

I. Name and Purpose

- A. The name of the organization shall be the Electrochemical Society at Indiana University Student Chapter, to be referred to as ECS@IU.
- B. The purpose of this organization is to provide a venue for study of electrochemical and solid-state sciences, to provide opportunities for meeting fellow students, and to receive recognition for organized scholarly activities and community services. The ECS@IU will promote the professional development of students, support concerns in constructive and tactful ways, and celebrate the academic and professional successes of Indiana University's students.

- 1. The ECS@IU will *not* be involved in lab related activities.

C. ECS@IU Mission Statement

The mission of an ECS student chapter is to provide students the opportunity to foster a greater understanding as well as promote electrochemical and solid-state science and technology amongst peers, to further enhance their professional development, and to enrich their academic experience.

D. ECS@IU Vision Statement

The ECS@IU Student Chapter will build an interactive, outward-focused, interdisciplinary community of researchers and students to advance technical excellence by providing an organization, in which members of various backgrounds can convene, collaborate, and advocate for electrochemistry.

II. Structure of the ECS@IU

- A. The faculty advisors for the ECS@IU shall consist of at least one tenured science faculty member who is a member of ECS. The faculty advisors need not be present at all ECS@IU meetings.
- B. There will be five formal offices that members of the ECS@IU will hold: President, Vice-President, Treasurer, Secretary, and Member-at-Large.
- C. Any additional responsibilities of officers or members of the Committee shall be decided upon by the ECS@IU as necessary.
- D. The structure of the ECS@IU may be reorganized or amended to reflect changes in the needs of the student body.

III. Membership

- A. The ECS@IU shall be composed of a committee of officers and general members.
 - 1. The ECS@IU 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.

- B. Students interested in participating as a general member of the ECS@IU can request membership by email.
- C. The ECS@IU *committee* shall be composed of officers as listed.
 - 1. General membership will have no size restrictions.
- D. Officers and Committee members are selected through an election process *vide infra* and will serve for at least one year.
 - 1. When the officer's first term is completed, they may run for a second term.
 - 2. If the officer or committee member is re-elected, they may continue to serve for a second term. There is a two-term limit for each office.
 - 3. When an officer's term is completed, they may run for a different office.
- E. General membership to the ECS@IU is open to all students.
- F. General membership to the ECS@IU suggests but does not require students to become official members of the Electrochemical Society.
 - 1. To continue to be a member of ECS@IU, the student's membership to ECS needs to be renewed on an annual basis. ECS offers current members of Student Chapters free annual Student Memberships to qualified full-time students.
- G. When an ECS@IU member leaves the committee, they should pass on information helpful to the group at their final meeting, and leave behind notes about their office for their successor.
- H. New members will be announced on the ECS@IU website, added to the group email list, and introduced at the next meeting.
- I. Members should strive to attend all ECS@IU meetings. To continue to be a member of ECS@IU, members must participate in at least two ECS@IU activities per year.

IV. **Nomination and Election**

- A. Members interested in serving as a committee member of the ECS@IU can request nomination by email addressed to the ECS@IU secretary, or by nomination in person at the ECS@IU meeting dedicated to elections.
 - 1. Alternatively, if a current ECS@IU member feels another student in the department would be exceptionally fitting for an office, they can nominate the student.
- B. Present committee members will discuss the nomination of the new student(s) as a committee member and formalize their position in an election process open to the members of ECS@IU.
 - 1. The ECS@IU strongly promotes the growth of the group in conjunction with seeking motivated new members to support its mission.

- C. There are no restrictions on nominations, but it is encouraged to consider academic status of potential members to maintain diversity within the ECS@IU.
- D. Once the ECS@IU has discussed the potential new officer, the secretary will ask the student to ascertain their willingness to serve on the committee.
- E. After the nominees have accepted or declined the nominations, all members will vote on each position, beginning with President, and following Vice President, Secretary, Treasurer, and concluding with Member-at-Large.

V. **Officers**

- A. The primary officers on the Committee include President, Vice-President, Treasurer, Secretary, and Member-at-Large. If the need arises for additional officers, this will be discussed by the Committee.
 - 1. However, participation and roles within the general membership are strongly encouraged. Even though there may not be an officer title, group members may have special roles (e.g. event organizer).
- B. The significance of each member should be stressed. Participation from everyone is important for the organization to be successful. The purpose of the officer roles is as follows.
 - 1. The officers are leaders for the committee. They are to guide discussion, pose important questions, and assure conclusions are reached amongst the group.
 - 2. The officers are to uphold an open atmosphere for discussion of any and all subjects. Topics have varying degrees of sensitivity, and it is important to support professionalism and continual sincerity.
 - 3. The officers are responsible for assuring organization within the group. Organization includes member roles, planning, and topics of discussion.
 - 4. The officers are to maintain the mission of the ECS@IU in all activities.
 - 5. The officers are to preserve confidentiality if needed in special circumstances. They should also impose this upon the entire committee.
 - 6. The officers are main contact points for the student association.
- C. The ECS@IU President is to preside over all meetings and ECS@IU matters.
 - 1. The President is responsible for re-registering the student organization annually
 - 2. Plans, organizes, and oversees general meetings
 - 3. Supervises all committees formed to run events, including: social/recruiting events, Chemistry department outreach event, invited seminar speaker, and additional outreach/demonstration/teaching events
 - 4. Act as point of contact with international ECS organization
- D. The ECS@IU Vice-President is to assist and support the President in all matters.
 - 1. Assumes Presidency during any hiatus President takes

2. Acts as publicist for meetings and events
 3. Assists the President as planning and organizing meetings and other events
- E. The ECS@IU Treasurer is to maintain the organization's budget, allocate funding for specific events, assist in fundraising for social events, and submit an annual budget to the Committee.
1. Treasurer is also responsible for submitting reimbursement requests for local Chapter activities to the ECS organization (up to \$1,000 max annually)
- F. The ECS@IU Secretary is to further assist the President in all matters and document meetings.
1. Records and posts typed meeting minutes in a location accessible to all members
 2. Writes and files formal report and any *Interface* articles for ECS at the end of the year
 3. Assists in preparing handouts to supplement demonstrations and teaching events
- G. The ECS@IU Member-at-Large is responsible for assisting other members when needed (i.e. help design and post flyers) and organizes ECS involvement with the Chemistry department outreach event and chairs the Spring Seminar planning committee.
- H. The term of office is set to one year. Incumbents may continue to serve in their current positions for a second term upon being re-elected in an annual in-house election.
- I. If there are no nominations from former Committee members for the President role, option will be given to any ECS@IU member that shows the capacity and interest to fill the role.
- J. If there are no nominations for the Vice-President role from former Committee members, option will be given to any ECS@IU member that shows the capacity and interest to fill the role.
- K. Open officer positions will be announced to the ECS@IU committee. Any committee member can nominate others (including general members) or themselves as new officers. If there are competing nominations, the ECS@IU will hold a vote open to the members of ECS@IU.
- L. An officer of ECS@IU may be removed from the organization if their actions are contrary to the organizational expectations, if they do not perform the responsibilities assigned to them as an officer, and if their actions are in violation of student code of conduct.
1. If a transgression committed by an officer(s) has been made apparent to the committee, the committee will hold a meeting to discuss and document the violations committed by the officer(s).

2. The documentation process will be followed by voting process that will decide their removal from the organization. The voting will be decided by majority vote of officers.
3. In the event that an officer is removed, a nomination process will begin to find a suitable member to replace said officer role; an open vote among the committee and general members will choose and confirm the replacement officer.

VI. Meetings

- A. Two meeting types will be held monthly and upon necessity: committee meetings and event meetings.
 1. Extra meetings can be scheduled as needed.
 2. Non-members or faculty are welcome to attend an ECS@IU meeting with opportunities or concerns. They can email the ECS@IU email or an officer regarding scheduling (if website is online, schedule will be open to the public, and event meetings that are related to larger audience can be announced to the department).
- B. The purpose of the committee meetings is to summarize the previous meetings and translate to the next upcoming meeting/event. They will be used to assure that topics and actions preserve the ECS@IU mission. An agenda for the upcoming meeting/event will be prepared with the intent to address various concerns and fashion them in a way that will effectively result in conclusions at the end of the next upcoming group meeting.
- C. The purpose of the committee meetings includes, but is not limited to, the following.
 1. Addressing issues of concern in the Electrochemical education.
 2. Organizing networking events that promote cross-disciplinary interaction.
 3. Organizing user-facility workshops to provide exposure and working knowledge of IU's electrochemical work throughout campus and to non-IU users.
 4. Inform the general student body on Electrochemical-related events (e.g., ECS meetings, workshops, webinars, and ECS-sponsored seminars).
- D. The purpose of the event meetings is for organizational purposes.
- E. Meetings shall be loosely set for an hour in a designated location.
- F. Meetings will have an agenda agreed upon by the committee.
- G. Meeting times will be announced on the ECS@IU website if the website is online.

VII. ECS@IU Constitution

- A. The ECS@IU constitution must be written to reflect the structure of ECS@IU.

- B. The constitution must be accessible to the general student body. This can be done in the form of a link *via* the ECS@IU website.
- C. If the constitution is re-written at any point for any reason it is subject to approval of the majority of ECS@IU committee and the ECS@IU advisor(s).
- D. Things not specified in this constitution may be resolved by a simple majority vote of ECS@IU members. In the event of a tie, the President will cast the tie-breaking vote.

VIII. ECS@IU Website

- A. The ECS@IU website will provide an overview of ECS@IU, including its purpose, members, and upcoming opportunities.
- B. The mission statement of the ECS@IU will be clearly stated.
- C. Announcements will include upcoming events, deadlines, award winners, ECS@IU seminar speakers, and other pertinent departmental news.
- D. Pictures will be updated from ongoing ECS@IU-sponsored events.
- E. The constitution will be made available.
- F. All documents will be make available (i.e. submission forms).
- G. Links will provide additional resources, such as websites for careers, Indiana University Graduate and Professional Student Organization, or other relevant student organizations.

IX. University Chapter Activities

- A. By April 15 of each year, the ECS@IU shall submit a brief financial statement including total revenues and expenditures for the prior calendar year, and the current balance.
- B. By June 15 of each year, the ECS@IU shall submit to the Society a summary of University Chapter activities for the previous academic year (June 1 through May 31) including the number of meetings held, a list of officers, the number of current Chapter Members, and a notice of significant meetings for the current academic year.
- C. ECS@IU should participate in other campus opportunities that are in accordance to the mission statement or outreach.

X. Privacy

- A. Membership information including email address', phone numbers, or other personal information will not be distributed to or be available to anyone outside the ECS@IU.

- B. All email messages or other forms of correspondence sent to the ECS@IU in response to committee positions or messages dealing with issues of a sensitive nature shall be kept strictly confidential.

XI. Statement of University Compliance

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

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.

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.

The following clauses may also be included based on your organization's activities:

Programs Involving Children: This organization, when working with children, will be aware of and abide by the university's Programs Involving Children (PIC) Policy.

International Travel: This organization, when traveling internationally, will coordinate their travel through the Office of Overseas Study.