

## **Constitution of the Linguistics Club at Indiana University (LCatIU)**

Adopted: February 28, 1980

Amended: September 5, 1984  
April 30, 1992  
October 1993  
February 2, 2002  
February 2009  
October 2011  
August 7, 2017 – Sherman Charles

### **Preamble**

The name of this organization shall be the Linguistics Club at Indiana University.

The purpose of the Linguistics Club at Indiana University is to promote interest and communication in linguistics and related fields. It aims to foster cohesiveness in the greater IU linguistics community by providing opportunities for academic, social, and professional development and interaction. The purpose of this organization is exclusively educational within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

### **Article I: Membership**

Membership shall be open to students and faculty at Indiana University and other interested parties, upon payment of dues to be determined by the executive committee (based on membership for one academic year). Such persons shall have voting rights within the Club and shall receive notification of all of the Club's activities. They shall also be eligible to receive reduced rates on any of the Club's publications, where such rates are available, and any other such benefits as the Club is able to provide.

Participation in the organization must be 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. [section I.D.3(c).]

### **Article II: University Compliance**

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

### Article III: Executive Officers

The Officers of the Club shall be a President, a Vice-President, a Secretary, a Treasurer, and a Communication Officer that are democratically elected by the Club members in the annual elections. They shall serve for a period of twelve months, which shall begin immediately following the regular annual election. Two additional members, known as Members at Large, will be elected in the Fall semester of each academic year and will serve 24 months in the club. Elections will be held in the fall in order to consider newly admitted students. These members will receive automatic nomination for the election process the following academic year. Provisions for the election are set forth in article VII. Only members enrolled as students at IU are eligible to serve as officers. No elected officer shall receive remuneration for their duties as officer, nor shall officers be available for any benefits or grants offered by the Club. No individual may hold more than one officer position. Officers are responsible for all club operations.

Specific duties for the Officers shall be described in the Officer Job Description document. This document shall be publicized to the membership prior to elections. This document may be revised as needed by the Board, but shall supplement these bylaws by delimiting the specific duties of individual offices.

- The President shall preside at all Club Meetings and at all meetings of the Board, shall coordinate the activities of the Club, and shall represent the Club before any organization inside or outside of Indiana University. As part of the responsibilities of the acting president, they will attend all faculty meetings and represent the Club and serve as the mentor to Member at Large A for the purpose of preparation of annual transition of responsibilities. In any case where they are called upon to express the opinion of the membership of the Club, they shall, when time permits, consult with the other members of the Board. In addition, the president shall coordinate with the other members on the organization of any colloquia and conference for the academic year.
- The Vice-President shall assist the President and other members of the Board in fulfilling their duties. In addition, the vice-president will coordinate with the other members on the Welcome Picnic in the beginning of the Fall Semester, the organization of other social events, and creation of publicity materials for all Club events. The Vice-President shall maintain the Constitution each spring and fall to ensure the Club continues to function according to the Preamble stated above.
- The Secretary shall keep and distribute the minutes of Club and Board Meetings to the Club Officers electronically and to Club Members upon request, for monitoring the library collection of the LCatIU, and managing the remaining publications sales. In addition, the Secretary will be responsible for maintaining all aspects of the official LCatIU website. As of 2016, the secretary will be responsible for the migration, reduction, and digitization of all paper materials, apart from financial documents, owned and managed by the Club.
- The Treasurer shall be responsible for collecting membership dues, receiving and disbursing Club funds according to Student Organization Accounts regulations, applying for funding and seeking fund raising opportunities, and making regular financial reports

to the membership. As of 2016, the treasurer will be responsible for the management of all paper financial records in an effort to digitize and archive existing files.

- The Communications Officer shall serve as liaison between the board and general members. It is the responsibility of the Communications Officer to coordinate, draft, send, and respond to emails sent to the LCatIU email and Facebook accounts, and distribution of advertisements for LCatIU events via email and Facebook. In addition, s/he is responsible for maintaining the graduate student listserv and the BeINvolved website, including the addition and removal of students.
- The Members at Large will function as apprentices to current Board members and assume the status, responsibilities and privileges of Board Members for the purpose of training and familiarizing future officers. Member at Large A will shadow the currently elected President to learn the responsibilities spelled out above, assume any role designated by other Officers, and will replace the President in the event of resignation or impeachment. Member at Large B will shadow all other members of the Board to become familiar with all function of the officers and assume any responsibilities delegated to them by other Officers. In the event of resignation or impeachment of the Vice-President, Secretary, Treasurer, or Communications Officer, this member will assume the role. Both Members at Large are required to run for Office for the following academic year.

#### **Article IV: Advisor**

The membership shall be consulted at an open meeting when it becomes necessary to choose a new advisor for the Club. As of 2016, there shall be one general advisor, and in the event of lack of Club colloquia and/or conference, an additional advisor will be appointed to aid in the organization of said events.

#### **Article V: Meetings**

##### Section 1: Meetings of the Board

The Board shall hold regular meetings to conduct the Club's business (no fewer than 3 meetings per Fall or Spring semester). Meetings may be task-directed in which case only responsible Board members are required to attend. Meetings are open to all members of the Club and shall be announced in advance of the time and date. At meetings of the Board, only members of the Board shall have voting rights, but members may contribute to the discussion of the topics at hand before the members vote. In case of questions concerning the proper conduct of meetings, Roberts Rules of Order (revised) shall be adhered to.

Special meetings shall be scheduled by the Board under the following conditions:

1. Petition by a number of Club Members no fewer than the number of Board members.
2. Need (see preamble) recognized by the Board.
3. As specified by Article XI, section 6.

At all open meetings a quorum shall be a number equal to twice the number of members of the Board. In case of question concerning the proper conduct of meetings, *Roberts Rules of Order*

(revised) shall be adhered to. Questions at meetings shall be decided by a simple majority except in the case of Constitutional Amendments.

## **Article VI. Elections**

The election of the Board of Directors shall be held spring semester and the election for the Members at Large shall be held within the first month and a half of the fall semester. Nominations shall be made at an open meeting and/or by anonymous ballot (physical or virtual) available to all members. Ballots shall be collected, and counted by individuals designated by the Board who are not themselves on the Ballot. Any vacancy on the Board shall be filled as soon as possible by a method deemed appropriate by the Board.

## **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**

Decisions on major expenditures shall originate in the Board.

## **Article IX: Finances**

Financial aid and discounts shall be granted to Club members for such purposes and according to such policies as shall be laid down from time to time by the Board, depending on the availability of funds. Only enrolled IU students will be eligible for financial aid; however, members of the Board are not eligible to receive financial aid.

## **Article X: Personal Gain**

This organization 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 XI: Amendments**

Amendment to the Constitution may take place only at meetings for which there has been prior announcement concerning the proposed amendment, or by anonymous ballot (physical or virtual) sent to all members.

## **Article XII: Ratification**

Adoption of an amendment shall be by unanimous vote of Officers or a 2/3 affirmative vote of those members present and voting at an open meeting or ballot.

### **Article XIII: Grievance Procedure**

1. Any member of the LCatIU may request the formation of a committee to review a decision of the Board by submitting a letter stating their grievance to the Board within a reasonable amount of time after the decision in question is made.
2. Upon receipt of such a letter, the Board shall initiate the formation of a review committee.
3. The review committee will have three members, selected from the voting membership of the LCatIU. One member shall be chosen by the Board, by unanimous vote with no abstentions. One member shall be chosen by the person or persons filing the grievance. The two people thus chosen shall choose the third member of the review committee.
4. The review committee shall decide whether the complaint has substance and whether further action is required.
5. If the review committee decides that no further action is required, then the decision of the Board stands.
6. If the review committee decides that further action is required, it shall recommend to the Board that it revise its decision. If such revision is not forthcoming, it shall call a meeting of the full voting membership.
7. At the open meeting the parties shall explain and justify their positions and members present shall vote on what action to take.

### **Article XIV: Dissolution**

Upon the dissolution of the Club, the Members shall, after paying or making provision for the payment of all the liabilities of the Club, dispose of all of the assets of the Club to an organization or organizations organized and operated exclusively for educational or scientific purposes as shall at the time be qualified as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the members shall determine. Any such assets not so disposed of shall, upon final dissolution, escheat to the State of Indiana, for exclusively public purposes.