

Kids For CASA Constitution

"Constitution of Kids For CASA"

Preamble

Kids For CASA aims to help the main organization, CASA (Court Appointed Special Advocates) with anything that helps them spend more time assisting the kids. Things that we support the organization with consist of fundraising, helping set up for events, helping close events, spreading awareness of what CASA is, and assisting around the office.

Article I: Membership

There are no limitations on how many members Kids For CASA can have.

Any member that is willing to help the club can join. Removal from the club will only happen if the member harms the reputation of the club or the organization in any way. For example, if a member in the club, whether it is during a Kids For CASA event or not, does anything illegal, they will be removed from the club. The reason for this is because it is not just the club's reputation a member is representing; you are also representing CASA. The removal process will start with the potential removed member to testify in front of the Kids For CASA Executive Board and plead their case. After the hearing is adjourned, the executive team will vote whether to remove the member. To be removed, the executive team needs to have a majority vote in favor of removal. In case of a tie, the vice president of the club will decide the verdict.

The general expectations to be a member of Kids For CASA are as follows, attend monthly meetings, participate in club events, and spread awareness of what CASA is to the general public. Participation in club events could be as little as posting the event on your social media page to helping out at the event.

There are no dues to be in the club.

Article II: University Compliance

Kids For CASA shall comply with all Indiana University regulations, and local, state and federal laws.

Article III: Executive Officers

There are fifteen positions in this club subject to change based off needs. They consist of Founder, President, Vice President (assists the president in any way, helps oversee all other positions), treasurer (handles all the financials of the club), Fraternity Recruitment Chair (manages all Fraternities recruitment chairs), Sorority Recruitment Chair (manages all Sororities recruitment chairs), Event Coordinator(coordinates all events the club attends, finds new events that the club should do along with locations of the events).

The following are a part of a sub-committee. The following are a part of the sub-committee of the Fraternity Recruitment Chair: Sigma Chi Recruitment Chair(recruits solely within the Sigma Chi chapter on campus) Phi Delta Recruitment Chair(recruits only within the Phi Delta chapter on campus), and Phi Sig Recruitment Chair (recruits only within the Phi Sig chapter on campus).

The following are a part of the sub-committee of the Sorority Recruitment Chair: Pi Phi Recruitment Chair(recruits solely within the Pi Phi chapter on campus), KKG Recruitment

Chair(recruits only within the KKG chapter on campus), G PHI Recruitment Chair(recruits solely within the G Phi chapter on campus), and Zeta Recruitment Chair (recruits only within the G Phi chapter on campus).

The Social Media Director (handles all the club's social media profiles) is its sub-committee.

The requirements for executive officers are to attend all meetings, and step up when event support is lacking. There are elections annually for every position besides Founder and President, which will be passed down by the current president.

Officer positions last one year. They take office at the first meeting of the new school year. The old position heads will help in the transition between years.

The vacancies are filled through an election process with the entire club. Officers can resign for any reason, and another election will be held to see who it will take over the position.

Executive exclusive meetings will only be held upon necessity, but almost all meetings will contain all members in the club. The president will call all meetings. The organizational advisor will be considered an executive officer. Decisions will be made as a collective unit, but the president has veto power over all decisions.

Elections will be held at the meetings. People that want to run for an executive position will present in front of the entire group and voting through Group Me will be sent in the club Group Me. The same process will be held for a vacant office spot.

Removing a person from office will be decided by a majority vote of executive members. The executive member on trial will speak their case in front of the Kids For CASA Executive Team. To be removed, a majority vote in favor of removal is required. They will be removed from the club or their position and be demoted to a regular member. An explanation of removal will be presented by the executive board when given decision. In case of a tie, the vice president will be the deciding vote. If the vice president is the one on trial, the president will make the vote, followed by the event coordinator.

Article IV: Advisor

It will be optional for the advisor to attend all meetings, but it will be required for them to reserve meeting spaces for the club. The president of the club will select an advisor at the beginning of every year. There will be a maximum of one advisor unless another advisor reaches out to the president personally expressing a deep interest in being involved in the club. The removal process for the advisor will be a trial where the advisor will come in and speak in front of the Kids For CASA Executive Board and plead their case. To be removed a majority vote in favor of removal is necessary. In case of a tie, the vice president will be the deciding vote.

The new advisor search process will be with the help of CASA. They will provide the president with a list of candidates that they believe will represent the club to its highest standard. The president will then sit down with all of the candidates and decide who will be the best fit. If CASA provides no list, the president will search for potential candidates.

Article V: Meetings

Regular membership meetings will be held at the beginning of every month during the school months. They will be held at night in Hodge Hall after all classes have passed. They are advertised through social media and Group Me. The president will be the only one to call a meeting. The president and the executive board will converse in creating an agenda for the meetings. Every executive position will present what they have done for the betterment of the club at every

meeting and what they intend to do the next month. The rules of the sessions are talking when called upon by raising your hand.

The president will call any emergency or special meetings. If the president is the reason for the meeting, then the Vice President can call the meeting. All members will be notified about the meeting, and it will be optional to attend. There will be an attendance sign-in sheet at every meeting using an excel roster that the president keeps.

Article VI: Elections

Elections are held at the second meeting of the new school year. The president will run the first meeting of the new school year. Anyone can be nominated to run for office, including yourself choosing yourself. The member nominated will speak in front of the group and say why they would be suitable for the position, followed by a question and answer. Elections will be calculated by raise of hands. The person with the most votes wins. In case of a tie, the group will have another vote through Group Me. In case of another tie, the president will decide who will win.

The elections will be announced in Group Me a month in advance of the upcoming meeting. The quorum necessary to vote is having at least 30 of the current members present at the meeting to vote.

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

There are no dues necessary to join the club. The treasurer maintains the group's budget through Venmo. The Venmo account will be monitored by the president to check and ensure that no money in the account is being used for something not Kids For CASA related. A budget is revised every year. To determine the budget, the executive team will meet and discuss potential events the club will be putting together while outlining the costs for those events. Also, all exec members will present in front of the exec team the necessary budget they need to perform their job, and a vote will take place at the end by all the exec members after totaling everyone's budget. A 2/3 vote is needed to approve the budget. In case of a tie, the vice president will decide whether or not to accept the budget. The only costs of the club will be the expenses of the events that the club does. The treasurer collects all expenditures of the club and all money associated with the club.

Financial expenditures are approved at monthly meetings, and a majority vote by all members present at the meeting is needed to pass the expenditure. In case of a tie, the vice president will decide.

Article IX: Finances

The treasurer is in charge of financial affairs, which will be checked by the president. The president will have access to the club Venmo account and overview all purchases used by the account. The money will be transferred using a Venmo Card provided by the club. The money in

the account if the club were to dissolve will be allocated to the main organization, CASA in the form of a denotation.

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

All amendments will be presented in front of the entire group at the next meeting. The amendment will not be in effect until that meeting occurs. A majority vote is needed to pass an amendment with at least 2/3 of the members present at the meeting.

Article XII: Ratification

If more than a majority of those present is desired to ratify this constitution, then this the article must be included. There need to be at least 2/3 of the members present from the current roster. least 2/3 of the members present from the current roster.