

# ***The Constitution of To Love Ourselves at Indiana University***

## **Preamble**

To Love Ourselves is a hopeful nonprofit organization that builds a community of women that support and empower each other.

The To Love Ourselves chapter of Indiana University's Bloomington campus aims to increase awareness of and recruit letter writers for the To Love Ourselves Letter Project. Letter writers will contribute and send letters to the To Love Ourselves headquarters, who will be in charge of collecting and distributing member's letters to the designated women.

## **Article I: Membership**

To Love Ourselves at Indiana University allows any interested student to participate in, become a member of, and seek leadership opportunities in the organization. There are no requirements to join, and we currently do not require membership dues. In order to participate in the To Love Ourselves Letter Project, the Indiana University organization member will need to be female, per the stipulations of the main organization, and register through the main organization's website, <http://www.toloveourselves.com/be-a-letter-writer/> in order to receive letter requests. Male members will be unable to write letters, but they will have the opportunity to participate in every other aspect of the organization. To Love Ourselves at Indiana University will not tolerate any discriminatory practices with regards to members of this student organization and with regards to the women to whom we write and work with. Members who are caught displaying discriminatory practices towards any of the parties previously mentioned will be removed from the organization by an executive officer. Members will be removed based on majority vote by the executive board

Participation and election to leadership positions in To Love Ourselves at Indiana University will 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.

## **Article II: University Compliance**

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

## **Article III: Executive Officers**

To Love Ourselves will consist of the President as well as four other Vice Presidential positions:

President - responsible for overseeing the executive members and ensuring they are fulfilling the duties required of them while resolving any member's conflicts with the way the organization is run or conflicts between executive members. Will also be in charge of communication between To Love Ourselves and other IU/external organizations, maintaining a professional demeanor on behalf of all members. Will also schedule and lead biweekly executive meetings,

serve as the source of communication between the To Love Ourselves at Indiana University chapter and the To Love Ourselves organization, and foster unity and community throughout the organization within IU.

Vice President of Marketing - responsible for spreading awareness of the To Love Ourselves mission through consistent physical/non-physical means, including, but not limited to To Love Ourselves merchandise, flyers, and social media posts. Will maintain a positive brand image of the organization throughout the campus.

Vice President of The Letter Project - responsible for all activity related to The Letter Project as directed by the To Love Ourselves creator, Whitney Biber. Will also recruit letter writers, ensure their constant involvement in the organization, and resolve any internal membership conflicts.

VP of Fundraising - responsible for keeping organization financially sound, maintains the organization's budget and finances, find fundraising opportunities and options for programs and activities, collects receipts from program/activity expenses, delivers receipt and specified financial documents to appropriate entity, estimates/projects costs for planned activities and programs in accordance with budget. Will keep track of the budget on spreadsheet(s). Will be primary person to manage, collect, and oversee funds for the council.

VP of Internal Relations - responsible for keeping the executive officers organized, will keep track of meeting notes, send email correspondences to all members, maintain schedule of meetings and events throughout the year for the organization, assist in planning and implementing activities and programs throughout the year. Will be the primary means of communication within the organization besides the president.

Should an officer choose to resign, they must tell the other officers and faculty advisor. If an opening occurs unexpectedly, new officer(s) will be chosen by the remaining officer(s) via a majority vote. If an officer were to be suggested for removal from the organization for violating any of the values held by the organization, they will meet with the president to discuss measures going forward. Grounds for removing an officer from office refers to a failure to fulfill duties as stated in the Constitution. Officers will be allowed the option to explain their shortcoming, and may be removed by a majority vote by the executive board, minus the officer in question, after a five minute open debate.

Executive officers will meet on a biweekly basis, and all officers are expected to attend unless they notify the president of a conflict in advance. Strong communication between officers throughout the week is expected. If at any time an officer decides to hold an impromptu meeting, they should discuss with other officers on a proper place and time. Should a new officer position be required, all current officers will vote by majority from applications to determine the new officer.

Executive officers are responsible for informing the faculty advisor of any important developments in regards to the organization and must maintain a feasible budget for the organization.

#### **Article IV: Committees**

Committees will be created for the purpose as found to be needed and effective. Committees will consist of committee members and two executive positions – chair and vice chair. The chair and vice chair of each committee will be responsible for the overall direction of their individual committees in the committees' designated role in benefiting the overall direction of To Love Ourselves at Indiana University. The committee chair will have the similar roles to the president and vice presidents, except only in the context of their individual committees. Committees will be created when the executive board sees a need, and then the committee positions will be opened up to the organization. Members may volunteer by choice, and the executive board will elect positions from the interested members on the initial creation of a committee. In semesters following the committee's creation, elections will be held to fill the committee positions.

#### **Article V: Advisor**

To Love Ourselves at Indiana University will maintain one faculty advisor who oversees the general welfare of the organization in regards to fulfilling its mission and to ensuring compliance of standards set by the creator of To Love Ourselves, Whitney Biber.

#### **Article VI: Meetings**

As mentioned in Article III the President and Vice President will meet on a biweekly basis. If any officer cannot make it to this meeting, he/she must make him/herself available for communication when possible to discuss the matters at hand.

Organizational meetings, led by the President, will be held once a month and be open to all members. The purpose of these meetings is to foster a sense of community amongst all members, ensure constant motivation by showing the direct impact member's letters are having on women's lives, and to include members on current news within the organization, including applications for VP roles and other organizational notices. It is required that all committee members attend the monthly meetings previously stated to keep up-to-date on information presented by the Vice Presidents and to encourage positive discussion among members on a consistent basis. It is strongly encouraged for any and all other Vice Presidents to attend, but will not be required unless there is an urgent issue related to their fields of expertise.

Members will be notified via email with regards to upcoming monthly meeting dates but are not expected to reply to the notifications.

Members will receive a newsletter one to four times per month stating any important news information and volunteer opportunities possibly not explained during the organizational meetings.

### **Article VII: Elections**

There will be elections for available President and Vice President positions once each spring. There will be elections for committee positions once every semester. Any member who demonstrates an interest to helping out with the overall direction of the organization may apply for a committee or Vice President position. Only members with Vice President experience will be allowed to apply for President. Selections for Vice President and President positions will be voted upon by the current executive board with a majority vote. Committee positions will be elected by members and committees with approval from Vice Presidents. Routine participation and a commitment to helping the organization in achieving its mission and goals will heavily weigh in the voting process of both elections.

### **Article VIII: 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 IX: Dues & Budgets**

Participation with and/or joining To Love Ourselves at Indiana University will not currently require dues. The budget will consist of any appropriate outside funding received and will be maintained by the VP of Fundraising, with the assistance of the president. The VP of Fundraising is expected to keep all records of spending up-to-date.

### **Article X: Finances**

The president and VP of Fundraising will be in charge of all of the financial affairs for To Love Ourselves at Indiana University. Any financial requests proposed by any party must be communicated to either the president or VP of Fundraising before the funding is to be formally requested. This may occur through an email sent to either the president or VP of Fundraising, or may occur in person during an organizational or executive officer meeting. The request will be presented to the executive board by the VP of Fundraising at an executive board meeting and then will be denied/approved based on a majority vote by the executive board. This organization plans on applying for/maintaining a Student Organization Account (SOA). All members including officers will abide by the policies and procedures enforced by the university's Student Organizations Accounts Office. The VP of Fundraising will maintain the majority of the responsibilities associated with the Student Organization Account.

### **Article XII: 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 XIII: Amendments**

Should any amendment proposed and enacted by the executive officers affect any party, she will be notified of said amendment prior to its institution, likely via email. Should the amendment cause any controversy, it will be put up for a majority vote to the relevant parties.