

Constitution

Article I: Name

Section 1 The name of this organization shall be the Hoosier Scholar Ambassadors at Indiana University; hereinafter referred to as HSA.

Article II: Mission

Section 1 The mission of HSA is to advance Indiana University as representatives of various scholarship programs, majors, ethnicities, hometowns, and areas of interest on campus by participating in a variety of recruitment events and activities, and serving as idea generators for future events, initiatives and scholarship processes.

Article III: Membership

Section 1 All currently enrolled undergraduate students who have received scholarships from the Office of Scholarships in good academic standing at Indiana University (good academic standing defined as a Cumulative Point Hour Ratio of at least 3.0 cumulative GPA, maintain their scholarship eligibility as defined by their scholarship program) shall be eligible to apply for membership in HSA.

Section 2 HSA 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.

Article IV: Membership Requirements

Section 1 An HSA member must be an undergraduate and maintain "good standing" as determined by Article III Section 1 of the By-Laws of the Hoosier Scholar Ambassadors and the Advisor. Membership in HSA shall be based on the provisions of the By- Laws.

Section 2 The Director of Internal shall be responsible for recording attendance. If a member does not fulfill the requirements for "good standing," the Director of Internal shall initiate the membership guidelines as Advisor sees fit, warning them of their situation.

Article V: Executive Board

Section 1 The officers of HSA shall consist of the Captain, Director of External, Director of Internal, and Director of Recruitment. In the spring semester, it will also include the incoming Captain.

Section 2 Voting members of the Executive Board shall be the Captain, Director of External, Director of Internal, and Director of Recruitment. In the spring semester, it will also include the incoming Captain.

Section 3 The Executive Board shall determine the goals and direction of the organization by completing on-going evaluations, hearing grievances, complaints, suggestions, and initiating appropriate actions.

Section 4 The term of office for all Executive Board members shall be one year. Incumbent Executive Board members must be interviewed and reappointed to continue their office after their term has expired.

Section 5 No members of the Executive Board may hold more than one office.

Article VI: Officers

Section 1 The HSA Captain shall call and chair all HSA general and Executive Board meetings and act alongside the Advisor as their representative and spokesperson in all external functions. The responsibilities of the HSA Captain also include setting the agenda for HSA general meetings. The HSA Captain and Advisor shall maintain communication between The Office of Scholarships and the members of HSA. Captain is responsible for monitoring the progress of Directors monthly through email and in-person meetings (if necessary). The Captain is in charge of maintaining and regularly updating transition materials and training the Captain-Elect in the Spring semester. These materials and all other HSA files should be maintained and updated on the OOS server.

Section 2 The Captain-Elect is responsible for attending all scheduled general HSA meetings and individual meetings with HSA Captain and Advisor. Captain-Elect is expected to put in regular work hours (between 3-5) every week in their first semester (hours will fluctuate with receptions). During the work time, Captain-Elect will be engaged in helping HSA Captain and Advisor with tasks including but not limited to: upcoming HSA Events, HSA meetings, and OOS help.

Section 3 When the HSA Captain is not able; the Captain-Elect (in the Spring semester) shall call and chair all HSA general and Executive meetings. When the HSA Captain is not able (in the Fall semester), the Advisor shall call and chair all HSA general and Executive Board meetings.

Section 4 Directors are responsible for overseeing and assisting in the duties of their Program Coordinators (PCo's). Directors will also be required to submit monthly reports to the HSA Captain (and Captain-Elect) and Advisor on an agreed upon date. These updates will be shared with the HSA at monthly meetings. Directors will also be required to meet with HSA Captain every other month to provide updates and work towards meeting deadlines.

The Director titles are:

- Director of Internal
- Director of External
- Director of Recruitment.

Section 5 The Director of Internal will coordinate all HSA member relations. The Director will be responsible for leading networking, social, and volunteer opportunities for the members of HSA in order to build a close bond throughout the HSA. Additionally, this Director will oversee the production of the end of the year HSA Scrapbook. Other responsibilities include working with HSA Advisor and Captain to manage Meeting Collaborator PCo's. This Director will also collaborate with the Director of External to oversee the Social Calendar. The Social Calendar will be a Google Calendar that all exec members have access to, and will keep track of all social criteria the HSA is involved in, such as social and volunteer events, and social media postings.

PCo's

- Meeting Collaboration (2)
 - Campus Partner Liaison
 - Membership Development
- Social and Volunteer Events (2)
- Membership Publications (1)

Section 6 The Director of External will be the liaison between the Office of Scholarships event staff and HSA Members for Game Days and Receptions. This Director will also oversee and assist the Events PCo's with their duties and communicate all progress to the HSA Captain (and Captain-Elect) and HSA Advisor prior to the event. This Director will be responsible for sending out feedback forms after every event, and communicating the results and providing report summaries to the HSA Captain (and Captain-Elect) and HSA Advisor. Additionally, the Director will update the HSA Advisor and Captain regarding all social media posts, and make sure the Social Calendar is updated regularly. This Director will collaborate with the Director of Internal to oversee the Social Calendar. The Social Calendar will be a Google Calendar that all exec members have access to, and will keep track of all social criteria the HSA is involved in, such as social and volunteer events, and social media postings.

PCo's

- Events - Prep (1)
- Events - Coordinator (1)
- Social Media - Friday Feature (1)
- Social Media - Instagram (1)
- Alumni Relations (1)

Section 7 The Director of Recruitment Create a smooth and efficient recruitment process and working with the Captain and Office to ensure we hit target markets. The Director of Recruitment will oversee HSA callouts, application process, and applicant interviews.

PCo's

- Callouts (2)
- Application & Interviews (2)
- New Member Education (2)

Article VII: Program Coordinators

Section 1 The Callouts Program Coordinators(s)- These Program Coordinators are responsible for managing and updating the callout PowerPoint and handout. They are required to schedule and run callout meetings. Additionally, these PCo's will assist with similar "callout" events as HSA Advisor sees fit.

Section 2 The Application & Interviews Program Coordinator- These Program Coordinators are responsible for updating and managing the HSA application. Following applications, the PCo's will coordinate application review with other HSA leadership members. Additionally, they will be responsible for designing interview questions, and scheduling and selecting interview times.

Section 3 The New Member Education Program Coordinator- These Program Coordinators will connect with new members, ensure their information is added to the roster, create NME curriculum, and will lead the NME meeting.

Section 4 The Meeting Collaboration - Membership Development Program Coordinator - This Program Coordinator will be responsible for developing and implementing programming that helps develop all member's leadership and professional skills, diversity awareness, and knowledge of the university. They may create PowerPoints, coordinate guest speakers, etc.

Section 5 The Meeting Collaboration – Campus Partner Liaison Program Coordinator - This Program Coordinator will be in charge of reaching out to Campus Partners and coordinate them to come speak at HSA meetings to educate members prior to going on the road for receptions. This PCo is responsible for requesting campus partner materials (i.e PowerPoints), and ensuring they are in the general HSA meeting PowerPoint.

Section 6 The Social Events Program Coordinator - This Program Coordinator will be responsible for collecting the events/other organizations members are in, and publishing opportunities for HSA membership to attend. They will help establish and maintain the "family vibe" between all HSA members by organizing fun social outings together. These outings are to include two social opportunities per year. In the Fall, this will be the HSA Retreat and the spring opportunity is open to the PCO to plan! This Program Coordinator will also work with the Captain to plan the end of the year party.

Section 7 The Volunteer Events Program Coordinator - The Program Coordinator will be responsible for organizing and managing a Google Sheet for various volunteer opportunities (excluding office events). Additionally, they are in charge of regularly communicating updates with members in monthly meetings. This Program Coordinator can also send their information via email to the Captain for it to be sent to all HSA members in the biweekly email update.

Section 8 The Membership Publications Program Coordinator- The Program Coordinator will be responsible for creating the end of the year Scrapbook, and any other needed publications for the HSA. This PCo is also responsible for taking photos of the HSA at various social and volunteer events, receptions, and other OOS outings that they attend. For all events that the PCo cannot attend, they are responsible for

communicating and delegating the responsibility to another HSA member. *An OOS camera will be available.*

Section 9 The Events – Prep Program Coordinator - This Program Coordinator will be responsible for assisting the Captain (and Captain- Elect) in preparation for OOS events, such as current scholar events, game day, recruitment dinners, and yield receptions. They will occasionally come into the Office of scholarships to help tie up loose ends for events. They will also help the Captain prepare name tags and business cards for the HSA members that will be attending the upcoming event.

Section 10 The Events – Coordinator - This Program Coordinator will be responsible for assisting OOS event staff the day of the event. For all events that this PCo is able to attend, they will assist with set up and tear down alongside OOS staff and other HSA members. This member will also be able to assist Patti Wheeler as she plans and oversees the fine details of OOS events.

Section 11 The Social Media – Friday Feature Program Coordinator- This Program Coordinator will be responsible for showcasing HSA members and other scholars every Friday throughout the year on the IU Scholarships Instagram. They will add the posting schedule to the Social Calendar for the semester, and coordinate content with the HSA Captain to also feature Undergraduate Assistants in the OOS as well as Cox Research Scholars who are not members of the HSA. This Program Coordinator will reach out to members they have chosen and collect information and photos from them to publish. They will create a running Google doc with the date of the post, the member, all their information/fun facts, and their picture.

Section 12 The Social Media – Instagram Program Coordinator - This Program Coordinator will be responsible for creating a Google Calendar for social media posts and coordinating HSA members to post on the IU Scholarships Instagram Account. They will be featuring student life, study abroad, internship opportunities, and showcasing HSA activities. This Program Coordinator is required to make 3 posts a semester regarding student life, and a post at every HSA event. For all events that this Program Coordinator cannot attend, they are responsible for communicating and delegating the responsibility to another HSA member. Additionally, this PCo will work with HSA members to organize Instagram Story “takeovers”.

Section 13 The Alumni Relations Program Coordinator - This Program Coordinator will be in charge of updating the LinkedIn HSA/alumni page with announcements of what the HSA is doing currently. They will also work closely with the Captain and Captain Elect to update the alumni roster/database and make sure the information is easily accessible to current members for networking. For the database, the Program Coordinator will create a form for all graduating seniors to fill out and export their information into a google sheet that all members can access.

Article VIII: Elections and Appointments

Section 1 Elections shall take place during the third meeting of Fall semester, and shall be called by the Advisor.

Section 2 Any active member of HSA shall be eligible for nomination. Additionally, candidates must meet with the current position holder prior to the closing of elections to discuss position responsibilities and expectations, in order to run for office.

Section 3 Elections shall be made in order of Captain, Director of External, Director of Internal, and Director of Recruitment.

Section 4 Appointment/Interview for the position of Captain should be held by the previous Captain and the Advisor. Appointments/Interviews for the Director positions should be held by the newly appointed Captain and the Advisor. Elections for the PCo's should be submitted through BeInvolved, and chosen by the Captain and appropriate Director.

Section 5 The term of office shall be one year, except for the Captain. For the Captain Position, the term of office shall be a year and a half. They will be taken on as the Captain-Elect, serving under the current Captain, in the Spring semester. When the current HSA Captain ends his/her term, the Captain-Elect will take the title of HSA Captain and serve for the next Fall and Spring (in the Spring again they will mentor the new Captain-Elect).

Article IX: Rules of Order

Section 1 The Hoosier Scholar Ambassadors and its committees shall be governed by Liz's Rules of Order, except in matters specifically provided for by the HSA Constitution and By-Laws.

Section 2 A simple majority of the voting membership in "good standing" shall constitute a quorum for voting purposes at a meeting of the entire Hoosier Scholar Ambassadors.

Article X: Amendments

Section 1 The Constitution shall be amended by a 3/4 vote of the HSA, provided that a written notice of the proposed amendment is presented at least one meeting prior to the vote. If a member does not cast a vote, it is considered an abstention.

Section 2 The By-Laws shall be amended by a simple majority in the same process as the Constitution.

Section 3 No amendments to the Constitution shall take effect unless duly approved by the Advisor in The Office of Scholarships.

Article XI: Statement of University Compliance

Section 1 This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

Article XII: Anti-Hazing Policy

Section 1 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 XIII: Personal Gain Clause

Section 1 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 XIV: Programs Involving Children Clause

Section 1 This organization, when working with children, will be aware of and abide by the University's Programs Involving Children (PIC) Policy

Bylaws

Article I: Membership Selection

Section 1 During Membership Selections, each prospective member must submit an application for membership containing information that the Director of Recruitment feels necessary for selection purposes.

Section 2 The interview board for Membership Selections will be the Advisor, HSA Captain and/or the Director of Recruitment, and one of the following: an Office of Scholarships Staff Member, any active HSA member, or an employee of the Indiana University as approved by the Advisor.

Section 3 The Director of Recruitment and Interviews Program Coordinator, at the earliest opportunity, shall schedule interviews with applicants before the Membership Interview Board, at which time the prospective member's interest and abilities shall be assessed.

Section 4: Membership selections shall be based on a selections process including, but not limited to, attending an information session, completing an application and completing an interview; and the applicant's interest and enthusiasm for HSA, Indiana University, and The Office of Scholarships.

Section 5: Selection shall be made by a majority of the Membership Interview Board.

Article II: Membership Guidelines

Section 1 The criteria to be used to establish a member's "good standing" shall be determined by the Advisor. It is the responsibility of the Advisor to inform members of these criteria. Final decisions regarding membership status will be made at the discretion of the Advisor.

Section 2 Criteria for "good standing" shall include, but is not limited to the following:

- Emails sent from member if an excused absence is in order
- 2 unexcused absences (no email sent) from the member will result in removal from the Chicago reception
- More than 2 unexcused absences (no email sent) from the member will result in a meeting with Liz discussing continuing membership in the HSA
- Volunteer/attend at least one service/social event
- Attend mandatory planned retreats (1-2 per year)

Members with a scheduled class, midterm, or exam during any HSA function must give the Advisor written notice to maintain "good standing." Members who provide written notice shall be excused at the discretion of the Advisor. Members are permitted 2 unexcused meeting absences. After that, unexcused absences will impact membership.

Section 3 Members that have not met "good standing" requirements for the previous semester shall be contacted by the second week of the current semester by the Advisor

regarding their status and intentions. If a member has two consecutive semesters not in “good standing”, he/she will lose voting rights and will not be counted for quorum, not be able to attend receptions, or the end-of-the-year dinner.

Article III: Interim Status

Section 1 Interim status is available to those who are not expecting to be able to fulfill membership requirements in a particular semester.

Section 2 Members in “good standing” from the previous semester must submit to the Advisor a written request for interim status, no later than the second week of the current semester.

Article IV: Membership Status

Section 1 Active members will be expected to maintain “good standing,” will have voting rights, and will be counted for quorum.

Section 2 Members who do not meet the criteria for “good standing” at the conclusion of the semester shall receive a letter during the first second week of the following semester requesting a letter of intent for the upcoming semester. Once receiving the letter of intent, the Executive Board will determine whether to grant the member active status with voting rights. If a member has two consecutive semesters not in “good standing” or fails to submit a letter of intent within two weeks of receiving their notification, the member will automatically be placed on inactive status and will lose voting privileges.

Section 3 Members choosing to leave the organization for any reason must contact the Advisor. They will be considered inactive and will no longer have voting rights. Members may declare themselves inactive at any point in time, regardless of their membership duration or positions held.

Section 4 Inactive status will automatically be placed on members that are not in “good standing” for two consecutive semesters, take interim status for two consecutive semesters, or that leave the University for personal reasons.

Section 5 Inactive members that choose to reactivate must submit a letter of intent to the Advisor. The Executive Board will review the member’s history and letter of intent to vote for reactivation and decide with a majority vote. Members have one opportunity to reactivate.

Section 6 Repercussions: Any member who does not meet the membership requirements (attending at least one service/social event, attending one retreat, attend all HSA general body meetings unless otherwise excused), will be sent an email by the Captain regarding their membership and their ability to remain in the HSA. If the student continues to lack in membership duties, they will be removed from reception participation lists, and will be unable to attend the end-of-the year celebration.

Article V: Succession

Section 1 In the event that a vacancy occurs on the Executive Board, elections will be held to replace the vacant position. Nominations will be accepted at the following meeting, and the election will be held the meeting after nominations are taken.

Article VI: The Executive Board Removal

Section I In the event an Executive Board member is not fulfilling his or her responsibilities, the Advisor or the Executive Board shall initiate action for removal or acquittal. This process consists of a closed meeting of the Executive Board with all members present in which the issue or officer will be discussed. Following discussion, a secret ballot will be taken in which a three-fourths vote is necessary for removal.

Section 2 It is the responsibility of the Executive Board to take appropriate and necessary action concerning a vacancy on the Executive Board. A three-fourths vote of the Executive Board is required to approve any action taken.

Article VIII: Elections Process

Section 1 Election Meeting 1: Fall Semester

Nominations are taken for all Executive Board positions from any active member of HSA. Each member nominated must either accept or respectfully decline the nomination. If a nominee is not present when nominated, he/she automatically accepts the nomination and may decline once he/she has received notification of the nomination.

Section 2: Election Meeting 2: Fall Semester

Nominations for each Executive Board office shall be reopened prior to that office's election. Only those candidates who have met with the current position holder prior to his/her election to discuss position responsibilities and expectations are eligible to run. Applications are submitted via BeInvolved. For Captain, the current Captain and Advisor will review the applications and conduct interviews. For Directors, the newly advised Captain and the Advisor will review applications and conduct interviews. For Program Coordinators, the Captain and the newly appointed appropriate Director will review applications and notify those members via email. The interview process for the Captain and Director contains:

- A. a description of the position
- B. questions regarding that specific position
- C. the candidate's qualities
- D. a chance for the candidate to ask any questions