

CONSTITUTION AND BYLAWS

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**WELLNESS INITIATIVE NETWORK
OF THE UNIVERSITY OF BRITISH COLUMBIA**

CONSTITUTION

RATIFIED the 29th day of August, 2019.

THE ORGANIZATION

I.1 Name

This Organization shall be called the Wellness Initiative Network (WIN) of The University of British Columbia (UBC).

I.2 Vision

The vision of the Organization shall be to foster medical student resilience and community and advocate for student mental and physical health by promoting awareness, integration, and collaboration of UBC MD Undergraduate Program wellness resources.

I.3 Objectives

The Objectives of the Organization shall be:

- a. To foster medical student resilience for its Members, and
- b. To improve the well-being of its Members, and
- c. To collaborate with wellness resources at UBC and in the Faculty of Medicine to expand the breadth of wellness programming and experiences of its Members, and
- d. To integrate and collate wellness resources into both curricular and extra-curricular activities to better serve medical students' wellness needs, and
- e. To advocate on behalf of its Members and liaise with the Faculty to provide improved policies and wellness support for medical students.

I.4 Logo

The Organization Logo is shown in the accompanying design and shall be used in accordance with Bylaw 8, "Acceptable use of the Organization Logo."



Wellness Initiative Network

MEMBERSHIP

Membership in the Organization shall be granted as follows:

I.5 Executive Members

Executive members of the Organization shall be students enrolled in the UBC Faculty of Medicine of The University of British Columbia who are successful in applying for their respective executive positions, regardless of the site at which the student is located.

I.6 Active Members

Active Members shall be all students enrolled in the UBC Faculty of Medicine of The University of British Columbia who are signed up in the Organization's mailing list and who participate in the Organization's events.

I.7 Student Representatives

Student Representatives shall be students enrolled in the UBC Faculty of Medicine of The University of British Columbia who do not hold an executive role but who participate in meetings, event-planning, and other tasks related to the objectives of the Organization.

EXECUTIVE BODIES

I.8 Directors

- a. The affairs of the Organization shall be overseen by the Directors organized and operated according to the Bylaws of the Organization. The Directors may exercise all powers of the Organization in accordance with the Objectives of the Organization, as outlined in 0, I.3.
- b. The Directors shall be charged with the duty of supervising the affairs and activities of the Organization and delivering the vision of the Organization, in accordance with the Objectives and Vision of the Organization, as outlined in 0, I.3.

I.9 The Executive

- a. The Executive shall be the body that manages the affairs of the Organization. It shall be organized and operated according to the Bylaws of the Organization.
- b. The Executive shall be charged with the duty of overseeing the development of Organization policy and the implementation of Organization activities, in accordance with the Objectives of the Organization, as outlined in 0, I.3.

AUTHORITATIVE DOCUMENTS

I.10 Constitution

The constitution shall contain the foundational principles and definitions of the structure and operation of the Organization. The constitution shall have binding authority over the actions and proceedings of the Organization.

I.11 Bylaws

The Bylaws shall further define the regular operation and structure of the Organization.

I.12 Website

The Website shall promote the activities and events of the Organization and provide wellness resources to its Members.

**WELLNESS INITIATIVE NETWORK
OF THE UNIVERSITY OF BRITISH COLUMBIA**

CONSTITUTION

RATIFIED the ___ day of ___, 2019.

Bylaw 1 **DEFINITIONS**

In these Bylaws unless the context otherwise requires:

- Faculty - shall mean the Faculty of Medicine of The University of British Columbia.
- IMP - shall mean the Island Medical Program.
- Members - shall mean the Active Members of the Society.
- NMP - shall mean the Northern Medical Program.
- MUS - shall mean the Medical Undergraduate Society of The University of British Columbia.
- SMP - shall mean the Southern Medical Program.
- Organization - shall mean the Wellness Initiative Network.
- Organization website - shall mean <https://www.ubcmedwellness.ca/>.
- UBC - shall mean the University.
- University - shall mean The University of British Columbia.
- VFMP - shall mean the Vancouver-Fraser Medical Program.
- CFMS - shall mean the Canadian Federation of Medical Students
- Academic year - shall mean August to July inclusive, unless it refers to a procedure for a specific class, in which the Academic Year shall be as defined in the *Policies and Procedures* of the Faculty for that specific class.

Bylaw 2 **STRUCTURE OF THE ORGANIZATION**

2.1 **The Directors**

The Directors shall be composed of five (5) Directors, as follows:

- Executive Director
- IMP Site Director
- NMP Site Director
- SMP Site Director
- VFMP Site Director

2.2 **The Executive**

The Executive shall be composed of twelve (12) Executive Members, as follows:

- Assistant VFMP Site Director
- Internal Affairs Officer Sr.
- Internal Affairs Officer Jr.
- External Affairs Officer Sr.

- External Affairs Officer Jr.
- Sponsorship Officer Sr.
- Sponsorship Officer Jr.
- Financial Officer Sr.
- Financial Officer Jr.
- CFMS/MUS Officer Sr.
- CFMS/MUS Officer Jr.
- Media Officer Sr.
- Media Officer Jr.

2.3 The Divisions

Divisions of the Organization that are to report directly to the Chair of the Division and Executive Director will be composed of the following members:

- Internal: VFMP Site Director (Co-Chair of Division), Internal Affairs Officer Sr. (Co-Chair of Division) and Jr., Financial Officer Sr. and Jr., Media Officer Sr. and Jr., CFMS/MUS Officer Sr. and Jr.
- External: VFMP Site Director, External Affairs Officer Sr. (Chair of Division) and Jr., Sponsorship Officer Sr. and Jr.
- Advocacy: VFMP Site Director (Co-Chair of Division), CFMS/MUS Officer Sr. and Jr. (Co-Chair of Division), selected student representatives
- Events: VFMP Site Director, Assistant VFMP Site Director, Internal Affairs Officer Sr. (Co-Chair of Division) and Jr. (Co-Chair of Division), general members as appropriate for the event
- NMP: NMP Site Director (Chair of Division), NMP student representatives
- IMP: IMP Site Director (Chair of Division), IMP student representatives
- SMP: SMP Site Director (Chair of Division), SMP student representatives

2.4 Advisory roles

The Advisory roles shall be composed of the following:

- Faculty: Dr. Courneya, Assistant Dean, Student Affairs, VFMP
- 3rd and 4th year student advisors

***Bylaw 3* DUTIES OF EXECUTIVE MEMBERS**

3.1 General duties of all executive members

The Executive Members are required to:

- Attend all Executive meetings as outlined in Bylaw 5, “Meetings”, and
- Serve as the administrative authority of the Organization and participate in the activities and events of the Organization, and
- Serve in the Executive role for two (2) years, moving from the Junior to the Senior role in the second year.

3.2 Position descriptions of individual executive members

In addition to the General Duties listed in Bylaw 3, 3.1, Executive Members shall adhere to the following position descriptions:

3.2.1 Executive Director

The Executive Director shall be a Year II or III Member who meets the Eligibility Requirements in Bylaw 4, and shall:

- Guide the overall direction of the Organization by setting goals and mandates in accordance to the needs of its Members, and will do so in collaboration with the Organization's Advisory roles, and
- Provide guidance and direction to the Divisions of the Organization by either collaborating with the Chair(s) of the Division or by assuming temporary Chair position of the Division when attending Division meetings, and
- Preside as Chairperson at full Executive team meetings with all Divisions and Executives present, and
- Call and chair Director's Meetings to coordinate activities with the four Site Directors to maintain working order between sites and consistent Organization profile at each site, and
- Undergo and adapt responsibilities of Executives throughout the operation of the Organization to face new challenges of both the Organization and its Members, and
- Act as the official voice of the Organization to all external bodies, most notably the faculty.

3.2.2 IMP Site Director

The IMP Site Director shall be a Year II Member who meets the Eligibility Requirements in Bylaw 4, and shall:

- Preside as Chairperson at all IMP Meetings of the Organization and be the official representative of the Organization at IMP, but may delegate his/her duties as he/she sees fit, and
- Coordinate the IMP activities of the Organization through the Executive, and
- Be a member of the IMP Division, and
- Guide the priorities and activities of the Organization to achieve the goals and objectives outline in this Constitution, and
- Report site activities, events, and budget to the Executive Members and Executive Director at the end of the academic year.

3.2.3 NMP Site Director

The NMP Site Director shall be a Year II Member who meetings the Eligibility Requirements in Bylaw 4, and shall:

- Preside as Chairperson at all NMP Meetings of the Organization and be the official representative of the Organization at NMP, but may delegate his/her duties as he/she sees fit, and
- Coordinate the NMP activities of the Organization through the Executive, and
- Be a member of the NMP Division, and
- Guide the priorities and activities of the Organization to achieve the goals and objectives outline in this Constitution, and
- Report site activities, events, and budget to the Executive Members and Executive Director at the end of the academic year.

3.2.4 SMP Site Director

The SMP Site Director shall be a Year II Member who meetings the Eligibility Requirements in Bylaw 4, and shall:

- Preside as Chairperson at all SMP Meetings of the Organization and be the official representative of the Organization at SMP, but may delegate his/her duties as he/she sees fit, and
- Coordinate the SMP activities of the Organization through the Executive, and
- Be a member of the SMP Division, and
- Guide the priorities and activities of the Organization to achieve the goals and objectives outline in this Constitution, and
- Report site activities, events, and budget to the Executive Members and Executive Director at the end of the academic year.

3.2.5 VFMP Site Director

The VFMP Site Director shall be a Year II Member who meets the Eligibility Requirements in Bylaw 4, and shall:

- Have the powers and perform the duties of the Executive Director in the absence or incapacity of the Executive Director, and
- Preside as Chairperson at all VFMP Executive Meetings and Advocacy Division Meetings of the Organization and be the official representative of the Organization at VFMP, but may delegate his/her duties as he/she sees fit, and
- Oversee the activities of the Executive at VFMP, and
- Coordinate the VFMP activities of the Organization through the Executive, and
- Be a member of the Advocacy Division, and
- Guide the priorities and activities of the Organization to achieve the goals and objectives set by the Executive Director and outlined in this Constitution.

3.2.6 Assistant VFMP Site Director

The Assistant VFMP Site Director shall be a Year I Member who meets the Eligibility Requirements in Bylaw 4, and shall:

- Oversee the activities of the Executive at VFMP in conjunction with the VFMP Site Director, and
- Coordinate the VFMP activities of the Organization through the Executive, and
- Guide the priorities and activities of the Organization to achieve the goals and objectives set by the Executive Director and outlined in this Constitution, and
- Transition into the role of VFMP Site Director in the following year.

3.2.7 Internal Affairs Officer Sr.

The Internal Affairs Officer Sr. shall be a Year II Member who meets the Eligibility Requirements in Bylaw 4, and shall:

- Have the powers and perform the duties of the VFMP Director in the absence or incapacity of the Director and the Executive Director, and
- Be responsible for the oversight and director of Organization policy with regard to internal affairs, including Meeting agenda and minutes, and
- Provide notice of Meetings to Executive Members and Student Representatives in accordance with Bylaw 5, "Meetings", and
- Be responsible for the direction and chairmanship of the Internal Division, and
- Be responsible for the administration and oversight of the Organization's executive recruitment, including executive applications and Clubs Day, and

- Be responsible for the oversight of grant applications of the Organization, and
- Be responsible for changes to the Constitution, and
- Collaborate with the Finances Officers to oversee the finances of the Organization, and
- Orient and introduce the Internal Affairs Officer Jr. to the responsibilities of the Sr. role.

3.2.8 Internal Affairs Officer Jr.

The Internal Affairs Officer Jr. shall be a Year I Member who meets the Eligibility Requirements in Bylaw 4, and shall:

- Be responsible for the oversight and director of Organization policy with regard to internal affairs, including Meeting agenda and minutes, and
- Provide notice of Meetings to Executive Members and Student Representatives in accordance with Bylaw 5, “Meetings”, and
- Be a member of the Internal Division, and
- Be responsible for the administration and oversight of the Organization’s executive recruitment, including executive applications and Clubs Day, and
- Be responsible for the oversight of grant applications of the Organization.

3.2.9 External Affairs Officer Sr.

The External Affairs Officer Sr. shall be a Year II Member who meets the Eligibility Requirements in Bylaw 4, and shall:

- Be responsible for the oversight and director of Organization policy with regard to external affairs, and
- Be responsible for the direction and chairmanship of the External Division, and
- Represent the interests of the Organization to external Organizations including but not limited to the MUS and affiliated clubs, and
- Be responsible for the direction and chairmanship of the External Division, and
- Coordinate all affiliated clubs and event promotion using the Organization calendar, and
- Ensure the functioning of the Organization website with respect to accuracy and completeness of the external Organizations listed, and
- Facilitate Organization meetings with affiliated Organizations, as needed, and
- Orient and introduce the External Affairs Officer Jr. to the responsibilities of the Sr. role.

3.2.10 External Affairs Officer Jr.

The External Affairs Officer Jr. shall be a Year I Member who meets the Eligibility Requirements in Bylaw 4, and shall:

- Be responsible for the oversight and director of Organization policy with regard to external affairs, and
- Be a member of the External Division, and
- Represent the interests of the Organization to external Organizations including but not limited to the MUS and affiliated clubs, and
- Be responsible for the direction and chairmanship of the External Division, and
- Coordinate all affiliated clubs and event promotion using the Organization calendar, and
- Ensure the functioning of the Organization website with respect to accuracy and completeness of the external Organizations listed, and

3.2.11 Sponsorship Officer Sr.

The Sponsorship Officer Sr. shall be a Year II Member who meets the Eligibility Requirements in Bylaw 4, and shall:

- Be responsible for the oversight and direction of Organization's sponsorship process, including the application, criteria, selection, and notification of funding, and
- Be a member of the External Division, and
- Collaborate with the Financial Officers to track progress of sponsorship funding and ensure cheques are completed, delivered, and received by the applicant, and
- Orient and introduce the Sponsorship Officer Jr. to current ways of processing sponsorship funding and work together to revise or improve evaluation of applications.

3.2.12 Sponsorship Officer Jr.

The Sponsorship Officer Jr. shall be a Year I Member who meets the Eligibility Requirements in Bylaw 4, and shall:

- Be responsible for the oversight and direction of Organization's sponsorship process, including the application, criteria, selection, and notification of funding, and
- Be a member of the External Division, and
- Collaborate with the Financial Officers to track progress of sponsorship funding, and
- Promote the funding application form to their respective class through mailing lists and social media platforms.

3.2.13 Financial Officer Sr.

The Financial Officer Sr. shall be a Year II Member who meets the Eligibility Requirements in Bylaw 4, and shall:

- Provide financial direction to the Organization, and
- Ensure that an individual will be available to the Organization to provide signing authority throughout each calendar year, and
- Make payments and facilitate all contracts for Organization-sponsored activities on specific direction of the Executive Members, and
- Oversee and be accountable for all financial activities and reports of the Society, including
 - Receipt and disbursement of all monies of the Organization, and
 - The Organization's account at the AMS, and
 - The Organization budget, and
- Be a member of the Internal Division, and
- Ensure the Organization remains in good standing with the AMS, according to the definition in the *AMS Treasurer's Handbook*, and
- Read and abide by all responsibilities of a Financial Officer as outlined in
 - Bylaw 6, "Finances", and
 - The AMS Bylaws, and
 - The AMS Treasurer's Handbook,
- Prepare the budget for the next fiscal year to be presented at the Executive Meeting, and
- Orient and introduce the Financial Officer Jr. to the responsibilities of the Sr. role.

3.2.14 Financial Officer Jr.

The Financial Officer Jr. shall be a Year I Member who meets the Eligibility Requirements in Bylaw 4, and shall:

- Assist the Financial Officer Sr. in financial direction to the Organization, and
- Ensure that an individual will be available to the Organization to provide signing authority throughout each calendar year, and
- Make payments and facilitate all contracts for Organization-sponsored activities on specific direction of the Executive Members, and
- Oversee and be accountable for all financial activities and reports of the Society, including
 - Receipt and disbursement of all monies of the Organization, and
 - The Organization's account at the AMS, and
 - The Organization budget, and
- Be a member of the Internal Division, and
- Ensure the Organization remains in good standing with the AMS, according to the definition in the *AMS Treasurer's Handbook*, and
- Read and abide by all responsibilities of a Financial Officer as outlined in
 - Bylaw 6, "Finances", and
 - The AMS Bylaws, and
 - The AMS Treasurer's Handbook.

3.2.15 CFMS/MUS Officer Sr.

The CFMS/MUS Officer Sr. shall be a Year II Member who meets the Eligibility Requirements in Bylaw 4, and shall:

- Attend all MUS general meetings as the Organization representative, to represent the interests of the Organization and bring about collaboration and new ideas from the MUS, and
- Attend CFMS meetings with representatives across Canadian medical schools to both represent the Organization's interests and disseminate CFMS wellness objectives, and
- Seek information and guidance from other Canadian medical schools through the CFMS as needed, and
- Communicate external meeting minutes and summaries back to the Organization, and
- Be responsible for the direction and chairmanship of the Advocacy Division, and
- Orient and introduce the Financial Officer Jr. to the responsibilities of the Sr. role.

3.2.16 CFMS/MUS Officer Jr.

The CFMS/MUS Officer Jr. shall be a Year I Member who meets the Eligibility Requirements in Bylaw 4, and shall:

- Attend all MUS general meetings as the Organization representative, to represent the interests of the Organization and bring about collaboration and new ideas from the MUS, and
- Attend CFMS meetings with representatives across Canadian medical schools to both represent the Organization's interests and disseminate CFMS wellness objectives, and
- Seek information and guidance from other Canadian medical schools through the CFMS as needed, and
- Communicate external meeting minutes and summaries back to the Organization, and
- Be a member of the Advocacy Division.

3.2.17 Media Officer Sr.

The Media Officer Sr. shall be a Year II Member who meets the Eligibility Requirements in Bylaw 4, and shall:

- Be responsible for the oversight and direction of media and promotion of Organization events and activities, and
- Be responsible for the direction of the Organization website and social media accounts, and
- Be a member of the Internal Division, and
- Orient and introduce the Financial Officer Jr. to the responsibilities of the Sr. role.

3.2.18 Media Officer Jr.

The Media Officer Jr. shall be a Year I Member who meets the Eligibility Requirements in in Bylaw 4, and shall:

- Be responsible for the oversight and direction of media and promotion of Organization events and activities, and
- Be responsible for the direction of the Organization website and Instagram account, and
- Be a member of the Internal Division.

Bylaw 4 APPLICATIONS FOR EXECUTIVE MEMBERS

4.1 Recruitment promotion

The recruitment process shall include:

- Introduction to the Organization in 1st year lecture, and
- Media advertisements on website, Facebook, Purple Book, and emails, and
- Clubs Day booth and mailing list.

4.2 Executive member application

The application process for executive members shall include:

- An application questionnaire for interested students, and
- A review of applications by the respective Sr. executive members for each Jr. position, and
- A first meeting to introduce new executive members.

Only 1st year students may apply for executive member positions. 1st year students shall remain in the role for two (2) years, moving into the Sr. role in the 2nd year. Students are distributed sites are encouraged to join their respective Site Divisions but may apply for executive roles.

Bylaw 5 MEETINGS

5.1 Executive meetings

An Executive meeting will be called by the Directors as deemed necessary by the Directors. All Executive members of the Organizations shall assemble at the Executive meetings.

5.2 Division meetings

Each Division shall assemble once every month, and additionally at the request of the Directors or the Chairs of the Division.

5.3 Annual General Meeting

An Annual General Meeting shall be held by the Organization in each Academic Year during the month of September. The following business shall be conducted at the Annual General Meeting:

- Introduction of new executive members and student representatives, and
- Orientation of the new executive members, including meeting with their Sr. counterparts, and
- Presentation of the Constitution of the Organization.

5.4 Directors meetings

A Directors meeting will be called by the Executive Director as deemed necessary. All four (4) sites of the Organization shall assemble at the Directors meeting.

5.5 Meeting procedures

- All meetings of the Organization involving the members from the distributed sites shall be held via teleconference to allow members from all Organization sites to participate.
- The Internal Affairs Officer Sr. or Jr. will send a request for agenda items one week before the meeting.
- The Agenda for the Executive, Division, and Annual General Meetings will be established by the Directors and/or the Chairs of the Divisions two days before the meeting.
- Minutes for meetings shall be taken by the Internal Affairs Officer Sr. or Jr. and distributed to all Executive members and student representatives following the meeting.

Bylaw 6* **FINANCES*

The Organization shall:

- Retain a Financial Officer (titled Financial Officer) that abides by the description of Financial Officer as stated below, and
- Not generate interest from funds held within the Organization account, and
- Ensure that all Organization transactions are completed through the Jennifer Fong (Financial Advisor) or the MUS, and
- Not run a deficit on the Society accounts.

Financial records of the Organization may be inspected by any Member of the Organization upon giving reasonable notice to the Financial Officer or Executive Director.

Bylaw 7* **TRANSITION AND RETIREMENT*

7.1 Transition

All Year I Executive Members shall transition from the Jr. role into the Sr. role in May of the Academic year. If an Executive Member is unable to do so, the Organization shall begin the recruitment and application process for that Executive role.

7.2 Retirement

Year II Executive Members shall transition from the Executive role into an Advisory role for years III and IV, if the Members so choose, in May of the Academic year.

7.3 Termination

If an Executive Member has been absent from more than 60% of meetings requiring their attendance, the Executive may vote to terminate their appointment and to recruit a new Executive Member.

***Bylaw 8* ACCEPTABLE USE OF THE ORGANIZATION LOGO**

The Organization logo may only be used:

- By the Organization in the Organization Constitution, and
- By the Organization on Organizational communications, official documents, and publications, and
- By the Organization in marketing and promotional material for events, and
- By affiliated External clubs in their marketing and promotional material for events in collaboration with the Organization.

***Bylaw 9* AFFILIATED ORGANIZATIONS**

9.1 CFMS

The CFMS shall be an affiliated Organization whose purpose is to liaise and communicate wellness objectives from medical schools across Canada to and disseminate publications and/or pursuits that the CFMS has undertaken.

9.2 MUS

The MUS shall be an affiliated Organization whose purpose is to collaborate with the Organization in pursuit of its goals as the chief political and regulatory body of the students of the UBC Undergraduate Medical Program.

9.3 External Clubs

External clubs shall be affiliated Organizations whose purpose is to collaborate with the Organization to promote wellness and expand student resources.

9.4 Student Affairs

Student Affairs of the Faculty shall be an affiliated Organization whose purpose is to provide guidance and support to the Organization in an advisory capacity.