

## I. Name and Purpose

- A. The name of the organization shall be the Materials Research Society-Indiana University Student Chapter, to be referred to as MRS@IU.
- B. The purpose of this organization is to facilitate student involvement in the shaping of Materials-related research and training at Indiana University Bloomington. The MRS@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.
  - I. The MRS@IU will *not* be involved in lab related activities.
- C. MRS@IU Mission Statement
  - I. *The MRS@IU Student Chapter is an organization of materials researchers and students from all disciplines at IU that promotes interdepartmental communication for the advancement of cross-disciplinary and materials research.*
- D. MRS@IU Vision Statement
  - I. *The MRS@IU Student Chapter will build a dynamic, interactive, and interdepartmental community of researchers and students to advance technical excellence by providing an organization, in which the disciplines can convene, collaborate, integrate, and advocate.*

## II. Structure of the MRS@IU

- A. The faculty advisors for the MRS@IU shall consist of at least one tenured science faculty member who is a member of MRS. The faculty advisors need not be present at all MRS@IU meetings.
- B. There will be five formal offices that members of the MRS@IU will hold: President, Vice-President, Public Relations Officer, Treasurer, and Secretary.
- C. Non-committee positions include personnel(s) responsible for the content of the MRS@IU facebook, science-writing blog, and other social media outlets.
- D. Any additional responsibilities of officers or members of the Committee shall be decided upon by the MRS@IU as necessary.
- E. The structure of the MRS@IU may be reorganized or amended to reflect changes in the needs of the student body.

## III. Membership

- A. The MRS@IU shall be composed of a committee composed of officers and departmental representatives, and general members
- B. Students interested in participating as a general member of the MRS@IU can request membership by email.
- C. The MRS@IU *committee* shall be composed of officers and departmental representatives such that each department has at least one representative. The group promotes participation in the various science disciplines and will not limit the committee to a specific number of members. A desirable size is 7-10 members.
  - I. General membership will have no size restrictions.
- D. As of 03/15/2015, the included departments are Chemistry, Geology, and Physics

- I. There will be no departmental restrictions in terms of membership and/or representation within the MRS@IU committee.
- E. Officers and Committee members are selected through an election process *vida infra* and will serve for at least one year.
  - I. Each term will begin and end on May 1<sup>st</sup>.
  - II. When the officer's first term is completed, they may run for a second term through an election process held on the month of April.
  - III. If the officer or committee member is re-elected, they may continue to serve for another term.
  - IV. An officer may serve up to two terms.
- F. General membership to the MRS@IU is open to all students.
- G. General membership to the MRS@IU requires students become MRS members which entails a \$30 student registration fee.
  - I. For each new MRS member, MRS offers a \$10 rebate that once received, will be deposited in the MRS@IU account.
  - II. To continue to be a member of MRS@IU, the student's membership to MRS needs to be renewed on an annual basis.
- H. When an MRS@IU member leaves the committee, they should pass on information helpful to the group at their final meeting and by adding it to the MRS@IU Dropbox.

#### **IV. Election and Nomination**

- A. Members interested in participating as a committee member of the MRS@IU can request membership by email addressed to the MRS@IU committee.
  - I. Alternatively, if a current MRS@IU member feels another student in the department would be exceptionally fitting for an officer/departmental representative membership, 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 MRS@IU.
  - I. The MRS@IU strongly promotes the growth of the group in conjunction with seeking motivated new members to support its mission.
- C. The MRS@IU may solicit for new officer/departmental if there are openings.
- D. There are no restrictions on nominations, but it is encouraged to consider department and academic status of potential members to maintain diversity within the MRS@IU.
- E. Nominations should be sent to the MRS@IU secretary, who will discuss the nomination at the next meeting.
- F. Once the MRS@IU has discussed the potential new officer, the secretary will email the student to ascertain their willingness to serve on the committee. The MRS@IU group email will not be used for this communication.
- G. After the nominees have accepted or declined the nominations, the committee will be notified. Elections will be held to select new committee members from the candidate pool in the month of April every year.
- H. New members will be announced on the MRS@IU website, added to the group email list, and introduced at the next meeting.

## V. Officers

- A. The primary officers include President, Vice-President, Public Relations Officer, Treasurer, and Secretary. If the need arises for additional officers, this can be discussed.
  - I. However, participation and roles within the committee 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 committee member should be stressed. Participation from everyone is important for the committee to be successful. The purpose of the officer roles is as follows.
  - I. The officers are leaders for the committee. They are to guide discussion, pose important questions, and assure conclusions are reached amongst the group.
  - II. 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.
  - III. The officers are responsible for assuring organization within the group. Organization includes member roles, planning, and topics of discussion.
  - IV. The officers are to maintain the mission of the MRS@IU in all activities.
  - V. The officers are to preserve confidentiality if needed in special circumstances. They should also impose this upon the entire committee.
  - VI. The officers are main contact points for the student association.
- C. The MRS@IU President is to preside over all meetings and MRS@IU matters.
  - I. The President is responsible for re-registering the student organization annually
- D. The MRS@IU Vice-President is to assist and support the President in all matters.
- E. The MRS@IU Public Relations officer is to use all forms of media and communication to build, maintain, and manage the reputation of the MRS@IU.
- F. The MRS@IU Treasurer is to maintain the organization's budget, allocate funding for specific events, and submit an annual budget to the MRS.
- G. The MRS@IU Secretary is to further assist the President in all matters and document meetings.
- H. The term of office is set to at least one year. Incumbents may continue to serve in their current positions for up to two terms upon being re-elected in an annual in-house election.
  - I. If there are no nominations for the President role, option will be given to any MRS@IU member that shows the capacity and interest to fill the role.
  - J. If there are no nominations for the Vice-President role, option will be given to any MRS@IU member that shows the capacity and interest to fill the role.
- K. Open officer positions will be announced to the MRS@IU committee. Any committee member can nominate others (including general members) or themselves as new officers. If there are competing nominations, the MRS@IU will hold a vote open to the members of MRS@IU.
- L. An officer of MRS@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.

- I. 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).
- II. 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.

## **VI. Departmental Representatives**

- A. Each department will have at least one student representative to act as a relay of information between MRS@IU and the student's home department.
- B. If membership of one department becomes sufficiently large, divisional representatives may be assigned for said department.
- C. Representatives have the role of keeping MRS@IU updated with departmental events
- D. Representatives have the role of providing the members of MRS@IU up to date information of departmental user-facilities that may be of relevance to MRS@IU members
- E. An officer will email a member about nomination. Upon acceptance, a list of the contacts will be made available on the MRS@IU website.
- F. The purpose of the representatives is to distribute information to departments/divisions. Information may include upcoming travel awards, submission deadlines, openings for MRS@IU seminars, and MRS events.

## **VII. Meetings**

- A. Two meeting types will be held monthly and upon necessity: committee meetings and event meetings.
  - I. Extra meetings can be scheduled as needed.
  - II. Non-members or faculty are welcome to attend a MRS@IU meeting with opportunities or concerns. They can email the MRS@IU email or an officer regarding scheduling (if website is up, schedule will be open to the public).
- B. The purpose of the committee meetings is to summarize the previous meetings and translate to the next upcoming meeting. They will be used to assure that topics and actions preserve the MRS@IU mission. An agenda for the upcoming meeting 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.
  - I. Addressing issues of concern in the materials education.
  - II. Organizing networking events that promote cross-disciplinary interaction.
  - III. To assist in the consolidation of user-facility instruments *via* a central website.
  - IV. Organizing user-facility workshops to provide exposure and working knowledge of IU's instrumentation throughout campus and to non-IU users.

- V. Inform the general student body on Materials-related events (e.g., MRS meetings, workshops, webinars, and MRS-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 MRS@IU website.

**VIII. MRS@IU Constitution**

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

**IX. MRS@IU Website (beINvolved)**

- A. The MRS@IU website will provide an overview of MRS@IU, including its purpose, members, and upcoming opportunities.
- B. The mission statement of the MRS@IU will be clearly stated.
- C. Announcements will include upcoming events, deadlines, travel award winners, MRS@IU seminar speakers, and other pertinent departmental news.
- D. Pictures will be updated from ongoing MRS@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.

**X. Travel Reimbursement**

- A. MRS@IU will provide financial assistance/travel award of up to \$250 for two students which will go towards travel expenses for attending an MRS meeting.
- B. The award will be due early June each year.
- C. The reimbursement excludes the following:
  - I. Meeting registration fees
  - II. Per-diem reimbursement for meals or other miscellaneous expenses
- D. The application will request the following:
  - I. Information about the student, a current CV, conference information, professional importance of the conference, potential impact of the research being presented, and anticipated financial need.
- E. The application will be open to all students who will attend an MRS meeting
  - I. Applications from non-committee members will be reviewed by the MRS committee

- II. If no applications are received from non-committee members, MRS committee members may apply for the travel award in which their application will be reviewed by the faculty advisors

**XI. University Chapter Activities**

- A. By April 1 of each year, the MRS@IU shall submit to the Society 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 MRS@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 newly elected officers, the number of current Chapter Members, and a notice of significant meetings for the current academic year.
- C. MRS@IU should participate in other campus opportunities that are in accordance to the mission statement or outreach.

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

**XIII. University Compliance**

- A. *This organization (MRS@IU) shall comply with all Indiana University regulations, and local, state and federal laws.*
- B. *This organization (MRS@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.*
- C. *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.*
- D. *This organization (MRS@IU), 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.*
- E. *This organization (MRS@IU), when working with children, will be aware of and abide by the University's Programs Involving Children (PIC) Policy*
- F. In the event that a member of MRS@IU fails to adhere to any of the compliance codes mentioned in section XIV of the MRS@IU constitution, the member will be *permanently dismissed* from membership of MRS@IU and will not be allowed to take part in any MRS@IU-related activities.

- I. If infraction of the compliance codes are severe and/or cannot be handled solely by the committee members of MRS@IU, the issue will be brought up to the appropriate IU Student Organization personnel and/or IU personnel with the appropriate jurisdiction.
- G. The MRS@IU will adhere to the travel policies set forth by The Office of Risk Management when traveling.