

***Title***

Constitution: Civic Leadership Development

***Preamble***

Civic Leadership Development helps Kelley School of Business undergraduate students understand and appreciate philanthropy, good citizenship, and social responsibility.

Goals

- Help IU students develop leadership skills through direct volunteer service experience.
- Provide nonprofit organizations with high quality service.
- Help students understand the role and importance of nonprofit organizations.
- Provide excellent service and learning opportunities for Kelley students to enhance their college education.
- Motivate students to participate in CLD.
- Recognize program participants.
- Build Kelley and IU student community.
- Help students utilize CLD participation in their career development.

**Business Professionals Making a Difference**

***Article I: Membership***

**Statement of Non-Discrimination:** Civic Leadership Development allows any interested student to participate in, become a member of, and seek leadership positions in the organization 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.

Membership is open to all IU students. Membership is not required for graduation and participants are neither paid nor do they receive academic credit. Registration is free and students who register are under no obligation to participate.

<u># of Points</u>	<u>Level</u>	<u>Benefit</u>
1 Point	General Member	Include title on resume.
2 Points	General Member	Include title on resume.
3 Points	Emerging Leader	Name added to website. Include title on resume.
4 Points	Emerging Leader	Name added to website. Include title on resume.
5 Points	Civic Leader	CLD portfolio, notebook, or shirt. Name added to website. Include title on resume.
Most semester activity (awarded twice)	Volunteer Spotlight Award	Gifted an engraved plaque
Most yearly activity	Volunteer of the Year	Gifted an engraved plaque

### ***Article II: University Compliance***

Civic Leadership Development will comply with all Indiana University regulations, and local, state and federal laws.

### ***Article III: Executive Officers***

A group of sixteen, carefully selected members provide administrative assistance for the program particularly in the areas of marketing, member relations, educational events, and community service projects. These students compose the Civic Leadership Development (CLD) Board of Directors.

- a) The Student President of the Board of Directors manages the Board and is responsible for the successful implementation of tasks. Four student Vice Presidents of the Board manage each of the four areas of the board's work (e.g. marketing, member relations, volunteer engagement, and finance). These five individuals make up the Executive Committee (EC) of the Board of Directors.
- b) Board position openings are advertised to members during the spring semester for the following academic year. Candidates complete a written application and are interviewed. Criteria for selection include: level of participation in CLD, qualifications for the particular position, interest and enthusiasm in the job, and job availability.
- c) The CLD Board transitions in April. Members start service the following fall semester and serve for the full academic year. During April, current members begin to orient and train new members. The term of service ends officially on May 1.
- d) The President and Vice Presidents are selected for the following year from within the Board of Directors.
- d) Board meetings are held weekly and are conducted by the student President. The Program Director/Advisor does not attend these meetings. Decisions delegated to the Board are voted on by members are the "majority rules." The new Executive Committee (Student President and Vice Presidents) are responsible for selecting new board members for the following year. A structured application and interview process are implemented. The Program Director approves candidates selected by the Executive Team.
- e) A vacancy that occurs during the year is not filled until the following year. The Student President may recommend to the Program Director that a member be asked to resign. If approved, the Student President implements the decision.
- f) The Student Director reports to and meets with the Program Director on a weekly basis and is responsible for the successful implementation of assigned tasks. S/he supervises the four Vice Presidents who, in turn, each supervise two – five other board members assigned to their area.
- g) The Student President is responsible for creating the agenda for board meetings and assigns the taking and distribution of meeting minutes to a Vice President. Responsibility to preside at a board meeting in the absence of the Student President falls to a Vice President appointed by the Student President or the Program Director. The Student President is also responsible for creating a vision statement and yearly goals for the board. Responsibility for the Student Organization Account (SOA), developing and maintaining the SOA budget along with records of spending, and filing University paperwork (in regard to the Student Activities Office) falls to the VP of Finance.
- h) Maintaining the program website which includes membership, setting organization mission, long-term and short-term goals, and developing and maintaining the program budget are the responsibilities of the Program Director.

#### ***Article IV: Advisor***

Civic Leadership Development is directed by a full-time professional staff member who serves as “advisor” for the organization and the Executive Board.

#### ***Article V: Meetings***

Four types of regular meetings are held:

- The full Board of Directors meets weekly.
- The Program Director meets weekly with the Executive Committee of the board.
- Monthly CLD General Meetings are held each semester to encourage participation.
- 2-3 Educational Events are held each semester, which enables members to learn about social issues and philanthropy and to interface with and learn from nonprofit and business leaders.

#### ***Article VI: Elections***

Student leaders are not elected. Students registered with CLD are advised at the beginning of spring semester about the application and selection process for new members of the Board of Directors for the following academic year. Interested students apply online and are interviewed and selected through a process conducted by the incoming Student President and other members of the Executive Committee.

#### ***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***

No dues are charged by CLD. One fundraising campaign occurs each year. That money is deposited in the Student Organization Account (SOA). Each year, the budget is revised by the current Executive Committee and approved by the Program Director.

#### ***Article IX: Personal Gain Clause***

CLD, 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 X: Finances***

The VP of Finance, managed by the Program Director, manages the SOA. The money remaining in the SOA is carried over for use during the following year.

#### ***Article XI: Programs Involving Children***

CLD, when working with children, will be aware of and abide by the University’s Programs Involving Children (PIC) Policy

#### ***Article XII: Amendments***

- a) All participation opportunities and general information is sent to students registered with CLD via email and posted on the website.
- b) CLD is a student organization of the Kelley Initiatives for Social Impact, which is an entity of the Kelley School of Business Undergraduate Program.