2. Application

- A. Interested students must complete and submit an online Project Sunshine College Volunteer Application via the website

Section 3. Training

- A. Attend New Volunteer training, read the volunteer training supplement (provided upon completion of the volunteer training) and complete the corresponding quiz
- B. Attend TelePlay Training then teleplay practice sessions before participating in scheduled teleplay session via chapter or national teleplay

Section 4. Active Volunteer Members

The Requirements for active Volunteers shall be:

- A. The student shall be engaged in courses leading to the study of their chosen health profession. Chosen health professions include careers in medicine (allopathic and osteopathic), dentistry, optometry, podiatry, veterinary medicine, and other health care professions requiring post baccalaureate study leading to an advanced degree.
- B. Members are expected to maintain active participation in all activities sponsored by Project Sunshine at (**NAME OF COLLEGE OR UNIVERSITY**) unless the activity interferes with either a class or job. Such activities constitute attending monthly meetings, volunteering for on campus events as well as direct service (in person or virtual) programming at medical facilities

Section 5. Discipline

- 1. If an active volunteer fails to maintain the required attendance at meetings for a semester, they can be put on probation. If this attendance continues for a 2nd semester, the volunteer can be



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removed from (**NAME OF COLLEGE OR UNIVERSITY**) by three-fourths vote of the Executive Board.

2. If an active volunteer does not maintain the required involvement in activities for a semester, they will be put on probation. If this continues for two consecutive semesters, they can be brought before the Executive Board for expulsion from the chapter. (**Note: A Chapter cannot revoke National Volunteer Status**).
3. Any member may be removed by a three-fourths vote of the Executive Board.



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ARTICLE V: CHAPTER OFFICERS

Section 1. Officers

- A. The officers of the chapter shall be President (Chapter Leader), Vice President (Chapter Leader), Secretary, Treasurer, and Chapter Advisor. The Chapter may elect additional officers. See the By-Laws for description/duties.

Section 2. Eligibility

- A. Officers shall be elected from the active volunteer members of that chapter.
- B. For the positions of President (Chapter Leader) and Vice President (Chapter Leader), the candidates must have been active Volunteer of Project Sunshine for a minimum of two years prior to taking office
- C. For the positions of Secretary and Treasurer, the candidates must have been active Volunteer of Project Sunshine for a minimum of one year prior to taking office

Section 3. Terms of Office

- A. The President (Chapter Leader), Vice President (Chapter Leader), Secretary, and Treasurer shall serve a 2-year term.
- B. In no case shall any individual serve more than 4 years in the same office and no more than 6 total years on the Executive Board.

Section 4. Functions of Officers

- A. The President (Chapter Leader) shall preside over all programming and promote the functioning of the chapter. The President (Chapter Leader) shall serve as liaison between National Office and the chapter.
- B. The Vice President (Chapter Leader) shall preside over all meetings in the absence of the President (Chapter Leader). The Vice President (Chapter Leader) shall be responsible for communication and the promotion of Project Sunshine.
- C. The Secretary shall record the proceedings of all meetings and distribute to the Executive Board in a timely manner.
- D. The Treasurer shall be responsible for keeping all financial records and shall serve as liaison between Project Sunshine National Office and chapter.



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Section 5. Filling Vacant Executive Board Positions

- A. For the positions of President (Chapter Leader) and Vice President (Chapter Leader), the remaining members of the Executive Board will identify and appoint an existing officer from the current Executive Board.
- B. For the positions of Secretary and Treasurer, a call for nominations will be made and the position appointed by the Executive Board

Section 6. Removal of Officers

- A. Any officer may be removed by a three-fourths vote of the active, registered Volunteer members, except the Chapter Advisors.
- B. A vacancy left in any position will be filled by an immediate election following the guidelines for election of officers.

Section 7. Election of Officers

- A. Elections shall be held yearly by secret ballot.
- B. Officers shall be elected by a simple majority.
- C. Each chapter shall designate in its bylaws the duties of the officers, the duration of their office and the manner of their election.



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ARTICLE VI: CHAPTER ADVISOR

Section 1. Selection

- A. The active volunteer members of the chapter shall authorize the Secretary to send a written invitation to a faculty member each year inviting her or him to serve as advisor for the following year.
- B. The faculty member shall notify the chapter in writing that she or he accepts or declines the position.

Section 2. Functions of the Advisor

- A. The advisor shall serve as a member of the Chapter Executive Board.
- B. The advisor shall attend meetings regularly.
- C. The advisor shall act as a liaison between faculty and the Chapter.
- D. The advisor shall not have a vote.
- E. The advisor shall receive nominations for chapter officers.



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ARTICLE VII: CHAPTER GOVERNANCE

Section 1. Governance

The Chapter shall be governed by this Constitution and a set of By-laws, which will abide by the Constitution of the Chapter and contain no laws in contravention of the By-Laws of the Project Sunshine National Office.

Section 2. Finance

- A. **NAME OF COLLEGE OR UNIVERSITY**, Chapter of Project Sunshine will finance the activities it engages in by the following means:
 - a. Project Sunshine at **NAME OF COLLEGE OR UNIVERISTY** will fund events via efforts of fundraising, though we maintain that we will attempt to become self-sufficient due to our own fundraising and budget management efforts. The organization will also apply for funding from the student government or outside grants when necessary.
 - b. Project Sunshine at **NAME OF COLLEGE OR UNIVERISTY** will conduct all financial activities in accordance with university policy and place all funds in its university account.

Section 3. Probation

- A. Chapters that do not discharge responsibilities as defined by the Constitution and By-Laws of the National Office may be placed on probation. Upon resolution of the problems, probation will be rescinded.

Section 4. Suspension

- A. The activities of a chapter may be suspended by the National Office for failure to comply with these bylaws or policies and regulations. While the chapter is suspended, no persons may be elected or recruited into the Project Sunshine College Volunteer Program through this chapter.
- B. The National Office may declare inactive any Chapter that has held no election, volunteer programming, nor reported such activities to the National Office for a period of one year.
- C. A chapter may be reactivated following suspension by action of the National Office.

Section 5. Dissolution

- A. The Charter of this Chapter may be revoked by the Project Sunshine National Office.



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- B. Upon dissolution of this Chapter for any reason whatsoever, after the discharge of its debts and settlements of its affairs, all assets and property of the chapter shall be conveyed to the National Office for use in the promotion of the objectives of the National Office.
- C. Any chapter may vote to dissolve itself, which requires a two-thirds (2/3) vote of the active chapter. The National Office of Project Sunshine must be notified 2 weeks prior to the chapter meeting at which the vote will be held.



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ARTICLE VIII: CHAPTER MEETINGS

Section 1. Frequency

- A. The chapter shall have at least 9 regular meetings each academic year.
- B. The time and place of the meeting shall be designated at least 14 days before the meeting date and communicated to chapter volunteer members by email, or telephonic transmission.

Section 2. Quorum

- A. The number needed to constitute a quorum shall be 20 percent of the active volunteer members. A quorum is necessary when establishing or amending the functions of the chapter.



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ARTICLE IX: AMENDMENT OF CONSTITUTION

This Constitution may be amended in any one of the following ways:

1. Amendments to the constitution may be proposed in writing by any voting members of Project Sunshine Chapter at any meeting at which two-thirds (3/4) of the voting members are present.
2. These amendments will be placed on the agenda for the next regular meeting of the executive board.
3. This constitution may be amended by a three-fourths majority vote of the active registered chapter Volunteer Members present at a designated meeting for an amended document.