

Constitution of University Student Council for Exceptional Children Indiana University (IU SCEC)

Preamble

The Indiana University chapter of Student Council for Exceptional Children aims to promote acceptance of similarities and differences of individuals and to advocate for those among the Indiana University and Bloomington community. The group's purpose is to educate members of the communities about acceptance of all people, promote community involvement, and advocate for people with disabilities. The group will participate and volunteer with various organizations when given the opportunity to do so.

Article I: Membership

Statement of Non-discrimination:

“Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, or veteran status. [Section I.D..3 (c).]”

There is no maximum for group membership. At all times, there must be at least 3 officers who are students at Indiana University.

Becoming a member:

- Members will pay semester dues of \$5 to keep up their membership. If someone wishes to become a member of IU SCEC, they should sign up for the email list (iu.scec@gmail.com) and attend group meetings.
- Members will also be required to complete 5 hours to remain active in the organization.

Removing a member:

- Members may ask to be removed from the group by sending IU SCEC an email or speaking with an executive officer at a meeting.
- Members are expected to volunteer at events and attend meetings. If a member commits to volunteer at an event and does not attend without notifying someone from the Executive Board, they may be removed from the group.

Article II: University Compliance

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

Article III: Executive Officers

The Executive Board will be considered as a cohesive unit, without providing labels or creating a hierarchy among the Board. The following are the responsibilities for all Board members:

- Coordinate and facilitate bi-monthly meetings
- Maintain communication with TAL Coordinators and SCEC group advisor (Janet Decker)
- Represent SCEC in a positive manner to faculty, staff, and the public.
- Effectively organize special events and delegate responsibilities to committee members.
- Maintain communication with other School of Education organizations (One member must attend the Leadership Roundtable.
- The responsibilities of the Secretary and Treasurer can be divided among the Board members.
- Secretary
 - Record member attendance and hours on Google Docs. Make Docs available to other exec members and SCEC sponsor.
 - Maintain email correspondence with iu.scec@gmail.com
 - Revise and update social media - take pictures, post testimonials, etc.
- Treasurer
 - Maintain SOA account
 - Collect dues from members (\$5)
 - Create/Plan budget for the year
 - Approve purchasing of supplies for events
 - Come up with Fundraising ideas

Requirements: The Executive Board should be elected by the previous Executive Board based on involvement in SCEC, passion for the organization, and commitment to improving the organization.

- Executive Board meetings should be held at least every two weeks on a day and at a time that fits everyone’s schedule. The group will discuss decisions collectively.
- The advisor will be invited to every organizational meeting for guidance but is not considered an executive officer.

- If an officer would like to resign, they should discuss this with the executive officers at a meeting or ask for a meeting if they must resign before a meeting is scheduled. From there, the executive officers will hold an election to fill the vacant office.

To remove someone from office:

- The person(s) who wishes to remove someone from office must speak with the members of the Executive Board or Advisor and provide reasons why this officer should be removed. The Board along with the Advisor will come to a resolution and decide whether the officer should be removed.
- If a person is removed from an executive position but still wishes to be a member of the group, they may do so if it is approved by *all* of the executive officers.

Article IV: Advisor

Janet Decker- deckerjr@iu.edu

- The members of the Executive Board will meet on a bi-monthly basis with the Advisor. Together, both parties will generate ideas about future SCEC activities and collaboration with the community. The advisor will be invited to all executive meetings and to volunteer in Bloomington communities.

Article V: Meetings

- IU SCEC should hold meetings once a month with all members invited. These meetings will be announced through email to all members who are on the IU SCEC email list and will be advertised through fliers around the School of Education.
- Meetings will be held in the School of Education unless the Executive Board decides on another designated place.
- Any member of the Executive Board has the right to call a meeting. If a member wishes to call a meeting, they must email IU SCEC to request this and IU SCEC executive officers will find the time and place if they feel it is necessary for a meeting to be held.
- An agenda should be created prior to each meeting. The Executive Board will take suggestions from previous meetings and/or member suggestions to create the agenda.

Rules of Order:

- Each member of the Executive Board should have an agenda to ensure that the meetings stay on track.
- Members must sign in at the start of the meeting to receive credit for attendance. One of the Executive Board members must record the attendance from the meetings on the Google Doc at the end of the meeting.
- At the end of the meeting, members may bring up subjects that they feel need to be addressed at this time or at the next meeting.

Emergency Meetings:

- If an emergency meeting needs to be called within the Executive Board, the person should call/text/email the board about this meeting and find a time that works for everyone.
- If an emergency meeting needs to be called for all members of IU SCEC, the executive officers should send an email to each member with a date and time, asking that all who can attend should.

Attendance:

- Attendance must be taken at every meeting to ensure that members continue to stay active. Attendance must be monitored on the Google Doc by one of the Executive Officers. Members are allowed two absences for the semester, after which they will be asked to leave the group.

Article VI: Elections

- Elections will be held each year during the first month of Fall Semester begins.
- If an executive office needs to be filled at any time, an election will be held.

Applications:

- A Google Form will be emailed to members to fill out if they wish to be considered for an officer position. The executive board will make the decision for each position to be filled based upon the questionnaires and each member's involvement in IU SCEC. Attendance at meetings and events should also be taken into consideration.

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 & Budgets

- Dues will be required of members. A member must pay \$5 per semester to become an active member of SCEC.
- If members of IU SCEC wish to become members of the parent organization, Council for Exceptional Children (CEC), they may do so on their own and pay the dues to that organization. This is **not** a requirement to be a member of IU SCEC.
- A member of the Executive Board will be in charge of the Student Organization Account. The Board will work together to make and maintain the group’s budget, taking into consideration member suggestions.
- The budget should be revised at least once a year.

Article IX: Finances

The organization will stay in accordance with the Student Organization Accounts office policies and procedures. [<http://www.dsa.indiana.edu/Code>]

- The group will be applying for a Student Organization Account to keep finances in order.
- If the group dissolves, the remaining money should be donated to an organization in the Bloomington Community that supports people with disabilities.

Article X: Personal Gain Clause

"Personal Gain Clause: 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 from

*for-profit ventures or partnerships if acting as a representative of a student organization."
(Individuals may not receive money from an IU SCEC event for personal gain.)*

Article XI: Amendments

- All eligible voting members will be notified through email and/or announcements at meetings if there are proposed amendments.
- There needs to be a 2/3 vote of present members to ratify an amendment.
- Once approved by the organization, all constitutions with amendments must be submitted to Student Activities via myINvolvement.indiana.edu for approval.