

School of Informatics and Computing

Student Government

Indiana University

CONSTITUTION

ARTICLE I – MISSION STATEMENT

We, the student body of the School of Informatics and Computing at Indiana University, establish this Constitution of the SoIC Student Government (SSG) on July 21, 2016 to:

1. Serve as the voice of the SoIC student body
2. Collaborate with faculty and administration in order to influence School of Informatics and Computing policies
3. Facilitate a strong relationship between students and faculty
4. Organize collaborative social and educational programs for present, former, and future SoIC students
5. Facilitate collaboration and information sharing among member organizations
6. Encourage diversity and ethics throughout the School of Informatics and Computing
7. Responsibly distribute funds allocated by the SoIC Academic Program to member organizations through the approval process.
8. Promote the School of Informatics and Computing in the local community and among businesses around the United States
9. Improve the overall experience of students throughout their time at SoIC.

To that end we hereby establish the SoIC Student Government in accordance with the criteria set forth herein.

ARTICLE II – NAME

This organization shall be known as the SoIC Student Government of the Indiana University School of Informatics and Computing.

ARTICLE III – MEMBERSHIP

SoIC Student Government 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. The School of Informatics and Computing is composed of many different persons of many different backgrounds. This diversity should be exemplified in SoIC, a representative body of the School of Informatics and Computing.

Membership in SoIC Student Government (SSG) shall be of two types:

- General Delegate
- Student Organization Representative

A. General Delegates

1. Selection of Delegates

a) General Delegates will be selected by the Executive Board through a formal, written application as well as an interview. Though each Executive Board will have its own set of criteria, characteristics of qualified applicants include:

- Demonstrated leadership ability
- Academic achievement in the classroom
- Active involvement in other extracurricular activities

b) The Executive Board will select up to 10 General Delegates each year from among newly admitted freshman and sophomore SoIC students. New delegates should be appointed by either the first or second meeting of every fall semester by a majority vote of the Executive Board. Once appointed, delegates will retain membership in SoIC during their remaining years as a student in the School of Informatics and Computing.

2. General Delegate Responsibilities

- a) To represent the best interests of all SoIC students.
- b) To openly promote the objectives of the SSG
- c) To maintain active participation in meetings, activities, and committees. Delegates may not acquire more than 1 unexcused absence from SSG meetings each year. Meetings for which students are absent due to study abroad will not be included in their meeting total.
- d) To vote on funding request in good faith and with the best interest of SoIC in mind.

3. General Delegate Removal

a) Breach of the aforementioned responsibilities are grounds for removal of the General Delegate. General Delegates may be removed by a majority vote of the Executive Board.

B. Student Organization Representative

1. Eligibility for Representation

- a. Student Organizations are entitled to representation on SoIC Student Government if the following conditions are met:
 - i. Organization must be technological business related and represent the best interests of the students within the School of Informatics and Computing.
 - ii. Organization must be officially recognized by the SoIC Student Organization Review Committee. SSG membership is effective immediately upon receiving such recognition.

2) Student Organization Representative Appointment:

- a) Each eligible organization will appoint, in a manner of its choosing, one Student Organization Representative to act on behalf of the organization within SoIC Student Government.
 - b) The Executive Board must confirm each appointment by a majority vote.
 - b) Individuals may only serve as a representative of one organization.
- 3) Student Organization Representative Responsibilities
- a) To represent the best interests of his or her organization.
 - b) To openly promote the objectives of SSG.
 - c) To maintain active participation in meetings, activities, and committees. Delegates may not acquire more than 1 unexcused absence from SSG meetings each year. Meetings for which students are absent due to study abroad will not be included in their meeting total.
 - d) To vote on funding requests in good faith and with the best interest of SoIC in mind.
- 4) Student Organization Representative Removal
- a) Breach of the aforementioned responsibilities are grounds for removal of the Student Organization Representative. Student Organization Representatives may be removed by a majority vote of the Executive Board.

ARTICLE IV – EXECUTIVE BOARD

An Executive Board, composed of four Executive Officers shall lead SSG. These officers shall be:

- President
- Vice President
- Secretary
- Treasurer

The Executive Board will meet as deemed necessary, though the Executive Board should meet at least once between SSG meetings.

A. Requirements to become an Executive Officer

1. Each officer is required to be an admitted student of the School of Informatics and Computing.
2. Each officer must have at least a 2.5 cumulative grade point average.
3. Each officer must be in good standing with Indiana University.
4. Both the President and Vice President must be able to serve a full year term. The Treasurer and Secretary may serve a semester term only if they will be studying abroad. Under this circumstance, a replacement must be elected as outlined in Article IV, Section C, Point 3.

5. Both the President and Vice President must have served a full semester as a SSG member in good standing prior to their election to the position .

B. Description of Executive Officer Duties:

1. The President shall:

- a) Be a non-voting member of SSG, with the following exceptions:
 - i. The President may vote on student organization funding requests.
 - ii. The President may vote to break a tie, following two consecutive tie votes.
- b) Preside over SSG meetings.
- c) Set the official agenda for all SSG meetings.
- d) Determine date and times of Executive Board meetings.
- e) Maintain relationships with all SSG representatives, faculty, and administration.
- f) Periodically meet with the SoIC Chairperson to discuss ongoing SSG activities.
- g) Update the advisor on the meeting agendas, minutes, and activities.
- h) Perform any additional duties that may be required.

2. The Vice President shall:

- a) Be a voting and active member of SSG.
- b) Act as President in the absence of the President, assuming all responsibilities.
- c) Dutifully assist the President in his or her duties.
- d) Report to the President
- e) Bridge information between the SoIC School administration and the rest of SSG.
- f) Communicate with initiative/committee leaders within SSG.
- g) Perform any additional duties that may be required.

3. The Treasurer shall:

- a) Be a voting and active member of SSG.
- b) Prepare an annual fiscal budget, presented at the first meeting of SSG at the start of the academic year
- c) Be responsible for the internal finances involving the budget, including:
 - i. Keeping accurate financial data.
 - ii. Reporting at every meeting of SSG on any financial changes from the prior meeting.
 - iii. In cooperation with the Advisor, act as the final seal of approval on all purchases. (Funds will be allocated based on Executive Board decisions, with input of SSG held in high regard)
- d) Report to the President.

e) Communicate with the Advisor in all matters involving budgeting and financing of SSG activities

f) Perform any additional duties that may be required.

4. The Secretary shall:

a) Be a voting and active member of SSG.

b) Record and keep the minutes of general SSG meetings. Minutes will be emailed to all SSG members by end of day Wednesday following the general meeting. Minutes will also be uploaded to a folder in Canvas.

c) Record and maintain attendance records of General Delegates and Student Organization Representatives.

d) Report to the President.

e) Perform any additional duties that may be required.

C. Election of Executive Board

1. SSG members who seek election to the Executive Board must file an application with the current Executive Board in order to be put on the ballot. The date of the election will be determined by the Executive Board. The Executive Board will notify SSG members by email with the date of the election and candidate filing details at least one week prior to the election. A quorum must be present for the election to occur.

2. The election for President will take place first followed by Vice President,

Treasurer, and Secretary. Candidates are allowed to run for multiple Executive Board positions, until the candidate has been elected to the Executive Board or the elections have concluded.

3. On the day of the election, candidates are allowed to give a campaign speech lasting up to five minutes to the general SSG body.

a. Candidates are to be outside the room while others running for the same Executive Board position are speaking and as the votes are made and tallied.

b. Candidates will be allowed to give multiple speeches if they are were defeated in a prior election and are running for a different position on the Executive Board.

4. After candidates give speeches, a discussion of the candidates will take place among SSG members. Candidates running for the Executive Board position being voted on will not be present.

5. Upon conclusion of the discussion of candidates, ballots will be cast. If a candidate receives the majority of votes on the first ballot, he or she wins. If a candidate does not receive a majority of the votes cast, the top two candidates for each Executive Board position will have a runb off. Thus, the winner of the position must attain more than 50% of the votes cast. If the runb off results in a tie, the current President of SSG will choose the new Executive Board member.

6. Candidates shall not attempt to bribe, manipulate, or collude during the campaigning time period.

- c. Additional restrictions may be enacted by the Executive Board in collaboration with the Director of Student Engagement and Success.
- d. All election complaints shall be addressed by the Executive Board and the SoIC Academic Program Office within 72 hours of filing.
 - 7. New officers assume responsibilities and duties at the start of the following fall semester. If a Student Organization Representative is elected to the Executive Board, they will no longer be considered a Student Organization Representative and the Student Organization must choose a new representative. Following the completion of the Executive Board Member's term, he or she will become a General Delegate.
 - 8. In the event an Executive Board member cannot assume their position, resigns his or her duties, or is removed from office, another election will take place during the following SSG meeting. However, if the office of President is vacant the Vice President automatically assumes the role of President for the remainder of the term. When the Vice President assumes the role of President, an election for the new Vice President will take place during the following meeting. Current Executive Board members are not allowed to switch positions if a new election must take place.

D. Removal of Executive Officers

If an Executive Board member does not perform up to expectations because of lack of attendance or failure to live up to duties as specified in the Constitution, a motion to impeach may be made by any SSG member. This motion is reserved for distinct lack of effort by an Executive Board member and should be used as a last resort. If such a motion is made, there will be a special meeting scheduled within one week of the motion to determine the status of the board member. The person making the motion to impeach will make a case for impeachment, whereas the person up for impeachment may make a case against impeachment. With quorum present, 75% of those present must vote in favor of impeachment to remove the Executive Board member from office.

ARTICLE V – SoIC STUDENT GOVERNMENT MEETING POLICIES

A. Quorum

3/5 of all members of SSG shall constitute a quorum. SSG meetings shall desist upon request for a quorum if 3/5 of the current Delegates are not present. For amendments to the Constitution, at least 3/5 of the current Delegates must be present.

B. Schedule

SSG should meet twice a month during the academic year. The Executive Board shall announce the date and time of the meetings at the beginning of the semester. Meeting reminders should also be sent to the membership, via e-mail, no later than the Tuesday before

each meeting. Meeting logistics may also be published online. Special meetings can be called at the discretion of the Executive Board.

C. Structure

One meeting per month will be initiativeb focused, during which business will focus on SSG initiatives and projects, task force work, reports, open forum topics, and general discussion items. One meeting per month will be clubb focused, during which business will be focused on

School announcements, student organization or leadership development, organization updates and announcements, and student organization funding requests.

D. Agenda

Any agenda items from SSG members, or from any School of Informatics and Computing students who wish to voice an issue, may be heard at SSG meetings. To promote efficiency, all issues to be presented for an official vote should be presented to the President at least 2 days prior to the meeting or presented at the previous SSG meeting.

E. Open Forum

Each SSG meeting will end with an Open Forum, during which any SSG member may bring up an issue for discussion.

ARTICLE VI – TASK FORCES

SSG will achieve its objectives, as articulated in the aforementioned Mission Statement, through a network of individual Task Forces that research issues and execute ideas. These Task Forces are created ad hoc at the request of either the Executive Board or the general body. Each Task Force, upon creation, must nominate a Task Force Leader who serves as the official liaison between the Task Force and the Executive Board;; as a result, Executive Board members may not serve as Task Force Leaders. The recommended size for a Task Force is between two to five members.

Each Task Force is responsible for a brief presentation at every initiative--focused meeting to provide an update of their progress and achievement. Once a Task Force has accomplished all of its stated objectives, then it may choose to adopt a new purpose or its members may choose to participate in another Task Force.

ARTICLE VII – COMMITTEE APPOINTMENTS

- A. The Executive Board shall annually appoint a Student Ethics Committee to encourage ethics within the School of Informatics and Computing, through programming, education, or policy initiatives.
- B. The Executive Board shall appoint student members to other School of Informatics and Computing committees as requested.

ARTICLE VIII – FINANCES

A. SolC Student Government Operating Funds

1. Operating funds will be requested by application.
2. Any funds spent by SSG are subject to approval by the Advisor, regardless of Executive Board or SSG voting procedures.
3. Funds can only be spent on School of Informatics and Computing related activities.
4. 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.

B. Student Ethics Committee Funding

1. Income will be made available for the support and maintenance of the Student Ethics Committee.
2. Any funds spent by the Student Ethics Committee are subject to approval by the Advisor and are managed by the Academic Program.

C. Student Organization Programming Funding

1. The School of Informatics and Computing may provide funding for use by student organizations to support programming and events that benefit students or the School.
 - a. Requirements to receive funding must align with SSG's funding priorities, which include the following.

- i. The funding must provide a direct benefit to the student body and be not exclusive to the organization receiving funding.
- ii. The funding must result in an enhanced reputation for SolC.
- iii. The funding must encourage collaboration among SolC students.

2. Available funding will be disbursed to officially recognized School of Informatics and Computing organizations through the following procedures:

- a) The Organization must have eligibility to present.

- I. The Representative or President of the organization must have attended the SolC Leadership Retreat.

- II. The Representative must have less than three unexcused absences.

- a. If the Organization's Representative attains three unexcused absences, their Organization will be ineligible to present for its next available funding opportunity

- III. The Organization can only present one time per semester

- IV. The Organization must fill out and submit the Programming Budget and the SSG Funding Request Application.

- b) The SSG President may limit the number of funding requests allowed at each meeting, based on available time.
- c) Organizations requesting support will make a presentation to the Government which outlines the program or event, anticipated costs, other available funding sources, and benefit to the School or student body. A Power Point presentation may be utilized.
- d) Delegates, Representatives, the Executive Board, and Student Organization Presidents may ask questions, comment, and ultimately vote on funding requests.
 - 1. The Organization's Representative may be asked to leave the room during the vote on their Organization's funding.
- a. This Representative will still have a vote but will not be present in the room.
 - 2. There must be a majority vote to approve the funding request in order for the organization to receive funding.
- e) Organizations requesting support must have a Student Organization Account (SOA) into which the funds can be transferred.
- f) Student Organization funding requests may be supported until available funding is exhausted. Unutilized funds will not carry forward to the following academic/fiscal year.
- g) The advisor may facilitate the funding request process.

ARTICLE IX – ADVISOR

A faculty or staff advisor will be assigned to work with the Executive Board and supervise SSG activities. The President shall update the advisor on the meeting agendas, minutes, and activities.

ARTICLE X – AMENDMENTS

- A. Amending the Constitution requires a special quorum of 3/5 of all members.
- B. All motions to amend the Constitution must be on the agenda prior to the meeting. To be placed on the agenda, the President must receive notification at least 2 days prior to the meeting.
- C. SSG members shall have the opportunity to review proposed amendments prior to the meeting at which voting occurs.
- D. The Constitution may be amended by vote of 75% of SSG members in attendance at the time of the vote.

ARTICLE XI – COMPLIANCE

A. Statement of University Compliance:

This organization shall comply with all Indiana University regulations, and local, state and federal laws. B. Anti--Hazing Policy:

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.

C. 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 XII – APPROVAL

This constitution was reviewed, voted upon by SSG, approved and attested by
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