

# The Constitution of the Advocates for Awareness at Indiana University

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## **Article I - Identification.**

The name of the organization shall be **Advocates for Awareness at IU (Advocates at IU)**. Any use of this name must be first permitted by request through the organization Executive Board.

## **Article II - Mission.**

Advocates for Awareness's purpose is to cultivate awareness for debilitating diseases without cures. Each year, the club will choose a condition to focus on and dedicate club efforts to. Club efforts will be aimed towards raising awareness for conditions and raising funds for organizations affiliated with those conditions. Members of the club will contribute to planning, coordinating, and advertising of all events. The club will raise awareness for disease through campus events, propaganda, and digital communication. This organization aims to cultivate empathy, humanitarianism, and activism within its community..

## **Article III - Membership.**

Section A: Membership is open to any:

1. Full/part time undergraduate student of Indiana University Bloomington
2. Full/part time graduate student of Indiana University Bloomington
3. Any member of Indiana University faculty
4. Any member of Indiana University administrative staff

Section B: Dues and collection procedures (if any)

The amount of annual dues shall be determined each year before the first meeting.

Dues shall be listed on the Advocates for Awareness membership form and be collected by the Treasurer from the Applicant within thirty (30) days of receiving the completed membership form.

## **Article IV - Organizational Voting.**

Section A: A quorum will be twenty (20%) percent of total membership.

Section B: In order to vote, members must have paid dues (if applicable) and be in good standing with the organization

Section C: Proxy voting is not allowed.

## **Article V. Organizational Executive Committee.**

Section A: Advocates for Awareness at IU shall have a President, Vice President, Secretary, Treasurer, and officer. These officers comprise the Executive Committee.

Section B: All officers must be students at Indiana University.

Section C: The term of office for the president shall last until the end of a student's projected graduation year OR until the student chooses to vacate their position.

Section D: The term of vice president, secretary, treasurer, and officer shall last an academic year or until they vacate the position.

Section E: Election of officers when vacant positions are present shall be held no later than September 15<sup>th</sup>.

Section F: When a position is vacant, any member may apply to fill the spot and the executive board will choose five members to be on the voting ballot.

Section G: At least two weeks notice shall be given before the election meeting. The person receiving majority vote will be elected. Elections will be done through ballot.

Section H: Any officer may be removed from membership by a two-thirds vote of the Executive Board.

Section I: Any vacancy which may occur in an office position outside of the regular terms shall be filled as soon as possible, through election, with the same protocol as other officers (two weeks notice, election).

#### **Article VI - Duties of Officers.**

##### **Section A: The President**

1. The president shall be the chief executive officer.
2. The president shall appoint all committee chairpersons.
3. The president, with approval of the executive board, directs the budget.
4. The president shall direct the focus of organization meetings, including scheduling speakers.

##### **Section B: The Vice President**

1. The vice president shall assist the president in the planning and focus of organization meetings.
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
3. The vice president will keep and have available current copies of the constitution and bylaws.
4. The vice president shall assist the president in scheduling speakers for meetings, when necessary.

##### **Section C: The Secretary**

1. The secretary shall be responsible for keeping the notes of all meetings and the meetings of the executive board.
2. The secretary will provide a copy of the notes for each officer and keep a master file.
3. The secretary shall maintain a complete and accurate account of attendance and membership status.
4. The secretary shall communicate with members concerning upcoming meetings/events and promote the organization on campus.
5. The Secretary shall monitor and manage any social media accounts on behalf of the organization

6. The secretary shall have both physical and electronic scans of liability waivers for every member that participates in club events. The secretary is responsible for collecting these forms, as well as scanning them.
7. The secretary shall have blank liability forms available for members at every meeting and event.
8. The secretary shall document organization events and meeting through photos, videos, etc. and make these photos available through social media accounts.

**Section D: Treasurer**

1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements.
3. The treasurer shall advise organizational spending, and ensure that organization funds (dues, funding, etc.) are spent in a way that benefits the organization as a whole.
4. The treasurer shall keep an organized list of all vendors, attendees, and networks in the planning process of events, with contact information.
5. Distributes apparel, if applicable.
6. The treasurer will perform other duties as directed by the president.

**Section E: Officer**

1. The officer shall assist the group in their execution of roles and responsibilities.
2. The officer shall provide feedback to the organization regarding its operation and functioning.
3. The officer shall serve as a resource.
4. The officer should provide advice upon request, and should share knowledge, expertise, and experience with the group.
5. The officer will be a nonvoting member of the organization.

**Section F:** The organization's President, Vice President, Secretary, Treasurer and Officer make up the "Executive Board".

**Article VII – Faculty Advisor.**

**Section A:** Advocates for Awareness shall have a University Advisor who shall be a full-time member of the University faculty, staff, or administration. The University Advisor shall be selected by the Executive Board and is responsible for advising the executive board with decisions and aiding when needed.

**Article VIII – Meetings.**

**Section A:** Meetings shall be scheduled as needed for member bonding, event planning, information sharing, and speaker presentations. More frequent meetings may be needed as a special event approaches.

**Section B:** Organizational meetings shall be held a minimum of once every calendar month during the months August-May

**Section C:** Executive committee meetings shall be held a minimum of one time weekly, during the months of August-May, while class is in session.

**Section D:** At least ten (10) days notice shall be given for each regular meeting.

Section E: Special or emergency meetings may be called with less than seven (7) day notice by the Executive Committee, unless an emergency meeting has been called by the president.

Section F: The meetings shall include a quorum, order of business, and disposition of the minutes.

**Article IX - Procedure.**

Section A: This Constitution may be amended if changes are presented at an emergency or business meeting by a Member, the change receives two-thirds of quorum support, and approval by over half of the Executive Committee.

**Article X – University Compliance**

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

**Article XI – Anti-Hazing Policy.**

Section A: 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 XI – Personal Gain Clause.**

Section A: 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 XII – Liability Waivers**

Section A: Every registered member of this organization will have to fill out and submit a liability waiver. Each member must also provide emergency contact information on the liability waiver. Each member will need to have this submitted to the secretary before they can participate in any events. The secretary will be responsible for retaining this information and will have them accessible at every practice or event.

**Article XII – Programs Involving Children Clause**

Section A: In the event that that Advocates for Awareness organizes an event that involves children, all volunteers will be required to complete a background check.

Section B: Any university employee, student, volunteer or other individual whose criminal background check and/or sex offender registry check includes sexually based crimes or crimes against children will be prohibited from partaking in any events that involve children.

Approved by the Executive Committee this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
President

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Vice President

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Officer