



## **Airies Army at Indiana University Constitution**

**Mission Statement:** "Airies Army" is an advocacy organization whose mission is to not only advocate for the patients and families affected by Sickle Cell Anemia Disease, but to spread awareness on its affects to those unaware, all over the world, through educating, fundraising, and campaigning.

**Vision Statement:** Our vision for Airies Army is to spread awareness and educate all about Sickle Cell Anemia Disease locally, nationally, and internationally. While bringing forth awareness on Sickle Cell Anemia Disease, we will work in an effort to also shine the light on other diseases that go unnoticed.

### **Preamble:**

Airies Army is a Self-Governed Student Organization at Indiana University whose purpose is to provide support to patients and families affected by Sickle Cell Anemia Disease (SCD). The aim of this organization is to bring together Indiana University students throughout the campus and Bloomington community in an effort to support those affected by the disease. The function of Airies Army at Indiana University will be to educate members about the disease, host events that will spread awareness to those who attend the events, and to fundraise within the Bloomington community towards SCD research, scholarships for students who are studying or have SCD, and towards future organization events at Indiana University.

### **Article I: Membership**

#### **Section 1: General & Executive Board Requirements**

- Eligibility for membership shall be restricted by this section and granted to individuals who believe and support the goals and mission statement of Airies Army.
- For all members, in order to acquire membership within the organization of Airies Army at IU, the given individual must be an enrolled student of the Indiana

University-Bloomington campus. This requirement is set by Indiana University's regulations that all student lead organizations must follow.

- Members must also be involved and present at Mass Meetings (*Reference Article V: Meetings for Meeting Requirements for all members*) and events hosted by Airies Army at Indiana University (IU) and abide by the IU Code of Student/Staff Rights, Responsibilities, & Conduct. (*To learn the IU Code of Student Rights, Responsibilities, & Conduct, please visit: <http://studentcode.iu.edu/>*).

\*Note: Failure to comply with the IU Code of Rights, Responsibilities, & Conduct will result in a revocation from this organization (*See Section 4 of this Article for Revocation process.*)

- For Executive Board Membership requirements, please reference *Article III, Section 2*.
- For General and Executive Membership, members must submit an application form through BeInvolved with their name, IU email, major, position, and explanation for position selection (if applicable), and t-shirt size.

## **Section 2: Membership Dues**

There is a membership due of \$15.00 that each individual person must pay by the due date set by the Executive Board. This due will only have to be paid once a year by students seeking membership into the organization that will cover the expenses of the Airies Army t-shirt. Those who have already paid their membership fee for the academic year will not be responsible to pay every semester.

## **Section 3: Procedure for Selection**

Those who are interested in becoming a member of Airies Army are required to submit an application for membership through the IU BeInvolved system updated by the organization's Secretary. Following the submission of the application, the applicant will be required to pay a \$15.00 membership due to officially become registered as a member of this organization.

## **Section 4: Procedure for Revocation**

\*Note: This procedure for revocation applies to both Executive and General members of Airies Army at IU.

Revocation of membership will be due to three consecutive unexcused absences to meetings (*Reference Article V: Meetings & Attendance for regulations regarding excused and unexcused absences*).

- Membership is contingent on payment of dues. Revocation will also be considered for individuals whose dues are left unpaid.
- For all members, including Executive Officers and Advisor(s), who do not comply with the following guidelines and regulations of Airies Army: three unexcused absences, no payment of membership dues, or non-compliance with the IU Code of Student Rights, Responsibilities, & Conduct, the individual will be contacted by the President to consult the reason for non-compliance with the previously stated.
- After being contacted by the President and no actions have taken place by the individual to address and correct the reason for non-compliance, the Secretary will send the individual a letter of revocation via email, stating the time, date, and reason for revocation from the organization. The individual will then have three days to respond stating their acknowledgement of receiving the letter of revocation before they are forcefully removed from organization by the President.
- After individuals are removed from the organization, they will not be allowed to apply for membership for at least one semester. Their membership will then be discussed by the Executive Board and approved by only the President of this organization.

## **Article II: University Compliance**

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

## **Article III: Executive Officers**

### **Section 1: Officer Title, Duties & Responsibilities**

\*Note: Failure to fulfill any duties and/or responsibilities stated in this article will result in revocation of executive board status from this organization.

President:

- Hosts, sets agenda, and calls all mass meetings to order
- Modifies agenda and calls executive meetings to order, while collaborating with Vice President to lead discussions during executive meetings
- Serves as representative of the organization to the university and at every university meeting
- Maintains contact and keeps Advisor current on organization activities
- Oversees all responsibilities of other officers including the Advisor, Vice President, Secretary, Treasurer, Director of Events, Social Media Manager and the Media Editor/Photographer.

- Responsible for:
  - conducting SCLB (Sickle Cell/Leadership/Bonding) Retreat for Executive members prior to the start of the academic year.
  - checking balances/approving all expenses and financial documentations from Treasurer
  - counting, recording, and confirming the initially reported total from Treasurer during Checks and Balances (*See Article IX: Finances*)
  - transporting the total and currency to Secretary of Airies Army after counting, recording, and confirming total during Checks and Balances (*See Article IX: Finances*)
  - Supervising all purchases made by Treasurer
  - holding every member, including themselves, to the standards of organization.

\*Note: All partnerships with Airies Army must be consulted by the Executive Board and confirmed by only the President of this organization.

Vice President:

- The Vice President will be held responsible for hosting all executive board meetings.
- Will serve under the President to manage all other executive board members, including the Secretary, Treasurer, Director of Events, Social Media Manager and the Media Editor/Photographer (with exclusion from the management of the Advisor, which will be left upon the President).
  - Must serve as a liaison between the President and all other Executive Board Members, and report directly to the President.
- Will preside and take upon the duties of the President in their absence for events, meetings, and any other obligations of the President.
- If the President must step down from their position, the Vice President must fully assume the position as a temporary President of the organization until a replacement is found.
  - The Vice President shall be considered first to permanently fill the role of President, if President should happen to become absent or unavailable to serve in office.
- Responsible for holding every member, including themselves, to the standards of the organization.

Secretary:

- Records & distributes meeting minutes to all members after every meeting (General & Executive).
- Oversees attendance of all members (General & Executive) during meetings.
- Prepares and files reports and documents required of organization (including a copy of financial documents, of which Treasurer obtains).
- Corresponds with contacts such as, guest speakers, donating businesses, and other student organizations.
- Responsible for:
  - maintaining database of General and Executive members in organization through belnvolved.org.
  - updating and keeping track of Google Form Membership Application (in Google Drive).
  - sending administrative emails on behalf of Airies Army at IU using email and including organization name.
  - confirming the final total that the Treasurer initially reported during Checks and Balances (*See Article IX: Finances*)
  - recording final documentations and giving original documentations and currency to Treasurer during Checks and Balances (*See Article IX: Finances*)
  - holding every member, including themselves, to the standards of the organization.

#### Director of Events:

- Coordinates and organizes all amenities, accommodations, and all other related details for planned events such as: decor, catering, entertainment, transportation, location, invitee list, special guests, equipment and promotional material.
- Sends emails on behalf of Airies Army at Indiana University using email and including organization name (regarding event coordinating).
- Oversees all tasks involving event planning such as:
  - the event agenda (day, time, place of event and all other event details).
  - coordination with partnering organizations with previous approval from the Airies Army President.
  - monitoring the event throughout its duration.
- Responsible for:
  - supervising Social Media Manager and Media Editor/Photographer with social media accounts, posting event flyers and updates regarding organization.
  - holding every member, including themselves, to the standards of the organization.

#### Social Media Manager:

- Creates and distributes advertisement for all events (flyers, posters, and any other method of advertisements) via social media outlets.
- Responsible for:
  - managing all social media accounts (Instagram, Facebook, & Twitter), posting event flyers and updates regarding organization.
  - coordinating with the Director of Events & Media Editor/Photographer of the organization.
  - holding every member, including themselves, to the standards of the organization.

#### Media Editor/Photographer:

- Must bring equipment to every event (camera, tripod, and any other necessary equipment).
- Must be able to publish all pictures, if necessary (printing, poster boards, etc.).
- Responsible for:
  - Being present at every event (social and fundraising).
  - taking multiple pictures and videos at events periodically and throughout the full duration of event.
  - editing pictures and videos.
  - coordinating with the Director of Events & Social Media Manager to publish all edited pictures and videos on the organization's social media platforms.
  - holding every member, including themselves, to the standards of the organization.

#### Treasurer:

- Oversees financial planning, budgeting, and reporting of all expenses
- Responsible for:
  - being cashier at fundraising meetings and events when needed
    - As cashier, Treasurer should immediately count all currency that is given to them on behalf of Airies Army
  - presenting request for funds.
  - handling all financial affairs described in Article IX.
  - maintaining the possession of the Student Organization Account (SOA) card and book
  - keeping record of all financial transactions and financial paperwork
  - holding every member, including themselves, to the standards of the organization.

- Checks and Balances Duties/Responsibilities (*See Article IX: Finances*)
  - Collect, count, and record any currency obtained by Airies Army
  - Transport money and financial documentations to president to check/balance all financial funds and affairs
  - obtaining and keeping all original financial documentations and submitting all currency into the Airies Army bank account

\*Note: Past officers do not have a specific role in the organization, however, if a past officer should happen to become a graduate student or faculty/staff who is employed by Indiana University-Bloomington, they will be eligible to fulfill the Advisor position after applying and being selected by the President. (*See Article IV: Advisor for other qualifications and requirements*).

## **Section 2: Executive Member Requirements**

Executive Members:

- Must be enrolled as a student of Indiana University-Bloomington
- Must have been an involved member of Airies Army for at least one semester; including attending events & meetings, as well as following meeting attendance requirements.
- Must have paid their membership dues.
- All executive members should also show strong commitment, honesty, dedication, and dependability.

## **Section 3: Executive Member- Start Date & Vacancies**

All executive members will serve for one academic year, unless resigned or revoked from the position (*See Article 1, Section 4 for information on Revocation*). All newly elected officials' responsibilities will be taken into effect and they will begin training for their positions after elections have commenced. New officers will officially start their positions during the summer going into the new academic year. Past executive members will overturn their office positions after the training of newly elected officials has commenced.

If any conflicts arise that result in an officer vacancy during their term as an executive board member, the President will determine which member from the organization will fulfill their position. A vacant office may be filled with any General or Executive member that the President of this organization sees fit to fulfill the role of the vacant position.

## **Section 4: Resignation**

In order for an officer to resign, he or she will have the responsibility of presenting a letter of resignation two weeks prior of the day that they are wanting to leave their position. This letter of resignation should be given to the President or Secretary of this organization. The officer will officially be resigned after the two-week period has ended, on the day that they have requested to be resigned. During the two weeks prior to the day of resignation, the individual must continue all responsibilities and duties specified in this Constitution for their executive position, as well as, all other responsibilities designated to them at that time.

### **Section 5: Executive Meetings**

Executive meetings will be held every week following mass meetings. The President has the responsibility to set, call to order, and help lead all executive meetings, as the Vice President hosts all executive meetings. If necessary, additional executive meetings will be set by the President, and Executive members will be notified at least 24 hours in advance, before the designated meeting time.

During each meeting, the President shall start by calling the meeting to order. The Vice President will then host and discuss the agenda for the meeting. The President will help lead the Executive Board's discussion concerning any information about the organization intended to be discussed.

## **Article IV: Advisor**

### **Section 1: Qualifications & Duties**

The Advisor serves as a mentor for students. They provide a sense of direction for this organization and promotes student and faculty/staff interaction in, and out of the classroom. They also provide the support necessary for the student leaders to build and maintain a successful organization.

To fulfill the role of this position, such individual must:

- Be an Indiana University graduate student or faculty/staff who is employed by Indiana University-Bloomington (cannot be an undergraduate student).
- Be available whenever possible to assist the student leaders in the planning, implementation, and operation of any program or activity hosted by Airies Army at IU.
- Attend the first and last general meetings of each semester and upon request.



- Have an open and active communication between the organization and the University to provide information concerning the organization requested by a student or IUB official.
- Help the organization identify its goals and help members and officers to clarify their areas of responsibility and related duties. The advisor should be prepared to guide this organization into a meaningful sense of direction. However, the advisor should not/must not manipulate the student leaders or the organization in any way (i.e. purposefully misguide students in a meaningless sense of direction, embezzle in any funds collected by this organization, etc.,).

The Advisor is not considered an executive officer but will be required to follow all of the same membership guidelines written in the first article (*Article I: Membership*) of this constitution (i.e. attend meetings, pay dues, and comply with the IU Code of Rights, Responsibilities, & Conduct).

If an Advisor fails to uphold any duties previously mentioned in this section, they may be considered for revocation from this organization, following the same procedure for revocation stated in Article 1, Section 4 of this constitution. If an Advisor is revoked from their position, they will not be allowed to apply for membership for at least one academic year. Their membership must then be discussed by the executive board and approved by only the President of this organization. If an Advisor must resign from their position during the year, they must follow the same procedure for resignation stated in Article III, Section 4 of this constitution.

## **Section 2: Advisor Selection**

The Advisor must be a member of the Indiana University community who has an interest in the mission of Airies Army at IU. Applications to become an advisor for this organization will be open during the last two weeks of March, during the same time as executive office elections begin. One may apply to become an advisor by filling out the application with their general information and explaining why they are qualified to serve as an Advisor for the organization. Applications will close at the end of the two weeks given to apply for this position. The President will then review all applications and select the best candidate(s) based upon the responses on the application. The advisor(s) chosen will then be emailed of their acceptance during the first week of April and announced at executive elections when the newly elected officials are announced.

## **Section 3: Duration of Position**

Advisors are required to serve the organization for the full academic year. They are allowed to re-apply for the position after each year, as long as they remain an

Indiana University graduate student or faculty/staff who is employed by Indiana University-Bloomington. Airies Army at IU allows up to two advisors to serve in the same academic year. When there are two advisors serving for the academic year, at least one advisor must be present during executive meetings and at events hosted by this organization.

## **Article V: Meetings & Attendance**

### **Section 1: Meetings & Agenda**

Mass meetings are used as an educational platform to inform members about Sickle Cell Anemia Disease, and will also be used to brainstorm, implement, and prepare for all events and event ideas. They are also used to give support to fellow members in need and to be together as a whole to share in the fellowship of the organization. There shall be weekly mass meetings that includes both the General and Executive members. The President sets and modifies the agenda for these meetings. During each mass meeting, the President shall start by calling the meeting to order. They will then discuss the agenda for the meeting. The President is the official that is responsible for hosting and leading all mass meetings and their discussions.

Executive Meetings are used to discuss the goals, any progress toward the goals, to work through problems, and to make decisions concerning the organization. Executive meetings will be held every week. The President has the responsibility to modify the agenda for (if needed), call to order, and help lead all executive meetings, as the Vice President hosts and sets the agenda for all executive meetings. During each meeting, the President shall start by calling the meeting to order. The Vice President will then host and discuss the agenda for the meeting. The President will help the Vice President lead the Executive Board's discussion concerning any information about the organization intended to be discussed.

It is the President's responsibility to inform members as soon as possible if a meeting (Executive and/or Mass) is to be cancelled. If necessary, additional mass and executive meetings will be set by the President, and both General and Executive members will be notified at least 24 hours in advance, before the designated meeting time. If an emergency meeting should be called, the President must inform all members as soon as possible that an emergency meeting has been set. All mass and executive board meetings will be advertised through the social media marketing platforms of Airies Army at Indiana University.

The following is the meeting agenda/rules of order for mass and executive meetings:

### **\*Secretary Records Start Time**

- I. Roll Call
- (II. Inform Advisor on what happened at Mass Meeting--for Executive Meetings)
- II. Acknowledge New Members
  - A. Name
  - B. Year
  - C. Major
  - D. Ice-Breaker Question (This IBQ (Ice Breaker Question) should be switched every week {Use Google/Come up w/ one together as group activity at end of meetings})
  - E. Fill Out Application:<https://goo.gl/forms/BwQKuL1jtaV3nTjn1>
  - F. Add Member to Group Chat! \*Secretary
- III. State HouseKeeping/Any Announcements
  - A. Read Expectations (Optional for Executive Meetings)
  - B. Read Mission/Vision Statement (Powerpoint Slide) (Optional for Executive Meetings)
- IV. Discuss What Occurred at Prior Meeting
- V. Discuss, Brainstorm, and Prepare for any event/ event idea
- VI. Set Next Meeting Agenda
- VII. Find New IBQ (Not Required for Executive Meetings)

### **\*Secretary Records End Time**

## **Section 2: Attendance (For General Members)**

It is the responsibility of the Secretary to document and record the attendance of every member. General members are required to attend at least four meetings and/or events hosted to be considered an active member, unless their absence has been approved by the President or Vice President.

## **Section 3: Attendance (For Executive Members)**

Executive members are only allowed three unexcused absences per semester. They are also granted excused absences for the following reasons:

- Academic conflict
- Illnesses/Sickness
- Medical/Dental Appointments
- Religious Affiliation
- Family emergency
- Other student organization obligations

The Secretary will issue a warning to members in question after the second unexcused absence. Any unexcused absence after the third will result in revocation from the organization.

## **Article VI: Elections**

### **Section 1: Frequency and Eligibility**

Elections will be held during the last two months of the academic year, as Executive positions become vacant. If there are no Executive positions vacant, elections will not be held. (*For election process for Advisor, See Article IV: Advisor*)

#### Requirements for Executive Positions:

\*Note: There are no experience requirements for those running for Executive positions, however, those with experience in selected position will be strongly considered for that position.

- To be eligible to run for President or Vice President of this organization, the aspiring candidate must have been an active member of Airies Army for at least one academic year.
- To be eligible to run for an Executive Board member position other than President and Vice President (Secretary, Treasurer, Director of Events, Social Media Manager, Media Editor/Photographer) the aspiring candidate must have been an active member of Airies Army for at least one academic semester.

#### Eligibility for students to run for all positions in addition to the previously stated includes:

- Student must have been an active member of the organization for at least one academic semester.
- Student must abide by the *Article V: Meetings & Attendance* and *Article I: Membership* articles written in this constitution.
- Must be willing to learn/educate themselves on Sickle Cell Anemia Disease (SCD).
- Must be dedicated and committed to spreading awareness about SCD and interested in achieving the mission of Airies Army at IU.

\*Note: For members who have been revoked and after careful consideration if the member has reinstated their membership, they may not be allowed to run for an executive position for one semester.

## **Section 2: Nomination Process**

The nomination process will begin with an online application that will be released the weekend prior to the last week of March and will close promptly 3 days after the release date.

During the last week of March, the Executive Board will then begin narrowing down the possible candidates to only two nominees per position based off the responses submitted from the candidates' applications. This process will be held for one week after the application closes. While reviewing each application, the Executive Board will consider the requirements/eligibility for each position and what is written in the short response section of the application by the candidate.

Included in the last week of March, the Secretary will also be informing each nominee via email that they either have or have not been selected to run for their chosen position. The two nominees selected to run for each position will then move on to deliver a speech in front of the General and Executive members during the first week of April. Speeches should be 2-3 minutes long and should state the reason why they are running for their chosen position and what they hope to accomplish if elected for that position.

The winner for each position will be based on a majority vote casted by the General members of this organization.

## **Section 3: Voting Process**

*\*At least ⅔ of the General Members of Airies Army must be present in order to hold elections for new officers.*

1. The majority vote will be calculated through an electronic voting system accessed through a provided link distributed to the General members. The Executive officers will be excluded from casting their vote in the election.
2. The General members will cast their votes for whom they believe should fill the given position.
3. The winner will be solely based upon the majority vote, or the candidate who has the highest votes from the election.

*\*If a tie is presented in the results of the election, the President of Airies Army will be allowed to break it.*

## **Section 4: Announcement & Training of Newly Elected Officials**

Initial recognition of newly elected officials will occur at elections, after voting concludes. Official announcements of newly elected officials will be announced via

social media platforms by the past Social Media Manager. The announcement will include the name, major, year and photo of our newly elected Executive Board members.

Training will take place immediately after winning the election for the given position. During all training sessions, each incoming Executive Officer will be trained by the presiding officer of that position. These training sessions will only provide the beginner necessities for that specific position, but on-job learning will also be present throughout their terms. Training for each position consists of:

#### President

- The new President of Airies Army will be responsible for the re-registration of the organization through [beInvolved.org](http://beInvolved.org) for the following year that they are serving.
- They will also learn how to update and create meeting agendas.

#### Vice President

- The new Vice President will be trained in leading all Executive Board meetings.
- He or she will also be given beginner methods in properly serving as a liaison between the President and all other Executive Officers. During this time, he or she will also be trained in the overseeing all officers, excluding the Advisor.

#### Secretary

- The new Secretary will be trained in handling all documentation methods associated with the Airies Army organization.

#### Treasurer

- The new Treasurer will be trained in handling all finances of the organization given from Indiana University.
- He or she will also be shown how all financial documents are handled and recorded according to IU's standards and/or requirements.

#### Director of Events

- The new Director of Events will be trained with the basic knowledge of simple planning and organizational skills that have worked best for the Airies Army organization. They will be shown how to properly monitor, plan, and implement events.
- He or she will also at this time be given access to the Airies Army organization's email account and be trained on the proper emailing style used in the organization.

#### Social Media Manager

- The new Social Media Manager will be trained in running all social media platforms associated under Airies Army organization. They will gain access to all social media passwords at this time and will not be allowed to share these passwords with any other member within or outside of this organization.
- He or she will also be trained with the basic knowledge of creating flyers/posters for the Airies Army organization.

#### Media Editor/ Photographer

- The new Media Editor/Photographer will be trained on properly setting up and using equipment at events (unless student has access to their own).
- He or she at this time will also learn to edit media captured (if needed).

### **Article VII: Non-Hazing**

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

### **Article VIII: Dues & Budgets**

Dues will be collected as a yearly due of \$15.00 per member. This yearly fee will be initially collected at the beginning of the first semester but can also be collected sporadically as members join throughout the year. This due will hinder one from joining this organization, as it covers the expense of the organization's t-shirt. Airies Army at Indiana University takes pride in being unified as an organization and would like to ignite a sense of belonging and connection between our organization and its members through our t-shirts.

The dues will first be collected by the Treasurer of the organization. The Treasurer will be responsible for all financial transactions and keeping record of when and which members paid in the organization's receipt log.

The Treasurer will also be responsible for the budget of Airies Army. This budget will be based upon the money that has been raised and collected through donations and fundraising. The budget will be revised weekly due to changes in the amount of money raised. The Treasurer will only disclose the revision of the budget with the organization's President, as the President will also be responsible for checking balances/approving all expenses and financial documentations from Treasurer regarding dues.

## **Article IX: Finances**

### **Section 1: Checks & Balances**

The Treasurer of this organization is responsible for the overseeing of all financial planning, budgeting, and reporting of all event expenses, as the President will be responsible for checking balances/approving all expenses and financial documentations from Treasurer. This organization will be applying for and maintaining a Student Organization Account. The treasurer will be responsible for maintaining the possession of the Student Organization Account (SOA) card and book, where state accordance with the Student Organization Accounts' office policies and procedures will be followed. In the case where this group dissolves, the remaining balance of funds that is left in this organization's bank will be donated to the cause of Sickle Cell Anemia Disease by the President.

When the Treasurer receives any financial funds, he or she will be the first to collect, count, and record any currency obtained on behalf of Airies Army. The Treasurer will then immediately transport the money and financial documentation to the President. The President will be the second to count and record the total to confirm the amount the Treasurer initially reported. The President will then transport the total and the currency to the Secretary of Airies Army. The Secretary will be the third officer to confirm the final total of the initial amount that the Treasurer reported. The Secretary will then record the final documentations and give original documentations and currency to the Treasurer. The Treasurer is responsible for obtaining and keeping all original financial documentations and submitting all currency to the Airies Army bank account.

## **Article X: Personal Gain Clause**

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

## **Article XI: Amendment Ratification**

### **Section 1: Authorization Process**

In order for an article to be ratified in this constitution, it must go through a two-step process.

The first step in ratifying an amendment into the constitution is the proposal. The General member must reach out to the Airies Army organization via email to



express their interest in an addition to the constitution. The Executive Board will then read over the details and organize a meeting presentation at an Executive Board Meeting. (If the person interested in adding an amendment to the constitution happens to be an Executive Officer, they will still have to submit a proposal via email).

During the meeting, the individual providing the proposal must discuss the details with the Executive officers in a speech explaining how this amendment will improve the organization as a whole. The speech can include visual aids such as a PowerPoint presentation if needed. If the proposal meets the guidelines and ethical values of Airies Army at Indiana University, the amendment will continue to the second step of ratification.

The second step in ratifying an amendment into the Constitution is the presentation. The presentation will take place at a called meeting by the President (it will not interfere with any regularly scheduled meetings in order to not disrupt the current flow of the organization). The person presenting will have the duty of presenting the same proposal (or an improved one in) order to explain the pros and cons of the amendment in question. They must also be ready to answer questions of all General & Executive members and Advisor before voting begins.

## **Section 2: Voting Process**

In order for members of Airies Army to vote, an announcement will be made via social media and email to inform all members of the meeting. The voting will be available strictly to the members in attendance the date of the scheduled meeting.

After the presentation is delivered in step two of the ratification process, described above in *Article XI-Section 1*, the General and Executive members will be able to cast their vote via an electronic voting system accessed through a provided link given by the Executive Board. The results will be determined by a simple majority vote by those in attendance.

After the calculated majority vote, rather or not the amendment will be ratified will be announced at the ending of that same meeting.

If a tie is presented, there will be no one person with the power to overrule it and determine ratification, it will be ultimately considered a lost without a majority vote. If the presenter is still passionate about pushing for ratification of the new amendment, he or she must go back through the ratification process starting with step one with a new and improved amendment. The amendment must be modified and cannot be proposed or presented exactly the same.

## **Section 3: Amendment Enforcement**

The accepted amendment will be ratified into the Airies Army at Indiana University Constitution immediately following the scheduled voting meeting with only Executive Officers and the author of the accepted amendment present. They will work together in an effort to properly place the amendment in a section of the Constitution.

Although the amendment will be written into the Constitution immediately following ratification, it will not be implemented until the following academic school year in order for proper adjustments to be made to the organization as needed.

**Article XII: Programs Involving Children**

This organization, when working with children will be aware of and abide by the University's Programs Involving Children (PIC) Policy.