

You See Me

Constitution of You See Me

Preamble

We, the board of You See Me recognize the need for better collaboration and coordination of activities that are designed to empower and motivate women of color. Therefore we want to bring mental health awareness to the women of color here at Indiana University by establishing such an organization and bind ourselves to abide by the conditions of the following Constitution:

Article I: Membership

1. All are encouraged to attend meetings and events.
2. To be considered an active member the following criteria must be met:
 - a. Attend 2 meetings per month and 1 You See Me hosted or co-sponsored events per month.
 - b. Contribute to the planning and volunteer with the You See Me events.
 - c. Pay annual dues of \$20.00 by the 3rd meeting.
 - d. Complete a new members forum by 3rd meeting.

Article II: University Compliance

1. This organization shall comply with all Indiana University regulations, and local, state and federal laws. Also encompassing the Indiana Promise.
2. Statement of Non-Discrimination: You See Me will not uphold any discrimination within the following: age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.
3. Personal Gain Clause: You See Me, if raising funds should only raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. No members should receive compensation directly from You See Me Events.
4. Programs Involving Children Clause: You See Me, if / or when working with children, will acknowledge and abide by the University's Programs Involving Children Policy

Article III: Executive Board

Section 1: Board Positions

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Public Relations
- F. Events Coordinator

Section 2: Terms of Office

- A. Each elected officer can serve for a one or two year period, March through March. If elected. The officer is responsible for training the incoming officer from the time of elections (Held in March) until the meeting in the spring semester. If for any inconvenience that the officer can not be trained by the past officer, it is the responsibility of the President and Vice President.
- B. There will be no limit to how many terms of re-election. Elections will be held every year. To be considered for elections officer must be enrolled as a full time student at Indiana University.

Section 3: Selection and Training

- A. New officers shall be elected between the first and third meeting in March.
- B. All candidates for each position must be from an active member.
- C. Candidates should be a member for a year before seeking board positions.
- D. Candidates for board positions will be anonymously nominated by the prior board. Decisions are to be fair and thought through thoroughly.
- E. The summer semesters will serve as a period of transition/training with communication via email, phone, and informal meetings as determined by request of the President.

Section 6: The duties of the You See Me officers shall be as follows:

A. The President

It shall be the duty of the President to:

1. Preside over all meetings and to enforce the constitution and by-laws of the organization.
2. Call special/emergency meetings.
3. Appoint all committee chairpersons not otherwise provided for in the Bylaws of the organization with all events.
4. Responsible for making the agenda for executive board meetings and general meetings or delegate others to do so.
5. Delegate administrative duties to Executive Officers and call for reports from them, as well as committee chairpersons at each meeting.
6. Reserve rooms for the Organization's meetings, and any other meeting space needed for the Organization with events planned by You See Me.
7. Failure to comply will be subject to impeachment from position via $\frac{5}{6}$ majority vote or executive decision from Advisor.

B. The Vice President

It shall be the duty of the Vice President to:

1. Assist the President by performing delegated duties and act in the place of the President when necessary.
2. serve as manager of the internal affairs, managing the progress of the subordinate Executive Board members and assume the duties of the President if the president becomes temporarily unavailable.
3. The Vice President fully assumes the duties of President as President-pro temp of the organization in the event of cession in the President's ability to serve.
4. The Vice President will overtake the duty of re-registering the organization by the summer time to prepare for the following fall semester.

5. The Vice President shall be considered first to permanently fill the role of President and shall decide by majority vote of the Executive Board.

6. . Failure to comply will be subject to impeachment from position via 5/6 majority vote or executive decision from Advisor.

C. The Secretary

It shall be the duty of the Secretary to:

1. Maintain accurate minutes of all proceedings at general Institute meetings and executive board meetings.
2. Keep minutes with the following information:

Keep a voting record of all official motions and elections

3. Present the minutes from the previous meeting
4. Keep all records of information, including a copy of the Organization's constitution and by-laws.
5. Maintain a roster of all the Organization's executive officers.
6. Maintain a record of all financial members of the Organization
7. Notify all member organizations of meetings pertaining . In case of emergency meetings, divide the roster with the executive officers to insure proper notification to all members
8. Assist the Events Coordinator with planning and publicity for all major social events.
9. Take notes at every board meeting
10. Be responsible for ordering and keeping inventory of all supplies.

. Failure to comply will be subject to impeachment from position via 5/6 majority vote or executive decision from Advisor.

D. The Treasurer

It shall be the duty of the Treasurer to:

1. Keeps the budget. Issues financial reports at each executive meeting to enable executive members to make financially wise plans for the Organization.
2. Give receipts for all fines or dues as they are paid and keep record of these transactions.
3. Submit dues and bills to the council.
4. Deposit all funds received, after verification by the executive committee.
5. Prepare a budget for the following year.
6. Advise executive board in regards to financial
7. Manages the Organization's finances and maintains possession of the card and book. Serves as cashier at all Organization events.
8. The Director of Finance shall be responsible for initiating and enacting fundraising endeavors including using a fundraising committee that should be appointed.
9. Shall have an understudy in the person of the incoming treasurer after elections.

E. The Public Relations Chair

It shall be the duty of the Public Relations to:

1. Be responsible for all publicity coverage of the Organization's events.
2. Be responsible for press releases, flyers, radio ads, and IDS releases.
3. Schedule news, radio, and other media outlet meetings/appearances for the Organization's.
4. Corresponds with Organization's contacts such as guest speakers, donating businesses, and other student organizations.
5. Establish and secure contacts with the various networks.
6. . Failure to comply will be subject to impeachment from position via 5/6 majority vote or executive decision from Advisor.

E. Events Coordinator

It shall be the duty of the events coordinator to:

1. Plan all You See Me Events
2. Establish a volunteer committee
3. Find spaces to hold events
4. Correspond with student activates
5. Correspond with other organizations for co-planning events
6. Failure to comply will be subject to impeachment from position via 5% majority vote or executive decision from Advisor.

Article IV: Advisor

A. You See Me Advisor

It shall be the duty of the Advisor to:

1. The advisor will be invited to attend executive board meetings, and will serve primarily as a sounding board and provider of advice and counsel.
2. If a situation arises where the advisor perceives that the executive board or club president is acting in a manner which is detrimental to the organization, its members, or the School/Department best interests, the advisor may call for a

temporary, short-term suspension of regular organization business until the situation is appropriately addressed.

3. Any dispute arising from this extraordinary action will be mediated by the sitting chair of the Department in which the program currently sits.

Article V: Meetings

1. There will be regular membership meetings every other week on Tuesday from 6:30-7:30
2. Attendance sheets will be at each of the Organization's meetings
3. Executive board meetings will be held every Monday and Wednesday of the month from 7:30PM – 8:30PM
4. Executive board meetings and emergency meetings shall be limited to the executive officers and Advisor.

Article VI: Non-Hazing

A. In You See Me Hazing will be not tolerated or upheld. 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: Amendments

1. Amendments to the Constitution can be proposed at any point during the academic school year. Board members can propose an amendment at any time. For amendments to be considered, board member must present their reasons for the change to all other board members.
2. Amendments can only be passed with at least a 4/7 majority vote by the executive board.
3. After executive board passes amendment, it will be submitted to Student Activities for their final approval.
4. The amendment will not be taken into effect until the start of the next school semester. All members should be informed of any amendments to the Constitution at the beginning of each semester

