

Title

Constitution of Data Visualization at Indiana University

Preamble

The mission of Data Visualization at Indiana University is to educate and prepare future business professionals with a unique skillset of data manipulation across multiple platforms.

The club will focus on teaching hard skills such as but not limited to R Studio, Tableau, QlikSense and many other skills that will result in a competitive advantage in member's professional careers.

Article I: Membership

There will be no limitations on minimum membership, but a maximum of 30 recurring members will be enforced and optimal.

There will be one class of membership non-executive board members. Thus far, there will be no dues for general members, but that might be subject to change.

Members will be admitted based on attendance and there will be no cuts unless the turnout exceeds a manageable amount. Membership cuts will be based on an application and possible interviews.

Revocation of membership is a consequence of, but not limited to, breaking club rules:

1. Less than or equal to 80% completion of outside of assignments meant to be completed outside of club meetings
2. Attendance of less than or equal to 80% of mandatory club meetings.
3. Ridiculous or unacceptable conduct within club meetings or with any members such as:
 - a. Racially charged comments.
 - b. Use of computers in a way that breaks IU policy.
 - c. Physical or verbal abuse of another club member or guest.
 - d. Not following directions of officers.
 - e. Presentation or submission of another members work as your own
 - f. Unauthorized use of club portfolio such as hacking, stealing login information, changing website content.

Article II: University Compliance

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

Article III: Executive Officers

President

- Delegate projects and assignments to executive board members
- Oversee operations to ensure deadlines are met
- Create curriculum (set-up all plans, with ability to delegate, approval necessary)
- At-least 1 president needs to be in attendance of <=80% of meetings
- Oversee All executive members duties

Chief Development Officer

- Represent the club at KSG meetings
- Assist with curriculum deliverables
- Main point of contact & scheduling speakers
- Develop member analytics

Chief Marketing Officer

- Communicate with other organizations and set up collaborative events
- Create promotional materials (including social media)
- Assist with curriculum

Chief Operations Officer

- Maintain club email and relay information back to president(s)
- Relay information to members regarding meeting times, news, projects, etc.
- Manage club finances
- Assist with curriculum
- Maintain and update Canvas

Chief Technology Officer

- Assist with curriculum deliverables
- Create and maintain website and portfolio
- Running social media, collaborating with CMO to create social media content.

Executive Officer Removal Process:

1. If an executive officer is nominated for removal by any officer or president through verbal communication to both presidents, both presidents will bring the plaintiff and defendant together in order for both parties to plead their cases either together or separate.
2. President(s) vote must be unanimous in order to remove an officer.
3. The open position will be filled through normal election process although the same timing may not be followed.

Article IV: Advisor

The faculty advisor's role is to maintain the vision of the organization, provide assistance to the executive officers, and help provide networking opportunities. The faculty advisor is expected to spend at least one meeting per month with the officer team either through general meeting, officer meeting, or scheduled meeting. The faculty advisor is also expected to assist with the process of gaining software access when necessary.

An advisor is subject to possible removal when he/she fails to meet with at least 80% of monthly meetings in a semester. This process will be dealt with by the full officer team through a majority vote either after the advisor is nominated for removal by an officer or does not meet expectations and has a

meeting with both presidents to discuss the nomination or missed expectation. A nomination for removal can be made for any reason at any point in the semester.

Search for a new advisor will be conducted after the current advisor is removed or can no longer serve as the club's advisor. A new advisor can be nominated by any officer. More than two nominations will be subject to presidential discretion to narrow down the choices to two. Then, the majority voted advisor will be the club's advisor. If there is a tie, presidential selection will make the decision, but a presidential tie will result in appointing both advisors.

Article V: Meetings

Meetings will be held every week. Meetings will be advertised to members and occasionally publicly through flyers, PowerPoint slides, etc. Presidents have the authority to call meetings. The agenda for meetings will be predetermined and is subject to approval by the president. Special meetings will be communicated with members through the same means of regular meetings. Attendance will be recorded through canvas quizzes.

Article VI: Elections

Elections will be held within the last three weeks of each semester. Anyone can be nominated by an executive board member. Elections will be held during executive board meetings. All executive board members are required to vote. A majority and one of the presidents (where applicable) vote is required to win the election. If a majority is not found then the next nominated candidate will be voted on. Voting will continue until one candidate has satisfied voting requirements. If more than one candidate satisfies, then presidential selection will be used to select the winner.

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 and Budgets

Dues will not be collected in the initial phase of the club and there will not be a need for a budget. This is subject to change. The budget will be revised at the beginning of each semester. The president(s) will be in charge of the budget. At the beginning of each semester usable funds will be budgeted in order to satisfy any costs of club materials, then will be used for possible club events, then club merchandise.

Article IX: Finances

Expenditures have to be approved by both presidents. Finances will be the responsibility of the president(s).

Article X: 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 XI: Amendments

Executive Board members will be notified of amendments during executive board meetings. Attendance is required to vote or a president must be notified of your vote ahead of time in order for it to count. A majority including at least one president must occur in order for change to be instated.

Article XII: Ratification

Executive Board members will be notified of ratification during executive board meetings. Attendance is required to vote or a president must be notified of your vote ahead of time in order for it to count. A majority including at least one president must occur in order for change to be instated.