

Out @ Kelley

Constitution

Mission Statement

Out @ Kelley strives to create a more welcoming and accepting environment for LGBT+ students at Indiana University with an interest in business, as well as their supporters.

Preamble

As a registered Kelley undergraduate student organization, Out @ Kelley strives to create a welcoming and nurturing environment within the Kelley School for members and allies of the IU LGBT community. To foster this environment, Out @ Kelley will participate in activities such as:

Establishing a network of students, faculty, staff, and alumni;

Presenting programming on LGBT and other diversity-related topics relevant to business;

Providing opportunities for social interaction and community service;

Assisting in the personal and professional development of LGBT students, faculty, staff, and alumni;

Promoting visibility and addressing the culture in the Kelley School of Business; and

Supporting questioning students and those in the process of coming out.

Article I: Membership

Section 1: Definition

General membership is available to students of Indiana University - Bloomington, with all rights and responsibilities. Honorary membership is available to persons who are ineligible for general membership but who support Out @ Kelley and its mission. There is no limit to the number of members of Out @ Kelley.

- Membership may be granted at any time during the year, and will be granted for the academic year in which the requirements are met. The membership status of those elected to Executive Office will automatically extend to the following academic year, as long as they uphold their agreed-upon responsibilities to their fullest extent.
- Out @ Kelley may choose to implement membership dues. If dues are adopted, payment of dues will become a requirement of membership.

- Out @ Kelley will require any person wishing to gain membership to fill out a form or survey.
- In order to be granted membership, applicants must:
 1. Display an interest in bettering the LGBT community at Kelley and at Indiana University.
- In order to remain an active member, once approved, the member must:
 1. Attend two Out @ Kelley functions (other than election meetings)
 2. Uphold their assigned responsibilities per their role in the organization, which will be defined by the current executive officers.
 3. Be respectful of other member's sexual identity, orientation, and opinions. Members are expected to conduct themselves as young professionals with open minds.
 4. Conduct themselves with professionalism in the case of criticism or backlash from outside student groups, community members or individuals during our group activities.
- The membership requirements may be waived for a member seeking to continue their membership if they are either studying abroad, or have another valid excuse.
- Membership may be revoked at any time for noncompliance with this Constitution, or for breach of the Kelley School of Business Honor Code; the IU Code of Student Rights, Responsibilities, and Conduct; or other applicable university policy.
- Any individual may elect to participate in Out @ Kelley communication tools such as email distribution lists, Facebook pages, or other social networking sites. Such participation, in and of itself, will not confer membership status upon such individuals.

Section 2: Statement of Non-Discrimination

Participation in Out @ Kelley is open to all individuals without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, gender identity, marital status, national origin, race, religion, sexual orientation, or veteran status.

Article II: Statement of University Compliance

Out @ Kelley shall comply with Indiana University regulations, and local, state, and federal laws.

Article III: Executive Officers and Appointees

Section 1: Overview

Out @ Kelley will have a President, and such additional Executive Officer positions as may be created based on the procedures outlined in this Article.

The Executive Officer(s) may create or eliminate any additional positions, committee chairs, or special appointments as deemed necessary to facilitate the operations of Out @ Kelley.

The President may appoint committee chairs or special appointees.

All Executive Officers, committee chairs, and special appointees will be subject to the removal and resignation procedures outlined in this Article.

Section 2: Requirements

To be an Executive Officer, the person must meet the following requirements:

- General member of Out @ Kelley;
- Student at Indiana University – Bloomington; and
- Minimum GPA of 3.0.
- To be a committee chair or appointee, the person must be a member of Out @ Kelley.

*** In a State of Urgency individuals may run for executive office without fulfilling general member requirements other than having a 3.0 GPA. This is to allow new members that haven't been members long to run if there is a lack of qualified candidates for the role.

Section 3: Executive Officer Selection

Executive Officers will be elected by the membership of Out @ Kelley

Special elections to fill vacancies due to officer removal or resignation may occur at the earliest practical general meeting.

For each officer position, the winner will be determined by vote of the general members.

All duties and responsibilities of the respective Executive Office will be assumed one month after elections take place, or earlier, if deemed necessary by the current Executive Officers.

The newly elected officers will shadow their predecessors for their respective positions for one month following the elections.

If a member running for a position is planning on studying abroad, taking a semester off, or has any other plans that would interfere with their abilities to complete their duties and responsibilities for a semester or less, they may run with a successor of their choice. If the successor is not agreed upon or is not chosen, another election will be held to fill that spot before the officer leaves.

Section 4: Term

Executive Officers, committee chairs, and special appointees will serve a term of one year following their election or appointment.

Section 5: Removal

Executive Officers, committee chairs, or special appointees may be removed for failing to fulfill the responsibilities of office or failing to meet the requirements of membership.

Any Out @ Kelley member may present a motion to remove an Executive Officer. Approval requires a vote of two-thirds of the present, voting members.

The President may remove committee chairs and special appointees.

If an officer is removed from power, a majority vote from present members will decide whether or not the member may remain in the organization.

Section 6: Resignations

Executive Officers, committee chairs, or special appointees may resign their position by providing the President or an Advisor with written notice of their intent two weeks prior to their resignation, allowing time to fill the vacancy.

Section 7: Executive Officer Titles and Responsibilities

President

President is the only required Executive Office position. Out @ Kelley may only have one president.

The President will:

- Represent Out @ Kelley and its interests to outside entities including other student organizations, media, and the public;
- Serve as the primary contact with Indiana University and School administration, including the Advisor(s);
- Annually re-register Out @ Kelley as a campus and Kelley student organization
- Chair executive meetings;
- Appoint committee chairs and special appointees;
- Oversee the work of the Executive Officers, committee chairs, and special appointees;
- Facilitate or ensure the effective facilitation of general meetings and events;
- Ensure effective communication with Out @ Kelley members and other interested persons; and
- Fulfill other responsibilities as determined by the Executive Officers.
- Annually articulate a written agenda and officer expectations, which must be agreed upon by the entire executive officers.

Treasurer

The office of Treasurer is required if Out @ Kelley opens and maintains a Student Organization Account (SOA). A Treasurer may be elected even if the Executive Officers choose not to maintain an SOA account.

The Treasurer will:

- Work with the Advisor(s) to manage all finances of the organization, following established procedures;
- Attend SOA training;
- Collect any membership dues and special assessments;
- Oversee any sponsorship or fundraising initiatives;
- Work with the Undergraduate Program office to ensure the utilization and proper stewardship of any corporate or alumni gift funds; and
- Fulfill other responsibilities as determined by the Executive Officers.

Vice President of Social Action

- Draft and approve any statements made on behalf of Out @ Kelley
- Coordinate philanthropic events for members of Out @ Kelley

Vice President of Community Building

- Oversee the secretary and internal relations and communicate any news to the general members.
- Oversee public relations and social media.
- Oversee the Kelley Student Government Representative

Vice President of Professional Development

- Maintain relationships with corporate sponsors
- Organize events with outside organizations and companies

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Article IV: Advisor

Section 1: Overview

Out @ Kelley will have a faculty advisor at all times, and will have the option of having multiple advisors. At all times, there must be one advisor that is designated as the Executive Advisor, who will act as advisor of Out @ Kelley for all legal and administrative purposes.

Section 2: Selection

The Executive Advisor of Out @ Kelley must be a faculty or staff member at the Kelley School of Business and must be confirmed by the Out @ Kelley Executive Officers on a semesterly basis. Other Advisors must be faculty, staff, or alumni of Indiana University – Bloomington. Appointment of Advisors will be made by mutual agreement of the Executive Officers, existing Advisors, and those faculty, staff, or alumni who have volunteered to serve as an Advisor.

Section 3: Responsibilities

A. The Executive Advisor is responsible for authorizing the creation of an SOA account for Out @ Kelley, if any, and monitoring all account activity (including approving or disapproving account activity, if necessary).

B. Advisor(s) will:

- Advocate for Out @ Kelley and its members;
- Serve as a resource for members, providing guidance, institutional knowledge of University services, policies, and procedures;
- Foster the leadership and personal development of its members, using an appropriate balance of challenge and support;
- Be present at executive meetings if possible and attend other meetings and events as needed;
- Help to maintain and facilitate alumni connections and communication;
- Authorize access to and utilization of University Information Technology Services and/or Kelley Information Technology resources;
- Convene a general meeting of Out @ Kelley if requested by a member; and
- Fulfill other responsibilities as determined in cooperation with Executive Officers.

Article V: Meetings & Events

Section 1: General Meetings

General meetings may be held for any purpose, including but not limited to membership recruitment, information sharing, planning, professional development activities, and elections. General Meetings are open to all interested persons, and will be planned by the Executive Officers and announced or promoted through standard available means of communication. Members may also request that an Advisor organize a general meeting. Members are encouraged to attend all general meetings.

Section 2: Executive Meetings

Executive meetings are sessions at which the Executive Officers and Advisor(s) plan the activities and conduct the necessary business of the organization. All interested individuals are

welcome to attend and participate in executive meetings; however, only Executive Officers may vote on questions related to the operations of Out @ Kelley.

Section 3: Events

Events include any organized activity or program of Out @ Kelley that does not follow a meeting format, such as lectures, panel discussions, receptions, corporate recruiting events, conferences, etc. Out @ Kelley events may be open to the public or restricted to members.

Section 4: Scheduling

To the extent possible, meetings and events should be scheduled and publicized at the beginning of the academic year and the beginning of each semester.

Article VI: Quorum & ELECTIONS

Section 1: Overview

Meetings may progress without a quorum present; however, a quorum will be necessary to conduct any formal or binding business of the organization such as elections.

Section 2: General Meetings

A quorum is required at general meetings only for purposes of amending the Constitution and electing or removing Executive Officers.

At any general meeting where there is a quorum present, the members may (by majority vote of those general members present and voting) approve the use of alternative voting procedures (such as casting ballots online, by email, or by other method during a fixed period for voting) for purposes of approving amendments to the Constitution, electing or removing Executive Officers, or conducting other business of Out @ Kelley.

A quorum for general meetings will consist of:

- Greater than 50% of the Executive Officers;
- No fewer than 25%, or 5 members (whichever is greater), Out @ Kelley members who are students currently enrolled at
- Indiana University - Bloomington, inclusive of the Executive Officers; and
- An advisor being present, or notified.

Section 3: Executive Meetings

A quorum for executive meetings will consist of greater than 50% of the Executive Officers.

Section 4: State Of Urgency

In the event the organization ceases to function normally as a result of officer resignations, lack of activity, or lack of communication with university officials, the remaining Executive Officers, with the Advisor's approval, may declare a State of Urgency. Once enacted, the State of Urgency will remain in effect until the Executive Officers and Advisor(s) deem it is no longer necessary. Under a State of Urgency, the remaining active Executive Officers and Advisor(s) may pass amendments or remove officers for not fulfilling their assigned roles without requiring a vote of the general members. Executive Officers will have one vote each, with greater than 50% of the votes being required to approve any proposed change or decision. Any changes adopted or decisions made will be effective immediately after the general members are made aware of such actions.

Elections

Elections will be held yearly. The advisor must be present to ensure the fairness of the process.

Article VII: 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: Finances

Section 1: Overview

If Out @ Kelley collects money through dues, assessments, fund raising, Kelley Student Government, or the IUSA Funding Board, the organization will elect a Treasurer and open a Student Organization Account.

Section 2: Budget

At the beginning of each fall semester, the Executive Officers and Advisor(s) will create a yearly operating budget that will outline all anticipated expenses and income from any sources, and will be used as a planning tool throughout the year. A budget will be developed for each new event or initiative that is adopted during the course of the year.

Section 3: Dues

If the Executive Officers choose to implement membership dues as a condition of membership, the amount, frequency, and timing of dues payments will be up to the discretion of the Executive Officers. The Executive Officers may change the dues structure or eliminate dues as necessary. The dues structure should not change more than once each academic year.

Section 4: Assessments

The Executive Officers may require one-time payments from members or other interested persons as a condition of participation in certain events or to receive certain benefits, such as shirts or other promotional items. Any assessments should cover associated costs, and any incidental excess amount will be retained to help support future Out @ Kelley operations.

Section 5: Fund Raising

Out @ Kelley may undertake fundraising initiatives to finance activities and operations, provided that those activities comply with Indiana University regulations and state law.

Section 6: Sponsorships

Out @ Kelley may work in cooperation with the Kelley Office of Development & Alumni Relations to secure financial support from alumni or corporate donors. If such sponsorships are received, then the Executive Officers will work with the Undergraduate Program office to ensure the utilization and proper stewardship the gifts.

Out @ Kelley may also apply for or solicit sponsorships from Kelley Student Government, the IUSA Funding Board, or other campus entities.

Article IX: Personal Gain

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 X: Amendments

Proposed amendments to the Constitution must be presented to the membership at a general meeting or through email at least two weeks prior to voting. Amendments to the Constitution must be ratified by two-thirds majority of the present voting members.

Adoption

The first constitution of Out @ Kelley was reviewed and ratified, unanimously, by the Charter Members of Out @ Kelley on Wednesday, October 28th, 2015.

This version was adopted by the members on _____, 2015.