

CONSTITUTION

SCHOOL OF PUBLIC AND ENVIRONMENTAL AFFAIRS
UNDERGRADUATE STUDENT ASSOCIATION
INDIANA UNIVERSITY BLOOMINGTON

PREAMBLE

We, the undergraduate students of the Indiana University – Bloomington School of Public and Environmental Affairs, in order to represent and advocate on behalf of undergraduate students within the School of Public and Environmental Affairs, hereby establish the School of Public and Environmental Affairs Undergraduate Student Association on 24 September 2008.

MISSION

Our mission is to bring together the SPEA undergraduate student body and serve as an outlet to collectively improve the SPEA undergraduate student experience!

Represent the interests of the undergraduate student body to the administration and serve as the official undergraduate student governing body at SPEA

Provide opportunities for involvement, leadership and development for undergraduate students

Encourage interaction between the students of the various undergraduate degree programs

ARTICLE I: NAME OF ORGANIZATION

The name of this organization shall be the “Indiana University – Bloomington School of Public and Environmental Affairs Undergraduate Student Association” or “SPEA – USA.”

ARTICLE II: MEMBERSHIP

Membership is open to any undergraduate student enrolled at Indiana University – Bloomington with a major or minor in the School of Public and Environmental Affairs. Participation shall 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.

ARTICLE III: UNIVERSITY COMPLIANCE

SECTION I. University Compliance

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

SECTION II. Anti-Hazing Policy

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.

SECTION III. 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.

SECTION IV. The Indiana University – Bloomington School of Public and Environmental Affairs Undergraduate student Association shall be registered with the Indiana University Student Organization Accounts (SOA).

ARTICLE IV: EXECUTIVE OFFICERS

SECTION I. Any member of the organization may run for office, so long as they have demonstrated a commitment to SPEA – USA with a minimum attendance of four events over the previous two academic semesters.

SECTION II. An event shall consist of any event hosted by the Activities Board or any meeting hosted by the Executive Board as well as any volunteer opportunities that may arise.

SECTION III. If a member wishes to run for office, they shall notify the President before spring break and submit their Declaration of Candidacy prior to deadline. See ByLaws for further election information.

SECTION IV. Each member may run for only one office per election.

SECTION V. Elections shall be held during the spring semester. Elections shall take place after spring break and no fewer than four weeks prior to the end of term.

SECTION VI. For each office, the candidate receiving a majority of votes will be declared winner. If no candidate receives a majority, the candidate with fewest votes will be dropped and a second election shall be held in a timely manner. This process shall be repeated until a candidate receives a majority of votes.

SECTION VII. Executive Officer terms shall end on the last weekday of spring semester finals week. The terms of incoming officers shall begin immediately upon the conclusion of spring semester on the last weekday of finals week. Recruitment efforts by the new administration shall begin immediately upon certification of election results.

SECTION VIII. In the case of a vacant position of an elected office, the succession plan listed in the office descriptions shall go into place with the consent of those to be promoted. However, if this fails to resolve the vacancy, the President shall appoint a new officer of their choosing with the consent of the chapter advisor. If the President resigns or is impeached, the Vice President shall become President.

SECTION IX. There shall be five elected officers. These elected officers shall form the Executive Board. The Executive Board shall consist of President, Vice President, Secretary, Treasurer and Social Activities Director. Quorum is achieved upon attendance of three of the five Executive Officers.

SECTION X. The composition of the School of Public and Environmental Affairs Undergraduate Student Association Executive Board, Activities Board and Independent Directors will be defined in Article V: Duties of Officers and Directors.

ARTICLE V: DUTIES OF OFFICERS AND DIRECTORS

SECTION I. Executive Board

The purpose of the School of Public and Environmental Affairs Undergraduate Student Association Executive Board is ensure that the organization operates smoothly by thoroughly examining and debating issues as they arise on behalf of the organization and the School of Public and Environmental Affairs undergraduate student body. The Executive Board shall consist of President, Vice President, Secretary, Treasurer and Social Activities Director.

A. President

The President, as chief executive of the organization, is responsible for ensuring that the organization is properly run and fulfilling its mission and initiatives. The President shall also be responsible for ensuring the long-term viability of the organization as defined within the mission. The President is a non – voting member of the Executive Board, except in the case of a tie.

The duties of the President shall include, but not be limited to:

1. Representing the organization at all events and in all forums as necessary.
2. Serving on the Undergraduate Deans Advisory Council to ensure that student concerns are conveyed to the SPEA Administration.
3. Recruiting, with the assistance of the newly-elected Executive Board, all Directors and Activities Board members as soon as the election results are verified by the Election Committee, per article IV, Section VI and ByLaws.
4. Promptly recruiting and filling any vacancies that may arise.
5. Preside over all meetings.
6. Be a member of all ad-hoc committees.
7. Promote and maintain long-term viability of organization and ensure that day-to-day affairs are handled in a professional manner by all officers.

B. Vice President

The Vice-President shall work with the President to ensure the long-term viability of the organization and address its day-to-day affairs. The Vice President shall assist the President as needed to these ends. The Vice President is a voting member of the Executive Board.

The duties of the Vice President shall include, but not be limited to:

1. Assisting the President on projects and initiatives as needed.
2. Running Executive Board meetings in the absence of the President.
3. Assuming the role of President should the President step down, be impeached or otherwise become incapacitated.
4. Reaching out to all School of Public and Environmental Affairs undergraduate student organizations and maintaining an ongoing dialogue of needs and interests.

C. Secretary

The purpose of the Secretary is to ensure that records of all School of Public and Environmental Affairs Undergraduate Student Association meetings are accurately recorded and distributed in a timely manner. Secretary is a voting member of the Executive Board.

The duties of Secretary shall include, but not be limited to:

1. Recording all Executive Board meetings in the generally accepted format.
2. Distributing minutes to the Executive Board and faculty advisor within 24 hours of any said meeting.
3. Compiling and collating a physical record of meeting agendas, meeting minutes and other related materials, which shall be kept in safekeeping for the reference of future administrations.
4. Fulfilling other miscellaneous duties on an as-needed basis.

D. Treasurer

The purpose of the Treasurer is to ensure that the Executive Board is kept informed of the financial well being of the organization and promote fundraising initiatives and goals on behalf of the organization. The Treasurer is a voting member of the Executive Board.

The duties of the Treasurer shall include, but not be limited to:

1. Ensuring that the School of Public and Environmental affairs Undergraduate Student Association remains in compliance with all Indiana University SOA regulations.
2. Leading the yearly re-registration process with the Indiana University SOA in a timely fashion to ensure accounts remain open.
3. Complete required Indiana University SOA Treasurer training in a timely fashion.
3. Provide an update of finances at each Executive Board Meeting.
4. Create and lead fundraising initiatives for the organization

E. Social Activities Director

The purpose of the Social Activities Director is two-fold. First, it is the responsibility of the Social Activities Director to lead the Activities Board to provide the student body with a wide array of diverse social offerings and enrichment activities. Second, it is the responsibility of the Social Activities Director to keep the Executive Board informed of all Activities Board programs and initiatives and seek approval thereof. The Social Activities Director is a voting member of the Executive Board. The Social Activities Director is also the chief executive of the Activities Board.

The duties of the Social Activities Director shall include, but not be limited to:

1. Presenting monthly plans and budget proposals to the Executive Board for approval. (Generally upwards of four weeks in advance)
2. Informing the Director of Marketing of Activities Board plans. (Generally upwards of four weeks in advance)
3. Presiding over all Activities Board meetings.

4. Setting the strategic direction of the Activities Board and ensuring that it is meeting its mission.
5. Ensuring that all events are of a high quality and well attended.
6. Troubleshooting any issues that may arise and reporting them to the Executive Board for inclusion into the permanent record for future administrations.

SECTION II. Activities Board

The purpose of the School of Public and Environmental Affairs Undergraduate Student Association Activities Board is to plan, organize and execute events for the SPEA undergraduate student body in keeping with our mission to bring together the undergraduate student body and improve their collective experience. The Activities Board will strive to bring a sense of community and camaraderie to the SPEA undergraduate student body that is otherwise absent at an institution as large as Indiana University. The Activities Board shall meet twice monthly at a designated time. All Activities Board positions, with the exception of Social Activities Director, shall be appointed positions. The Activities Board shall consist of: Director of Social Activities, Director of SPEA Outreach and Events, Director of Student Engagement, Director of Special Events and Directors At-Large.

A. Social Activities Director

See Article V, Section 1, Part E.

B. Director of SPEA Outreach & Events

The purpose of the Director of SPEA Outreach & Events is to work collaboratively with other offices within SPEA to ensure that the School of Public and Environmental Affairs Undergraduate Student Association offers activities and events which will enrich the undergraduate student body with the resources and expertise of said offices.

The duties of the Director of SPEA Outreach & Events shall include, but not be limited to:

1. Working with the Dean's Office, the Career Development Office and other SPEA organizations to collaboratively host events. (Ex. Career Panel, Internship Panel)
2. Planning, organizing and executing events in conjunction with the Activities Board.
3. Attending each Activities Board Meeting.

C. Director of Student Engagement

The purpose of the Director of Student Engagement is to bring the School of Public and Environmental Affairs Undergraduate Student Association to the students through outreach efforts.

The duties of the Director of Student Engagement shall include, but not be limited to:

1. Working to make students aware of the School of Public and Environmental Affairs Undergraduate Student Association and its offerings. (Ex. Lunches, midday snacks, ice-cream socials and contests)
2. Planning, organizing and executing events in conjunction with the Activities Board.
3. Attending each Activities Board Meeting.

D. Director of Special Events

The purpose of the Director of Special Events is to spearhead planning efforts for events requiring substantial and advance planning to ensure that they are all they can be. (Ex. Water Wars, Professors Networking Dinner.)

The Duties of the Director of Special Events shall include, but not be limited to:

1. Working to plan and organize special events that do not fall under the purview of other positions, specifically, large and external events. (Ex. speeches, dinners)
2. Planning, organizing and executing events in conjunction with the Activities Board.
3. Attending each Activities Board Meeting.

E. Directors At-Large

The purpose of Directors At-Large is to supplement the planning and execution efforts of the Activities Board by providing a larger capacity to both plan and execute events.

The duties of the Directors At-Large shall include, but not be limited to:

1. Taking charge of events as requested by either the Executive Board or the Director of Social Activities.
2. Planning, organizing and executing events in conjunction with the Activities Board.
3. Attending each Activities Board Meeting.

SECTION III. Independent Directors

Independent Directors, while neither a part of the Executive Board or the Activities Board serve vital roles within the School of Public and Environmental Affairs Undergraduate Student Association. Each Independent Director position has been created to address a specific task or issue necessary for the continued function of the organization. The President shall be responsible for filling these positions as he or she deems appropriate.

A. Director of Marketing & Social Media

The purpose of the Director of Marketing & Social Media is to lead the marketing efforts of the organization to ensure that the undergraduate student body is aware of all School of Public and Environmental Affairs Undergraduate Student Association events and offerings.

The duties of the Director of Marketing & Social Media shall include, but not be limited to:

1. Working with the Activities Board and the Executive Board to ensure that all events are promoted in a timely manner.
2. Taking advantage of all of the marketing resources provided in the “Marketing Guide” for the promotion of all events.
3. Updating the “Marketing Guide” contact information as needed.
4. Serving as a conduit of information between the organization and any outside marketing contractors.
5. Attending all Executive Board meetings summoned to. Prior and sufficient notice will be given by the Executive Board.

B. Director of Electronics & Technology

The purpose of the Director of Electronics and Technology is to ensure that all technologies and resources used by the School of Public and Environmental Affairs Undergraduate Student Association are working properly and maintained.

The duties of the Director of Electronics & Technology shall include, but not be limited to:

1. Working in coordination with the Director of Marketing & Social Media to ensure that all social media outlets are working properly and troubleshoot as necessary.
2. Working to maintain, update and improve the organizational website as needed.
3. Addressing any technological issues and initiatives that may arise.
4. Attending all Executive Board meetings summoned to. Prior and sufficient notice will be given by the Executive Board.

C. Director of SPEAwear Design & Sales

The purpose of the Director of SPEAwear Design and Sales is to ensure that the School of Public and Environmental Affairs Undergraduate Student Association provides the undergraduate student body with SPEAwear offerings that promote the School of Public and Environmental Affairs, are affordable for students are trendy and sell well as it is the number one way that our operations are funded.

The duties of the Director of SPEAwear Design & Sales shall include, but not be limited to:

1. Creating a vibrant set of SPEAwear offerings for the fall and spring semesters.
2. Working with vendors to secure the product at proper pricing.
3. Planning how, when and where SPEAwear will be sold.
4. Addressing how transactions will be conducted.
5. Exploring additional outlets for SPEAwear sale.
6. Attending all Executive Board meetings summoned to. Prior and sufficient notice will be given by the Executive Board.

ARTICLE VI: OFFICER ATTENDANCE

SECTION I. Expectations

All School of Public and Environmental Affairs Undergraduate Student Association Executives and Directors are expected to attend a majority of meetings and events hosted and sponsored by the Executive Board, Activities Board, Directors and Affiliates. Officer attendance shall reflect the high priority that Officers and Directors must demonstrate in their official capacities.

SECTION II. Failure of Expectations

Should an issue arise relating to attendance, the President shall inform the said Officer or Director of the matter. The individual Officer or Director shall submit to the President a plan of action within an agreed upon period of time. If the President deems progress to be unsatisfactory, the President reserves the right to initiate impeachment proceedings as specified in the remainder of this Article.

SECTION III. Impeachment Proceedings

A. Executive Officers

Executive Officers may be impeached, with the express permission of the faculty advisor and upon a majority vote of the active membership present during a mass meeting.

1. Notice shall be given to said individual two weeks prior to planned impeachment vote.
2. The individual shall have one week to appeal the impeachment proceedings to the Executive Board and advisor before a final decision is made on the impeachment vote by the active membership.
3. Approval of a vote by active membership on impeachment proceedings shall be by consent of a majority of the Executive Board, said individual excluded, and the faculty advisor.
4. The individual shall be offered the opportunity to resign at any time during the process to avoid the public nature of such proceedings.

5. An interim replacement may be appointed by the President. After one month, a special election shall be held.

B. Directors

Activities Board Directors and Independent Directors may be impeached with the express permission of the faculty advisor and upon a vote of the Executive Board.

1. Notice shall be given to said individual one week prior to the vote in which they may appeal the action.
2. Impeachment must be approved by a majority vote of the Executive Board in order to take effect.

ARTICLE VII: ACTIVITIES

SECTION I. The School of Public and Environmental Affairs Undergraduate Student Association shall hold regular meetings during the fall and spring semesters at least once monthly. These meetings shall serve to inform the undergraduate student body of current activities and initiatives in a format that promotes student interaction and involvement.

SECTION II. In order for a vote to take place on a binding resolution or issue, quorum must be present. For executive matters, three of five Executive Board members are required to consent.

SECTION III. Ad-Hoc committees may be created by majority vote of the Executive Board.

SECTION IV. The organization may pass a resolution on a topic, so long as it does not violate Section V of Article VII.

SECTION V. This organization shall not declare, or act in support of, any political candidate or political idea and shall operate on a strictly non-partisan basis. This organization may take official positions concerning School or University issues or other issues by Executive and/ or member vote so long as it does not involve supporting a certain political candidate, party or overtly political issue.

ARTICLE IX: AMENDMENTS

SECTION I. This Constitution may be amended with a vote of at least three members of the Executive Board with consent of the faculty advisor. At least four of the five members must be present for such votes.

SECTION II. Should the President or the Executive Board determine that changes to this Constitution are necessary, a Constitutional Committee shall be formed to provide recommendations for such modifications.

ARTICLE X: RATIFICATION

This Constitution shall take effect upon ratification by a 2/3 vote of active organizational membership present.