

# UNDOCUHOOSIERS BLOOMINGTON CONSTITUTION

## Preamble

UNDOCUHOOSIERS BLOOMINGTON works to serve the needs of undocumented people at Indiana University and in the community. These needs include a) providing or directing undocumented students to academic, financial, and legal resources, b) raising awareness of undocumented issues on campus and in our state, and c) engaging in civic responsibilities that uplift the campus, local, and national undocumented community. UNDOCUHOOSIERS BLOOMINGTON struggles for the long-term goal of dismantling the legal framework that declares certain human beings as “illegal.”

## Article I: Name

UNDOCUHOOSIERS BLOOMINGTON

## Article II: Membership

Membership is open to any student enrolled at IU Bloomington and physically present at IU Bloomington’s campus. Participation in UNDOCUHOOSIERS BLOOMINGTON must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, citizenship status, or veteran status. General membership is open to anyone.

Voting members must attend an undocu-advocate training session. If they pass the training session, they will receive an UNDOCUHOOSIERS BLOOMINGTON sticker and will be granted voting privileges.

## Article III: University Compliance

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

## Article IV: Executive Officers

UNDOCUHOOSIERS BLOOMINGTON is governed by the Executive Board, which consists of a minimum of six individuals, who are responsible for coordinating and executing programming and events for the association.

Executive Board members must fulfill the following requirements:

- A. Have the drive to advocate for undocumented students.
- B. Attend a majority of executive board meetings.
- C. Attend at least 50% of events hosted by UNDOCUHOOSIERS BLOOMINGTON.
- D. Perform all duties assigned to that position to the best of their ability.
- E. Send emails and other forms of communications to members to accomplish their chair responsibilities.
- F. Create and promote events necessary to accomplish their chair responsibilities.
- G. Take notes or delegate the task during committee meetings and disseminating them 48 hours after meeting has been held.
- H. Keep detailed records, including a record of leadership responsibilities, interactions, and practices, the number of attendees at events, photos, flier, and other publicity efforts, and upload them to the Google Drive.
- I. Seek or collaborate with other organizations as necessary.
- J. Make relevant chair-specific updates to our Advisor and partners.

UNDOCUHOOSIERS BLOOMINGTON Executive Board positions and their respective responsibilities:

- A. Campus Chair (1)
  - a. Must be a student.

- b. Responsible for the overall functioning of the organization and developing its strategic direction for campus actions.
  - c. Responsible for planning and leading all-member, executive and community meetings in conjunction with the Community Chair.
  - d. Responsible for representing the organization and attending meetings on the group's behalf on campus or delegating that task. This includes meetings with administrators.
  - e. Responsible for working with other board members to ensure the proper functioning of the group.
  - f. Responsible for reporting on and responding to all relevant current issues on campus.
  - g. Responsible for knowing updated information on issues relating to undocumented students and resources available to support their attendance at IU Bloomington.
  - h. Responsible for maintaining our relationship with the IU Foundation in conjunction with the Fundraising Chair.
- B. Community Chair (1)
- a. Responsible for the overall functioning of the organization and developing its strategic direction for community actions.
  - b. Responsible for planning and leading all-member, executive and community meetings in conjunction with the Campus Chair.
  - c. Responsible for representing the organization and attending meetings on the group's behalf in the community, or delegating that task. This includes meetings with city officials.
  - d. Responsible for working with other board members to ensure the proper functioning of the group.
  - e. Responsible for reporting on and responding to all relevant current issues happening in Indiana or nationally.
  - f. Responsible for working in conjunction with the public relations chair to issue statements, which must be approved by the executive board.
- C. Public Relations Chair (1)
- a. Responsible for overseeing UNDOCUHOOSIERS BLOOMINGTON's brand management.
  - b. Responsible for the UNDOCUHOOSIERS BLOOMINGTON website.
  - c. Responsible for publicizing events including but not limited to fliers via print or other electronic or social media.
  - d. Responsible for managing the UNDOCUHOOSIERS BLOOMINGTON, Google Email sign-up, BeInvolved email, and listserv.
  - e. Responsible for managing social media accounts, including but not limited to Facebook and Instagram.
  - f. Responsible for working in conjunction with the Campus Chair and/or Community Chair to issue statements if necessary. The executive board must approve these statements.
  - g. Responsible for being the media liaison for the UNDOCUHOOSIERS BLOOMINGTON.
- D. Treasurer (1)
- a. Must be a student.
  - b. Responsible for maintaining the group's budget and finances and reporting these to the advisor.
  - c. Responsible for staying on top of SOA account, including attending SOA training and complying with all SOA policies and procedures.
  - d. Responsible for creating budget proposals for seeking funding from sources such as DEMA, Funding Board of IU, and Union Board, to name a few.
  - e. Responsible for providing regular financial progress report to Campus Chair and Community Chair.
  - f. Responsible for managing our scholarship fund.
- E. Resource Chair (1)
- a. Responsible for updating brochures and other support materials for undocumented high school students.

- b. Responsible for knowing updated information on issues relating to undocumented students and resources available to support their attendance at IU Bloomington.
  - c. Responsible for organizing recruitment events for undocumented students at high schools.
  - d. Responsible for constructing the history of the undocumented movement at Indiana University, including but not limited to organizing documents, photo, video, and audio files, and saving newspaper articles.
- F. Fundraising Chair (1)
- a. Responsible for managing UNDOCUHOOSIERS BLOOMINGTON merchandise
  - b. Responsible for working with the Campus Chair and the Community Chair to develop and manage fundraising events and to seek possible funding resources, co-sponsorships, and financial collaborations.
  - c. Responsible for maintaining our relationship with the IU Foundation in conjunction with the Campus Chair.
  - d. Responsible for managing our online fundraising platform
  - e. Responsible for accepting donations to the UNDOCUHOOSIERS BLOOMINGTON.
- G. A member of the Executive Board can be asked to resign if their participation is deemed detrimental to the growth, development, and mission of UNDOCUHOOSIERS BLOOMINGTON. Refer to Article VI.

### **Article V - Elections**

Board members are chosen based on interest in the organization, ability to perform, and dedication to the position. Any member of the organization is eligible for an open board position. The member must request the position and give an oral statement including why they are interested in the position and what ideas they plan to execute while in office. This statement is to be given before the membership.

Nominations will be opened three meetings prior to the last meeting of fall semester. Nominations will close at the second to last meeting and voting will take place the meeting after (last meeting of the fall semester). Officers will assume their positions immediately thereafter for the length of one calendar year.

Should a vacancy occur in any office, other than the Campus Chair and Community Chair, the Executive Board shall have the power to appoint a temporary replacement until a special election can be held. If the Campus Chair and/or Community Chair position is/are left vacant, then the Executive Board will appoint an Executive Board member to carry out those responsibilities until a special election can be held.

### **Article VI - Terms of Office, Removals, and Resignations**

- A. Terms of Office
- The elected officers of the Executive Board will assume responsibility immediately after being elected.
  - The term of the office shall be one calendar year.
- B. Removals
- Removal procedures of any officer not abiding by the stated duties for their office in Article IV shall be brought before the Executive Board.
  - Any officer may be removed from office by majority vote of the Executive Board.
  - A two (2) week notice shall be given before removal proceedings begin.
- C. Resignations
- If an Executive Board Member decides to resign, they must inform the Community Chair and Campus Chair by means of e-mail or letter stating their resignation (sign the document if paper copy).

- A two (2) week notice must be given before resignation to accommodate transition and transfer of responsibilities.

#### **Article VII: Advisor**

UNDOCUHOOSIERS BLOOMINGTON shall have an advisor who is a faculty or staff member of Indiana University.

#### **Article VIII: Meetings**

UNDOCUHOOSIERS BLOOMINGTON Executive Board shall hold bi-monthly meetings to organize events and action.

#### **Article VII: Anti-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**

UNDOCUHOOSIERS BLOOMINGTON does not collect any dues.

#### **Article X: 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 XI: Amendments**

In order for a constitutional amendment to be ratified the following requirements must be fulfilled:

- The amendment must be presented in writing by voting members of the UNDOCUHOOSIERS BLOOMINGTON along with a justification for the change;
- The proposed amendment must pass with a two-thirds majority at the official meeting preceding its presentation.