

Indiana University Bloomington  
**NONPROFIT MANAGEMENT ASSOCIATION**  
Last Revised: 9/10/13

## **CONSTITUTION**

### **Article I: Name**

The student organization described in this Constitution at Indiana University Bloomington, hereafter referred to as IUB, shall be named "Nonprofit Management Association," hereafter referred to as NMA. The organization shall be specifically concentrated in the School of Public and Environmental Affairs, hereafter referred to as SPEA.

### **Article II: Purpose**

As a professional membership association, NMA fosters a network of SPEA graduate students, faculty and professionals interested in the nonprofit sector by providing professional development opportunities. We highlight nonprofit issues and the challenges that students will face as future nonprofit managers. NMA advocates on behalf of its members to supplement and to enhance the quality of education for all nonprofit students.

### **Article III: Membership**

Membership in NMA is open to all of IUB's SPEA graduate students who are in good academic standing, as defined by the current IUB student handbook. Eligible students become NMA members by paying annual membership dues, the amount of which will be determined by the Executive Board at the beginning of each academic year.

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

Only NMA members are eligible to vote in elections. NMA events are open to any interested student, faculty or staff member unless stated otherwise.

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

A faculty member from the nonprofit management curriculum shall serve as advisor to the NMA. The faculty advisor shall attend committee and membership meetings as needed, and provide programmatic, curricular, and professional development support. The advisor shall serve in a non-voting role.

### **Article V: Officers**

#### **Section 1. Officer Titles**

NMA's officers shall be:

- President
- Vice President
- Director of Finance
- Director of Membership Engagement
- Director of Programs

- Community Nonprofit Liaison
- Professional Development Chair.

## **Section 2. Term of Office**

The term of office of all officers shall be one academic year.

## **Section 3. Limited Service**

No person shall concurrently hold more than one position in NMA.

## **Section 4. Succession**

A. If the office of president of NMA becomes vacant for any reason, the vice president shall perform those duties with all power, privileges, duties, and responsibilities of the president, until a replacement has been found. An election must be held within four weeks of the official resignation or removal of the current president.

B. Should any office other than the president become vacant, NMA must hold elections for a new officer within four weeks.

## **Section 5. Duties**

### *A. All officers shall:*

1. Attend all NMA executive board meetings, with reasonable exceptions which shall be approved by the President, offering agenda items prior to each meeting.
2. Attend all NMA events, with reasonable exceptions which shall be approved by the President.
3. Assist in the implementation of all projects and events and offer support to the lead person on an event.
4. Pay all dues and meet all eligibility standards required for membership in NMA.
5. Build relationships with community members, faculty, and other professional contacts on behalf of NMA.
6. In cases where organizational action is required and the bylaws are silent, officers are empowered to act in the best interests of the organization.

### *B. The President shall:*

1. Organize weekly meeting times for the executive board.
2. Set agenda for the meeting at least one day prior to the meeting.
3. Call the meeting to order and facilitate the meeting, providing necessary space for decisions to be discussed, debated, considered, and voted upon without undue influence from a single executive board member.
4. Ensure that all members of the executive board are performing their duties to their best abilities and provide support as needed.
5. Conduct and facilitate meetings for the entire association.
6. Act as the primary liaison between board members and the faculty advisor including reserving rooms for events, obtaining a master class schedule for events scheduling, and keeping the faculty advisor informed of all programming for support and expertise.
7. Act as the primary representative of NMA in interactions with the Masters Program Office, faculty, staff, and other student organizations.
8. Take a leadership role in the implementation of all projects and events and offer support to the director of programs or the lead person on an event.

C. *The Vice President shall:*

1. Manage the NMA website and all NMA social media.
2. Develop marketing materials as needed for programs and events, including but not limited to fliers, Facebook events, and items for SPEA display screens.
3. Act as a resource for members seeking academic courses not offered at SPEA-Bloomington.
4. Assist the president with her/his role when necessary.

D. *The Director of Membership Engagement:*

1. Facilitate effective communication and information flow between members and Executive Board
2. Connect member requests and interests to NMA resources (i.e. alumni, members, MPO etc.)
3. Handle all correspondence to official email account, either by fielding questions directly or by sending to appropriate party.
4. Bring all member concerns and suggestions expressed via email to executive board for discussion.
5. Send newsletters and event announcements to NMA listserv.
6. Keep a roster of current membership and coordinate with the director of finance to track membership dues.
7. Maintain system for collecting Membership and Alumni information.
8. Coordinate elections and referendums.

E. *The Director of Finance shall:*

1. Manage all finances, taking responsibility for deposits, reimbursements, and purchases.
2. Serve as a contact person for Student Organization Accounts.
3. Collect annual membership dues and coordinate with the director of communications to track membership.
4. Be responsible for writing grant applications and representing NMA at any grant proposal presentations.
5. Maintain and safeguard the NMA Donation Box.
6. Coordinate all NMA fundraising drives.

F. *The Director of Programs shall:*

1. Plan programming opportunities for NMA members and those with shared interests.
2. Regularly assess the interests of NMA constituents to better serve the NMA membership.
3. Recruit volunteers from the NMA general membership to serve on program committees and coordinate the actions of those committees.
4. Coordinate the efforts of other executive board members in event planning.
5. Liaise with the IUPUI campus to create networking opportunities and events for both campuses.
6. Work with the community nonprofit liaison to plan community-wide activities.

G. *The Community Nonprofit Liaison shall:*

1. Attend monthly Nonprofit Alliance meetings as an NMA representative and facilitate collaboration between the two organizations.
2. Coordinate with other community organizations as necessary and appropriate.
3. Encourage first year MPA students to participate in NMA activities.
4. Gather informal feedback on Nonprofit concentration and 1st year experience and communicate this to the Executive Board.
5. Help to ensure institutional memory by running for an officer position in second year.
6. Share duty of taking notes at general meetings and executive board meetings and disseminate notes for executive board review within three business days of meetings and general member review as requested.
7. Share duty of taking attendance at NMA meetings and events

H. *The Professional Development Chair shall:*

1. Serve as the main contact person for the career development offices of SPEA and the university.
2. Ensure professional development materials from campus offices are distributed to members.
3. Assist the director of programs with events pertaining to professional development.
4. Encourage first year MPA students to participate in NMA activities.
5. Gather informal feedback on Nonprofit concentration and 1st year experience and communicate this to the Executive Board.
6. Help to ensure institutional memory by running for an officer position in second year.
7. Share duty of taking notes at general meetings and executive board meetings and disseminate notes for executive board review within three business days of meetings and general member review as requested.
8. Share duty of taking attendance at NMA meetings and events.

## **Section 6. Meetings**

- A. All meetings are open to any IUB student, faculty, or staff members, and their guests, unless a prior majority vote of members present indicates otherwise.
- B. The presiding officer of the meeting will be the president, in whose absence the vice president will preside. In the absence of the vice president, the officers shall elect from among themselves a presiding officer.

## **Section 7: Procedure for Election of Officers**

- A. Elections of officers shall be by secret ballot.
- B. Candidates must meet membership requirements at time of candidacy and maintain those requirements throughout their term. In addition, candidates for president, vice president, director of communications, director of finance, and director of programs must have attended NMA meetings and activities in the academic year leading up to elections.
- C. The elections of the president, vice president, director of communications, director of finance and director of programs shall be held no later than four weeks before final exams week in the spring semester and shall be open to all students eligible for second year status by the start of the fall semester. The elections of community nonprofit liaison and professional development chair shall take place no later than six weeks after the first week of classes in the fall semester and shall be open to all NMA members who will be enrolled in SPEA for the following two academic years.

D. If elections result in a tie between two or more candidates, a runoff election will be held between the candidates that received the most votes. If the second round of voting results in another tie, the executive board will vote to select a winner.

## **Section 8: Impeachment and Removal**

### **A. Impeachment**

1. Impeachment recommendation may occur against any NMA executive board member.
2. Impeachment recommendations may be brought before the NMA membership by any NMA member. The petition must be presented to the President. If the recommendations of impeachment are targeted at the President, the petition must be presented to the Vice President. If both the President and Vice President are included in the recommendations of impeachment, the petition will be presented to the other members of the executive board.
3. Removal shall be effected by a two-thirds majority of votes cast from NMA Membership.

### **B. Appeal Process**

Impeachment may be appealed to the NMA faculty advisor.

## **Article VI: Finances**

- A. A minimum of \$50 shall be kept in the NMA student organization account at all times. If it is necessary to withdraw funds beyond that balance, approval is required by unanimous vote by the executive board.
- B. All expenses must be approved by the executive board.
- C. If any debts should be incurred by NMA, the executive board will be personally responsible for repayment.
- D. If NMA debts are incurred because a members spends NMA funds without approval from the executive board, that member will be personally responsible for repayment.

## **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: 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 IX: Non-Discrimination**

This Organization 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 X: University Compliance**

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

**Article XI: Constitutional Referendums**

Proposals to amend this document must originate from the NMA membership and presented to the executive board. The proposal shall be discussed and distributed to all members.

A. After at least a one week period to allow for discussion, a vote shall be taken to ratify the Amendment.

B. Amendments require a two-thirds majority of votes cast from NMA membership to pass. All Amendments take effect immediately upon passage.

**Article XII: Enactment**

This Constitution shall have full force following passage by majority vote of the members of NMA. This Constitution shall supersede and replace previous NMA Constitutions.