

**Constitution Of  
O'Neill  
Energy Leaders Student Association**

**Article 1: Name**

The club's official name will be "O'Neill Energy Leaders Student Association" to be abbreviated as "O'Neill-ELSA" or "ELSA." No other name will be used in the advertisement or representation of the club.

**Article 2: Club Mandate**

The O'Neill Energy Leaders Student Association will serve two primary purposes: 1.) Member education and 2.) Career advancement. The Executive Board may pursue these goals through the following actions or activities, or through other mechanisms as the Board sees fit:

I. Membership Education

a. Weekly Energy Newsletter - a brief list of relevant articles to keep members up-to-date on current events in the Energy Industry. Articles should address topics that members may expect to discuss at conferences and panels or during job interviews. Additionally, the newsletter will include group announcements, job/internship opportunities, and pertinent campus activities.

b. Happy kW-Hour - a biweekly meetup at a bar, restaurant, or coffee shop, to discuss energy issues and socialize with fellow energy folks. Each Happy kW-Hour will be led by a different ELSA member and focus on a specific energy topic that is of interest to the group. Materials can come from academic journals, news articles, or podcasts. Happy kW-Hour will provide an opportunity for students in the Energy concentration to build community and discuss topics of interest.

II. Career Advancement

a. Energy Career Panel - in close cooperation with recognized Energy concentration professors, members of ELSA will assume responsibility for much of the planning and execution of the Panel. The extent of student participation will depend on arrangements made with professors, but it may include: contacting panelists, arranging appropriate accommodations for panelists, reserving adequate space at O'Neill for the panel event, and any necessary logistics to ensure a successful event.

b. Conference Involvement - conferences covering topics related to the energy industry should be evaluated for attendance by ELSA members. In the event that members attend a conference, they should report on their experience to the other ELSA members at the next regularly scheduled meeting.

c. Energy Career Workshops - ELSA members will work with one another and seek experienced professionals to advise members as they search for and apply to both jobs and

internships related to the energy industry. ELSA will work closely with the O'Neill Career Hub to plan events tailored to the Energy concentration.

d. Membership Database - a list of current and previous ELSA members (alumni). The database should, at a minimum, distinguish between those members who are seeking jobs, internships, or are employed in the energy industry.

### **Article 3: Membership**

I. Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. [section I.D.3(c).];

II. Only graduate students at the Indiana University within the O'Neill School of Public and Environmental Affairs are eligible to hold voting privileges and executive positions;

III. Membership is defined as individuals who are on the ELSA listserv and attend one ELSA event before voting on the yearly Executive Board;

III. Associate non-voting members will be allowed;

IV. All club officers and a majority of its members must be currently enrolled at Indiana University [section I.D.3 (b)].

### **Article 4: University Compliance**

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

### **Article 5: Officers and Chairs**

I. The Executive Board, or Officers, shall consist of the following:

- a. President;
- b. Vice President;
- c. Secretary; and,
- d. Treasurer.

II. Officers shall assume their respective responsibilities the last meeting of March and continue their duties until the following election one year later.

III. Any other Chairman or Committee may be added as needed at the discretion of the Executive Board, and established in accordance with Article 9: Elections, upon a three-fourths vote of the members present at a regularly scheduled meeting.

IV. Chairman and committees will require review by the Executive Board and renewal by the voting members at the close of each semester.

### **Article 6: Responsibilities of the Elect and Appointed**

I. It shall be the duty of all ELSA Executive Board to read, thoroughly understand, and enforce all provisions of the Constitution and Laws of the O'Neill Energy Leaders Student Association, all the provisions of the By-Laws and Policies of this Club, and the Indiana University Student Organization Handbook.

II. The President will:

- a. Oversee the other members of the Executive Board in fulfilling their responsibilities;
- b. Call general meetings and officer meetings;
- c. Chair all meetings;
- d. Be chiefly responsible for the Career Panel;
- e. Have signing authority for the club;
- f. Re-register the organization each year; and
- g. Complete all required University paperwork.

III. The Vice-President will:

- a. Assist the President in their duties;
- b. Assume all powers of the President in their absence;
- c. Keep the Membership Database up to date each semester;
- e. May establish Energy Career Workshops each semester; and
- f. May engage in external communication with other student organizations, including representing ELSA on the Student Sustainability Council.

IV. The Secretary will:

- a. Be responsible for recording and maintaining the minutes of all meetings;
- b. Maintain administrative access of email server;
- c. Publish the Weekly Energy Newsletter; and,
- d. Be the head of all communication and information dissemination both within and outside the club.

V. The Treasurer will:

- a. Be responsible for overseeing all financial dealings of the club;
- b. Keep complete records of all financial dealings of the club;
- c. Release semesterly budget reports of the club;
- d. Identify conference opportunities within the budgetary constraints of the club and club members;
- e. Apply for University aid to be used for conference and travel expenses; and,
- f. Have signing authority for the club.

g. Manage and oversee the ELSA bank account and ensure the primary holder of the account is transferred to the newly elected treasurer before the end of the Spring semester.

VI. Each officer will be required to maintain and update, as necessary, a “scope of position” (SOP) document, detailing all pertinent information to the particular office. The purpose of the SOP is to enhance intergenerational continuity within ELSA. The SOP should include relevant procedures, contacts, or any other documents that would be helpful to future officers in each role.

VII. The Executive Board may select articles for discussion at the Monthly Journal Review, but it will also seek suggestions from general members on articles to include.

VIII. ELSA members may choose to create a new executive board position to fulfill an organizational need by a majority vote. The newly created position is subject to annual majority vote at the end of the year to assess its continued use in the next year.

#### **Article 7: Finances**

I. The Executive Board may establish a membership fee at its discretion. However, the Board should bear in mind that (a) O’Neill makes funding available to student organizations, and (b) membership fees may discourage membership or be prohibitive for some students. Additionally, special events (field trips, conferences, etc.) could be paid for on a by-event basis, rather than covered by membership fees.

#### **Article 8: Meetings**

I. At least three general meetings may be held during each fall and spring semester, including the Annual General Meeting;

II. Members will be informed of each of general meetings at least seven (7) days in advance;

III. Special meetings may be called by the club upon adoption of a motion in any regular meeting; or may be called by the President whenever, in their discretion, such meetings are necessary;

IV. Executive Board meetings will be called and conducted by the President;

V. “Robert’s Rules of Order, Revised Edition,” may govern the parliamentary proceedings of all meetings; except that the same shall in no manner change the order of business prescribed in this Constitution; and,

VI. The following progression of business may be used in every meeting, skipping un-required items when applicable, but it may be suspended in part, or entirely, during any meeting, by a majority vote of those present upon proper motion:

1. Meeting called to order by the President
2. Attendance
3. Reading of the minutes of the previous meeting
4. Election of officers
5. Installation of new officers
6. Report of committees
7. Report of officers
11. Irregular and Old Business
  12. New Business
  13. Questions of Chapter policy
  14. Appointment of Committees
  15. Reading of the Calendar, checking items
  16. Adjournment

### **Article 9: Elections**

- I. All Officers shall be elected through a formal election process. The election timeline will be decided by the Executive Board, in light of relevant O'Neill deadlines and student organization processes. Financial responsibilities of the club bank account must be transferred to the newly elected Executive Board treasurer within two weeks of elections.
- II. In the event of a resignation or inability of elected officers to serve, the President shall call for an election to fill that vacancy, to be held at the earliest suitable time after the vacancy occurs.

### **Article 10: Amendments**

- I. The adoption, suspension, the alteration in any manner of this Constitution shall only be accomplished by the following procedure: The proposed by-law, or amendment, or suspension, or alteration must be submitted in a formal motion. It shall then be read to the club at two consecutive meetings and must be passed at the second reading by an affirmative vote of two-thirds of the total club membership present. When a proposed change is presented to the Chapter for the second reading it shall not be subject to amendment or change from the floor, but must be adopted or rejected as read.

### **Article 11: Impeachment**

- I. Any member of the club who commits an act negatively affecting the interests of ELSA and its members may be given notice of impeachment;
- II. The impeached individual shall have the right to defend their actions; and,

III. A two-thirds (2/3) majority vote of members present will result in the removal of the impeached individual from ELSA and the loss of any privileges associated with ELSA.

### **Article 12: Refund Policy**

I. A member may apply to their club for a refund of their dues (if dues are collected) within one (1) month of becoming a member of the club, or within one (1) week of the club's first official event if:

a. There has been a misinterpretation of the club's mandate and proposed activities as specified to the member when signing onto the club.

II. A member may only apply to their club for a refund after one (1) month of signing up for membership for the club, or after one (1) week of the club's first official event for extenuating circumstances;

a. Extenuating circumstances include, but are not limited to: Serious organizational issues with the club executive that led to a complete lack of communication to its members, or lack of programming as promoted to its members; and, Any circumstances that seriously hampers the ability for the club member to enjoy its membership to the club.

III. Where a club and its members cannot resolve the refund issue, a club or the member may request assistance from the Clubs Advisor who will act as a mediator between the Club and the member to reach a resolution.

### **Article 13: Advisor**

I. An interested faculty member will be appointed by the Executive Board as faculty advisor for an academic year.

II. The faculty advisor will advise the club. The president will suggest to the faculty advisor where their help is most needed.

III. The faculty advisor will be consulted about any disputes with faculty, staff, or administrative officials of the School of Public and Environmental Affairs or Indiana University, and will be expected to assist in resolving them.

### **Article 14: Agency Clause**

I. O'Neill Energy Leaders Student Association is not an agent of the University Students' Council and its views and actions do not represent those of the University Students' Council.

### **Article 15: Personal Gain Clause**

I. 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 directly from for-profit companies if acting as a representative of a student organization.

#### **Article 16: Non-Hazing**

I. 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.