

Graduate Informatics Student Association Constitution

Preamble:

We, the Informatics doctoral students of the Indiana University School of Informatics and Computing, Bloomington campus, in order to represent our interests, concerns, and unique perspectives to the greater University community and to participate in that degree of governance proper to our role within the School of Informatics and Indiana University, do hereby ordain this Constitution for the Graduate Informatics Student Association and thereby establish a government for Informatics doctoral students in the School of Informatics and Computing on the Bloomington campus.

Article I: Prefatory Information

Section 1: Name

The name of this organization shall be the Graduate Informatics Student Association (GISA).

Section 2: Membership

Current enrollment in an approved Informatics doctoral program of the School of Informatics and Computing is necessary and sufficient for membership in this organization.

Section 3: Mission Statement

Objectives for this organization shall be:

1. To act as the official representative of all members of the School of Informatics and Computing doctoral programs to administrative, faculty, and community organizations;
2. To address matters pertaining to the general academic, professional and social climate of the School of Informatics, the Bloomington campus of Indiana University, and the greater community as they affect the life and well-being of the doctoral students of the School of Informatics and Computing;
3. To coordinate and facilitate communication and interaction among the doctoral students in the School of Informatics;
4. To recommend graduate representatives for appointment to administrative, faculty, student, and community committees in which graduate seats exist.

Section 4: Authority and Powers

GISA may employ any legal means necessary to carry out its mission and advance the general welfare of the doctoral students of the School of Informatics. However, the officers and members of GISA shall at all times comply with the Code of Student Rights, Responsibilities and Conduct, and any other laws, rules, and regulations governing Indiana University and its students.

Article II: Non-Discrimination, Safety, and Compliance

Section 1: Statement of Non-Discrimination

Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, sex, marital status, national origin, race, religion, sexual orientation, or veteran status.

Section 2: 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.

Section 3: Statement of University Compliance

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

federal laws.

Section 4: 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 directly from for profit companies if acting as a representative of a student organization.

Article III: Executive Committee

Section 1: Composition

The Executive Committee shall comprise the executive body of GISA. The Executive Committee shall be composed of five elected positions and such appointed positions as deemed necessary by the elected members of the Executive Committee. The elected offices shall be the Executive Chair, Institutional Voice Chair, Community and Social Chair, Publicity Chair, and Records Chair. Quorum for meetings of the Executive Committee shall be three of these elected officers.

Section 2: Eligibility and Term of Office

All elected officers must be currently enrolled Informatics PhD students and must have completed at least one semester of Informatics graduate coursework in an official program before assuming office. The term of office for all elected officers shall comprise the calendar year from January first until December thirty-first. All officers may serve an indefinite number of terms, but no officer may hold more than one elected position on the GISA Executive Committee at once.

In the event that an executive committee position is vacated, a replacement chair may be appointed provided unanimous approval from the remainder of the executive committee. If unanimous approval cannot be reached, a special election for the vacant chair may be held with open nomination from the organizational membership.

Section 3: Election Procedures

1. Officers shall be elected by a majority of members present at a meeting of the entire organization.
2. Candidates wishing to run must email the executive chair and the institutional voice chair by a specified deadline in order to facilitate absentee voting. This deadline must be announced at least two weeks prior to the election.
3. If no candidate receives a majority of the votes, the two candidates receiving the largest number of votes shall immediately participate in a run-off election. This run-off election will be facilitated by previous members of GISA who served over a year ago. It shall not include any members (former or current) running for an office in the current year. This may be accomplished by the previous board members leaving the room, and taking a vote that is facilitated by the faculty advisor. In the event of a final tie, the faculty advisor may decide how to proceed.
4. All elections must take place while the university is in session, and after adequate public notice.

Section 4: Powers of the Executive Committee

The Executive Committee shall have the following collective powers:

1. Delegation of work to committees, officers and members;
2. Enforcement of the Constitution and any other organizational rules and regulations;
3. Setting agendas for and calling meetings of the entire GISA;
4. Oversight of the implementation of decisions made by GISA.

Section 5: General Responsibilities of the Executive Committee

All Chairs shall have the following powers and duties

1. To make a diligent effort to attend all meetings of the Executive Committee;
2. To maintain documentation for their respective committees to facilitate a smooth transition to the subsequent Chairs;
3. To promote the contribution of the doctoral students who participate on their committees to faculty, administration and staff to draw light to their efforts;
4. To recruit and train candidates interested in running for their position.

Section 6: Executive Chair

The Executive Chair shall have the following powers and duties:

1. To preside at all GISA meetings;
2. To serve as the Chair of the Executive Committee and to inform all Informatics doctoral students as to the decisions made at meetings held by said Committee;
3. To recommend the appointment of Informatics doctoral students to Informatics committees with the advice and approval of the Executive Committee;
4. To re-register GISA with the Student Life & Learning office prior to the start of each fall semester;
5. To maintain GISA's financial records and accounts;
6. To prepare an annual budget for review by the members of GISA;
7. To provide a brief financial update at each GISA meeting;
8. To request disbursement of funds as required;
9. To ensure that the Constitution and by-laws are complete and current;
10. To distribute the agenda to the members before each GISA meeting;
11. To perform any other functions necessary and proper to advance the welfare of GISA not expressly prohibited or delegated by the provisions of the Constitution or by-laws.

Section 7: Institutional Voice Chair

The Institutional Voice Chair shall have the following powers and duties:

1. To represent the Informatics doctoral student body to the School of Informatics and Computing administration, staff and the university at-large;
2. To work with the School of Informatics faculty and administration to obtain and retain seats on standing and ad hoc committees;
3. To preside at all meetings of GISA and the Executive Committee in the absence of the Executive Chair;
4. To advocate student interests and address student issues to ensure the overall well-being of the School of Informatics and its constituents;
5. To implement a protocol by which the School of Informatics faculty and administration will promote and actively solicit student participation on all matters pertaining to the academic well-being of the School;
6. To perform other duties requested by the Executive Committee.

Section 8: Community and Social Chair

The Community and Social Chair shall have the following powers and duties:

1. To organize at least 2 social activities per semester for Informatics doctoral students;
2. To organize PhD Dinners, Game Nights, and any other events requiring the social committee.
3. To encourage inclusivity, diversity, networking, and participation in GISA;
4. To help coordinate School of Informatics and Computing intramural sports teams;
5. To serve as or appoint the Graduate and Professional Student Organization liaison;
6. To serve as or appoint a liaison to other outside groups for the purpose of organizing

Section 9: Publicity Chair

The Publicity Chair shall have the following powers and duties:

1. To facilitate publicity for all GISA activities by working with the Community and Social Chair;
2. To ensure GISA elections are sufficiently publicized such that all interested parties have an opportunity to participate and/or voice their opinions;
3. To serve as or appoint a Career Services liaison;
4. To assist the Career Services staff with professional development activities for doctoral students;
5. To encourage and assist alumni in remaining connected to the School of Informatics;
6. To perform other duties requested by the Executive Committee.

Section 10

The Records Chair shall have the following powers and duties:

1. To record and distribute minutes of all GISA and Executive Committee meetings;
2. To photograph and otherwise document GISA events;
3. To maintain GISA's public-facing Web presence including, but not limited to, websites and social media accounts;
4. To maintain the organizational archives, electronic and paper;
5. To maintain an up-to-date and publicly-accessible event calendar;
6. To maintain updated e-mail lists for organizational use;
7. To perform other duties requested by the Executive Committee.

Article IV: Ambassadors

Section 1: Composition

Ambassadors may hold one elected position, as well as other appointed positions as deemed necessary by the elected members of the Executive Committee. The ambassador roles may include: (1) Master's Student Ambassador.

Section 2: Eligibility and Term of Office

The elected ambassador must be a currently enrolled Informatics master's student and must have completed at least one semester of Informatics graduate coursework in an official program before assuming office. The term of office for all elected ambassadors shall comprise the calendar year from January first until December thirty-first. All ambassadors may serve an indefinite number of terms, but no ambassador may hold more than one ambassador role on at once. In the event that an ambassador position is vacated, a replacement ambassador may be appointed provided unanimous approval from the executive committee. If unanimous approval cannot be reached, a special election for the vacant ambassador may be held with

open nomination from the organizational membership.

Section 3: Election Procedures

1. Ambassadors shall be elected by a majority of master's students present at a meeting of the master's students.
2. Candidates wishing to run must email the current ambassador and the GISA Executive Chair by a specified deadline in order to facilitate absentee voting. This deadline must be announced at least two weeks prior to the election.
3. If no candidate receives a majority of the votes, the two candidates receiving the largest number of votes shall immediately participate in a run-off election. This run-off election will be facilitated by previous members of GISA who served over a year ago. It shall not include any members (former or current) running for an office in the current year. This may be accomplished by the previous board members leaving the room, and taking a vote that is facilitated by the faculty advisor. In the event of a final tie, the faculty advisor may decide how to proceed.
4. All elections must take place while the university is in session, and after adequate public notice.

Section 4: Powers of the Ambassadors

The Executive Committee shall have the following collective powers:

1. Delegation of work to committees and members;
2. Adding agenda items to open forums

Section 5

The Master's Student Ambassador shall have the following powers and duties.

1. To serve as the voice of the master's students
2. To attend open forum meetings
3. To run future master's student ambassador elections (GISA will help run the first one)
4. To send updates periodically to the master's students about what's discussed in the open forums, and possible issues arising.
5. To report master's student issues that need addressing to the Institutional Voice Chair, and the current GPSG rep.
6. To ensure that master's students are either socially plugged into the HCI events and/or the GISA events.

Article V: GPSG Representatives

Section 1: Composition

GPSG Representatives may hold one of two elected positions, as well as other appointed positions as deemed necessary by the elected members of the Executive Committee. The GPSG Representative may also be a member of the executive committee.

Section 2: Eligibility and Term of Office

All elected GPSG Representatives must be currently enrolled Informatics PhD students and must have completed at least one semester of Informatics graduate coursework in an official program before assuming office. The term of office for all elected ambassadors shall comprise the academic year from September first until May thirty-first. All ambassadors may serve an indefinite number of terms, but no GPSG Representative may hold more than one GPSG Representative role at once.

In the event that a GPSG Representative position is vacated, a replacement GPSG Representative may be appointed provided unanimous approval from the executive committee. If unanimous approval cannot be reached, a special election for the vacant GPSG Representative may be held

with open nomination from the organizational membership.

Section 3: Election Procedures

5. GPSG Representative shall be elected by a majority of PhD students present at a meeting of the entire organization.
6. Candidates wishing to run must email the current executive chair and the institutional voice chair by a specified deadline in order to facilitate absentee voting. This deadline must be announced at least two weeks prior to the election.
7. If no candidate receives a majority of the votes, the two candidates receiving the largest number of votes shall immediately participate in a run-off election. This run-off election will be facilitated by previous and current members of GISA who served over a year ago. This may be accomplished by the previous and current board members leaving the room, and taking a vote that is facilitated by the faculty advisor. In the event of a final tie, the faculty advisor may decide how to proceed.
8. All elections must take place while the university is in session, and after adequate public notice.

Section 4: Powers of the GPSG Representative

The GPSG Representative shall have the following collective powers:

1. Serve as the GPSG Representative for the Informatics Department.

Section 5

The GPSG Representative shall have the following powers and duties.

1. Attend GPSG Meetings
2. Report important issues to the GISA Executive Board
3. Attend at least two GISA board meetings a semester
4. Attend Open Forum meetings

Article VI: Advisors

In order to maintain compliance with Student Activities Office requirements, the organization must have at least one staff or faculty advisor on file with Student Life & Learning. Expectations for the advisor are as follows:

1. To advise and assist the GISA membership in reaching organizational goals and working within all department, school, and university policies;
2. To provide a faculty/staff viewpoint on the issues facing Informatics doctoral students;
3. To be an advocate for GISA in its interactions with University and School administration.

Article VII: Fiscal Policies

Section 1: Alcohol Restriction

In accordance with university policy, no organizational funds may be spent on alcohol.

Section 2: Distribution of Cash and Cash Equivalents

In accordance with university policy, using organizational funds to furnish prizes or incentives in the form of cash or cash equivalents including gift cards must be first approved by the chapter body in a chapter meeting, and this approval must be recorded in the meeting minutes.