

Constitution of ADAPT Consulting at Indiana University

Advanced Application of Psychological Theory Consulting (ADAPT, ADAPT Consulting) is an organization created to complement the undergraduate experience at Indiana University for someone interested in both psychology and business. ADAPT aims to provide local nonprofit organizations consultation from students training in the workplace application of human resource psychology and consumer behavior. The mission of ADAPT is to improve the performance of nonprofit organizational environments while providing members an opportunity to procure practical psychology and business experience.

Statement of University Compliance

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

Article I: Membership

Participation within this organization will disregard restrictions based on characteristics of age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Limitations of Membership: general membership may be restricted due to client volume and is granted through an application process. Any applicant must be an undergraduate of Indiana University, and applicants pursuing degrees in consulting-related fields or psychology will be preferred.

Once granted, general membership is contingent upon the following:

Maintain at least 80% attendance to applicable conferences
Maintain at least 80% positive rating on team member evaluations
Contribute to one consultation projects per semester

(estimated total involvement: 20-30 hours)

Members who violate one or more of these contingencies will be brought before Executive Board for membership review.

General Membership Application Protocol: Applications can be completed

and submitted online via the ADAPT website or

emailed to the official ADAPT email (ADAPT@indiana.edu) Applicants will be considered and interviewed by Vice Presidents of Membership

and Project Management as well as by project leaders. Applications are considered year-round, but members accepted after the second week

of the current semester will be placed on limited membership Applicants will be notified of any decision within 7-10 business days

General Membership Positions: Project Leader *Must have experience with at least one (1) ADAPT consulting project*

Select Project Members and objectives in cooperation with Vice President of Project Management

Delegate project objectives to Project Members Submit team expense requests to Vice President of Finance

Coordinate and advise project team on consultation endeavors

Organize a minimum of two Client Conferences per consultation
Project Member

Analyze and address project consulting needs in cooperation with other Project Members

Complete anonymous end-of-project member evaluations submitted to Vice President of Project Management **Article II:** University Compliance *ADAPT Consulting shall comply with all university regulations, and state, local, and federal laws.* **Article III:** Executive Board The Executive Board exists to maintain the necessary functions of ADAPT Consulting. Members of the Executive Board are expected to maintain their ADAPT membership status and attend Executive Board Conferences.

The Executive Board of ADAPT Consulting will feature one President and multiple Vice President positions:

Communications, Corporate Relations, Finance, Marketing, and

Project Management. *Vice President of Project Management and President do not contribute directly towards consultation projects.* Executive Board positions and responsibilities are as followed: President

Plan and schedule Executive Board Conferences

Facilitate communications between Vice President positions

Ensure ADAPT compliance with all Indiana University Student Organization standards

Communicate with university administration and Advisor(s), including attendance to Presidential Conferences

Re-register ADAPT with Indiana University's BeInvolved system every year

Re-register ADAPT with Indiana University's Student Involvement Fair every semester Vice President of Membership Operate and maintain project management software Record and distribute Executive Board meeting notes to Executive Board members Organize meetings and events for general members Review submitted applications and select new members in cooperation with Vice President of Project Management Consistently maintain ADAPT email server Annually update recruitment standards to encourage competitive membership Vice President of Corporate Relations

Approach non-profit organizations and discuss desired solutions from consultation

Communicate the role of ADAPT to organizations that may benefit from consultation

Provide Vice President of Project Management with consultation clients and needs summaries

Court ADAPT sponsorships in cooperation with Vice President of Finance

Vice President of Finance

Maintain and record all organizational financial transactions, including management of ADAPT Student Organization Account

Ensure ADAPT financial compliance with Student Organization Accounts policies

Consider and process ADAPT payment and expense requests

Court organizational sponsorships in cooperation with Vice President of Corporate Relations

Maintain a consistently-updated financial report available to any and all members of Executive Board Vice President of Marketing

Work with Vice President of Corporate Relations to communicate with potential clients

Organize and implement outreach programs for recruitment purposes

Review submitted applications and select new members in cooperation with Vice President of Communications

Maintain and update ADAPT website and social media accounts Vice President of Project Management

Designate Project Leader positions to qualified members

Develop project teams in cooperation with Project Leaders

Encourage member diversity when establishing project teams

Coordinate communication and effort between different project teams

Regularly meet with project teams to benchmark and

discuss project progress

Facilitate communication between Project Leaders and Executive Board as needed *All Executive Board members are expected to maintain and update their respective Executive Board position handbook, as catalogued by any current Advisor(s).* **Article IV:** Advisor(s) ADAPT Consulting requires at least one full-time faculty Advisor from The Department of Psychological and Brain Sciences to operate. A second Advisor may be added at any time with the approval of current Advisor and a majority of Executive Board. Advising positions are held until Advisor consents to relinquish responsibilities. These responsibilities include:

Availability to advise Executive Board

Oversight of general organizational integrity

Attendance to Presidential Conferences

Hosting Introductory Conferences

Cataloguing Executive Board position handbooks and ensuring their transference between Executive Board elections **Article V:** Conferences
There are multiple ADAPT conferences that members are expected to attend.

Introductory Conferences:

The Introductory Conference will be held within the first two weeks of every semester to debrief members on the processes and methods of ADAPT Consulting. Conference agenda will be set by President and Advisor(s), and all members are expected to attend.

Project Conferences:

Project Leaders will hold conferences as often as necessary with their project teams to discuss consultation efforts. Vice President of Project Management

will attend at least three (3) Project Conferences per consulting project. Project Leader will report any Project Member conference absence to Vice President of Project Management.

Client Conferences:

Throughout each semester, project teams will hold conferences with their clients to discuss consultation progress and projections. Client Conferences are organized by Project Leaders, and each conference should be planned at the client's convenience. These are to be held two to four times throughout the duration of the project, and Project Leader will report any Project Member conference absence to Vice President of Project Management.

Executive Board Conferences:

Executive Board Conferences are held once every month and are intended to maintain communication between Executive Board positions. Integrity of current consulting projects is discussed, though any agenda may be set. Executive Board is expected to communicate any extenuating challenges at this time and maintain a 90% attendance rate.

Presidential Conferences:

Presidential Conferences are held monthly between Advisor(s) and President to discuss current and future ADAPT organizational objectives. Any pressing concerns are vocalized to Advisor(s) at this time.

Article VI: Elections

Elections are held annually in March for the following academic year and are organized by both President and Advisor(s). Any ADAPT member in good standing is eligible to vote or run for Executive Board, and any intent to run should be communicated to President no less than two weeks before elections take place. All Executive Board positions are held for one (1) year.

Incumbents may opt for re-election, and winners are decided by voter plurality. Vote totals will be made available following the elections, and all voting is anonymous.

Resignation Protocol:

Any member may resign from ADAPT Consulting at any time, though a notice of at least fourteen (14) business days is appreciated. Executive Board members are asked to suggest an interim replacement upon notice of resignation.

Impeachment Protocol:

Any Vice President may be impeached at any time if all other members of Executive Board agree on such a proposal. President may be impeached at any time if all other members of Executive Board and Advisor(s) agree on such a proposal.

Interim Executive Board Election:

Upon resignation or impeachment of any Executive Board member, President will cooperate with Vice President of Project Management to select an interim Executive Board member. Any interim position is subject to Executive Board expectations and election procedures.

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: Financial Planning

All finances shall be organized through the Student Organization Account office at Indiana University. Financial statements and projected budgets will be handled by Vice President of Finance and made available upon request to any Executive Board member or Advisor(s). In case of ADAPT dissolvent, any remaining funds will be donated to Indiana University or non-profit organization as decided by Vice President of Finance.

Article IX: 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 X: Amendments

Amendments to the Constitution of ADAPT Consulting can be proposed by any Executive Board member. All current members will be notified via email of proposed amendments along with voting time and location. Any amendment requires a two-thirds (2/3) majority vote of members present to be ratified.

Any amendment properly ratified shall be included in the final section of this constitution. **Article XI: Ratification** All members present at the time this constitution is proposed must vote in favor of its ratification.

Amendments:

Include amendment name, description, date of ratification, and approving President of ADAPT.

Presiding Executive Board:

Academic Year 2018-2019

President: Samuel Wedell (swedell@iu.edu) Vice President of Corporate Relations: Alec Zucker (azuck@iu.edu) Vice President of Project Management: Keiland Cooper (kc42@iu.edu) Vice President of Marketing: Shreyas Wardekar (swardeka@iu.edu) Vice President of Membership: Morgan Klutzke (mklutzke@indiana.edu) Vice President of Finance: Shreeya Arora (arorashr@umail.iu.edu)

Presiding Advisor(s):

2016-present Ed Hirt, (ehirt@indiana.edu)

2017-present Jonathan Ledbetter (jonledbe@iu.edu)