

## Title

Constitution of the Undergraduate Research at Indiana University Journal (UR@IU Journal)

## Preamble

The Undergraduate Research at Indiana University Journal is a student-run, faculty-mentored, annually published undergraduate research journal focused on publishing undergraduate research and creative activity work in the Humanities, Social Sciences, Natural Sciences, and Applied Sciences. Its goals and vision is to unite and further the interest and recognition of undergraduate research while fostering student-faculty relationships in all fields.

## Article I: Statement of University Compliance

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

## Article II: Executive Officers

### Section I: Eligibility

To be eligible for election as an executive officer of one of the Boards, the associate must have been actively involved in the Board of which they wish to be the officer in the student organization UR@IU Journal for at least one academic school year. To be eligible for the position of Editor-in-Chief, Managing Editor, or Student Liaison to FAB, the associate must have been actively involved in the student organization UR@IU Journal for at least one academic school year. All Executive Officers must be undergraduate students and in good academic standing.

### Section II: Term of Office

Executive Officers may hold their positions for a three-semester term, including a one semester overlap with newly elected Officers, starting the third week of spring semester and ending the last day of the following spring semester. They may stand for re-election during the start of the third semester of this period to officer positions for which they are eligible.

### Section III: Elections

Elections shall be held annually within the two weeks after the start of the spring semester. Candidates are excluded from voting for their own position, but may vote for other positions. Candidates may run for up to two offices, but may only accept the position of one office. The selection of the officers will include a scoring system of three parts:

1. Popular vote by all associates excluding executive officers will consist of 30% of the total vote.

2. Executive vote by executive officers will consist of 30% of the total vote.
3. Selection by the faculty advisors will consist of 40% of the total vote.

In order to be eligible for candidacy, candidates must:

1. Complete by the deadline previously decided upon by the Executive Board an application for office
2. Prepare a short speech or presentation for the election meeting

## Section IV: Resignation

In the event that an officer chooses to resign, he/she must provide a two-week notice of resignation during which he/she must continue to fulfill his/her duties. The Executive Board will then select an interim officer until the next election.

## Section V: Special Circumstances

In the event that an officer chooses to leave mid-term for an academic reason, he/she may plan in advance to run jointly with another candidate to share the position for the time needed.

## Section VI: Executive Officer Positions and Responsibilities

*The Editor-in-Chief* is responsible for:

- Overseeing the operations of UR@IU Journal and ensuring they are true to its goals and visions
- Communicating with faculty advisors
- Heading the Executive Board
- Setting up and creating Executive Board meetings and their agenda
- Responsible for contact with outside journals and similar organizations
- Chair elections process
- Request and assess progress reports by executive officers
- Send out bi-monthly updates to all

associates

*The Managing Editor* is responsible for:

- Overseeing the activities of the Student Editorial Board
- Enforcing deadlines for submissions, editing/revision, and selection
- Organizing the Student Editorial Board review meetings
- Organizing technical writing workshops and training for both prospective authors and editing associates
- Collecting submissions and implementing double-blind peer review system
- Creating and modifying selection rubric in conjunction with faculty advisors and student chairs

The *Natural Sciences Chair* is responsible for:

- Overseeing associates in the review process and enforcing deadlines
- Completing requested progress reports
- Submitting highest scored articles to student liaison
- Reviewing applications and leading interviews for prospective associates
- Having sufficient expertise in the area of Natural

Sciences The *Social Sciences Chair* is responsible

for:

- Overseeing associates in the review process and enforcing deadlines
- Completing requested progress reports
- Submitting highest scored articles to student liaison
- Reviewing applications and leading interviews for prospective associates
- Having sufficient expertise in the area of Social

Sciences The *Humanities Chair* is responsible for:

- Overseeing associates in the review process and enforcing deadlines
- Completing requested progress reports
- Submitting highest scored articles to student liaison
- Reviewing applications and leading interviews for prospective associates
- Having sufficient expertise in the area of the

Humanities The *Applied Sciences Chair* is

responsible for:

- Overseeing associates in the review process and enforcing deadlines
- Completing requested progress reports
- Submitting highest scored articles to student liaison
- Having sufficient expertise in the area of Professional

Schools

The *Student Liaison to FAB* is responsible for:

- Overseeing the creation, recruitment, and retention of the FAB
- Connecting FAB associates with SEB associates during the editing and refining process
- Keeping the FAB up-to-date on the happenings of UR@IU Journal and maintaining open contact with the FAB

- Collecting highest-scored articles and distributing among FAB for final selection
- Contacting student chairs with FAB input
- Attending faculty meetings as a student representative of UR@IU

Journal The *Communications Officer* is responsible for:

- Appointing associates to the tasks assigned to the Communications Board
- Requesting and assessing progress reports from Communications Board associates

The *Visual Design and Publishing Officer* is responsible for:

- Appointing associates to the tasks assigned to the Visual Design and Publishing Board
- Requesting and assessing progress reports from Visual Design and Publishing Board associates

The *Finance Officer* is responsible for:

- Appointing associates to the tasks assigned to the Board of Finance
- Requesting and assessing progress reports from Board of Finance associates
- Acting as Parliamentarian at mass meetings and Executive Board meetings
- Assigning meeting minutes responsibility to an associate
- Assigning attendance responsibilities to an associate
- Organizing meeting rooms and purchasable items (e.g. food) for mass meetings and Executive Board meetings

### Article III: Membership

Participation in The Undergraduate Research at Indiana University Journal must be 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 majority of associates (members of the student organization UR@IU Journal) must be undergraduate students enrolled at Indiana University.

### Section I: Student Boards

The *Student Editorial Board* (SEB) shall be selected by the Executive Board and shall consist of students both graduate and/or undergraduate representing fairly the Natural Sciences, Social Sciences, Humanities, and Professional Schools.

Associates of this Board must attend ethics and technical writing workshops organized by their executive officer so that they may, to the best of their abilities, perform their duties of:

1. Analyzing, selecting, and scoring article submissions in an unbiased manner

2. Guiding the editing and refining process in conjunction with the selected student authors
3. Approving the final articles for publication
4. Organizing technical writing workshops in collaboration with WTS/CITL for student authors

The *Communications Board* shall be selected by the Executive Board and shall consist of students both graduate and/or undergraduate responsible for:

1. Marketing Undergraduate Research at Indiana University Journal to non-associate populations through various media
2. Recruiting passionate individuals with an interest in contributing to the goals and vision of UR@IU Journal through activities such as call-out meetings, IU Student Activities Fair, word of mouth, etc.
3. Maintaining and updating social media accounts
4. Personal Relations with outside persons/organizations including responding to non-associate questions
5. Organizing the new-member internship program to familiarize new associates with the goals and structure of UR@IU Journal

The *Visual Design and Publishing Board* shall be selected by the Executive Board and shall consist of students both graduate and/or undergraduate responsible for:

1. Creating, maintaining and updating the official website of UR@IU Journal
2. Designing the layout of the Journal
3. Selecting artwork submitted by students for the annual publication
4. Creating initiatives to promote further engaged learning and creative activity
5. Publishing the Journal on the website

The *Board of Finance* shall be selected by the Executive Board and shall consist of students both graduate and/or undergraduate responsible for:

1. Creating and updating a monthly budget report during the academic year
2. Applying for and securing further sources of funding

## Section II: Faculty Advisory Board

The *Faculty Advisory Board* (FAB) shall be selected by the faculty advisors after recommendation by department chairs and shall consist of faculty representing fairly the Natural Sciences, Social Sciences, Humanities, and Professional Schools. The Faculty Advisory Board shall be responsible for:

1. Analyzing the highest-scored papers by the Student Editorial Board and selecting the final articles to be published, as well as providing constructive comments about the selected articles for the final editing process.
2. Mentoring associates of the Student Editorial Board in regards to the editing and refining process.
3. Promoting UR@IU Journal's goals and vision in their respective departments.

## Article IV: Faculty Advisors

Undergraduate Research at Indiana University Journal will have co-advisors: one shall be from the Office of the Vice Provost for Undergraduate Education and one shall be from among the IU Bloomington faculty. Together the advisors are responsible for:

- Overseeing general activity of UR@IU Journal to ensure its fidelity to its goals and vision
- Communicating with deans and department chairs about UR@IU Journal
- Attending bi-monthly executive meetings
- Help oversee the election process as outlined above

## Article V: Meetings

All associates must attend the mass meeting which takes place monthly, or as called by the Editor-in-Chief. Attendance is required for all meetings unless there is an academic reason, an emergency, or another legitimate reason at the discretion of the Editor-in-Chief. Absences must be submitted to the Editor-in-Chief at least 24 hours in advance for associates and one week in advance for executive officers.

All associates must attend their respective Board meetings which take place at least bi-monthly, or as called by their Executive Officer. Attendance is required for all meetings unless there is an academic reason, an emergency, or another legitimate reason at the discretion of their Executive Officer. Absences must be submitted to their Executive Officer at least 72 hours in advance for associates.

All executive officers must attend additional bi-monthly meetings or as called by the Editor-in-Chief. Attendance is required for all meetings unless there is an academic reason, an emergency, or another legitimate reason at the discretion of the Editor-in-Chief. Absences must be submitted to the Editor-in-Chief at least 72 hours in advance for executive officers.

## Article VI: 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.

## Article VII: Dues and Budget

There are no dues required for membership in this organization. The budget falls under the responsibilities of the Board of Finance.

## 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 from for-profit companies if acting as a representative of a student organization.

### Article IX: Amendment

Amendments to the Constitution can be proposed by any associate at executive meetings but can be voted on only by the Executive Board and must receive at least 70% of the Board's approval to be implemented.

### Article X: Ratification

On the 7th of September of the year 2013 CE, Kristie Yining Hsu, Janit Pruthvish Pandya, and Kishan Ashwin Sangani hereby ratify this Constitution of UR@IU Journal's existence by the powers vested in us by the OVPUE, so help us science.