

Title

Constitution of Refugee Relief Initiative at the Kelley School of Business

Preamble

Section 1, NAME: The official name of this organization shall be Refugee Relief Initiative.

Section 2, PURPOSE: The purpose of this organization shall be to bring a human perspective to the refugee crisis that is sweeping the globe. We shall inform and educate students on the struggle of displaced people around the world, and raise awareness on how students may aid in their recovery. We shall also provide direct aid/relief to local refugees, and cooperate with local organizations working to support refugees in cultural adaptation to the US. This shall be done through fundraising events, as well as volunteering with the previous mentioned organizations that share our purpose.

Incorporating social business consciousness with the Kelley academic program outputs better business people. Better business people develop into better business leaders. RRI takes the Kelley values and learning goals and offers direct, well-rounded business application to the future global impactors. Our vision is to give students an environment where they can learn, grow, and shape the current business climate into one that takes all factors into consideration-specifically the impact business decisions have on refugees as well as the impact refugees have on business decisions both at the micro and macro level.

RRI members may take previous cases and current events to understand their impact on young business professionals including but not limited to, wars, natural disasters, government elections, etc. By studying how predecessors' business decisions affected refugees and the world economy, members may consider forecasting and prediction modeling to proactively prepare for crisis relief. Cases studied may be adapted to disposition of current members, offering a flexibility in focus.

Section 3, POLITICAL AND RELIGIOUS VIEWS: Refugee Relief Initiative shall in no way support or take a political or religious view. This organization shall be both secular as well as apolitical.

Article I: Membership

Section 1, ACCEPTANCE OF MEMBERS: Refugee Relief Initiative allows any interested student to participate in, become a member of, and seek leadership positions in the organization 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 Refugee Relief Initiative shall allow any student at Indiana University-Bloomington to join the organization as long as they meet the expectations of members for our organization.

Section 2, EXPECTATIONS OF MEMBERS: The members of Refugee Relief Initiative shall be true and loyal to the ideals of this organization, will strive to uphold its standards, and shall work always with its best interest in mind.

Section 3, CLASSIFICATION OF MEMBERS: Individuals attending meetings and missing the allotted amount of excused meetings will be classified as members of the Refugee Relief Initiative.

Section 4, LIMITATION: No other classification of membership may be permitted within this organization

Section 5, EXPULSION OF MEMBERS: If a member or executive board member does not attend meetings within the given excused amount of absence, or if the executive board member does not do his/her duties listed in the constitution properly or with the best interest of the organization, the executive team will have a majority vote to whether or not dismiss the member. If the officer is dismissed, the executive team will then vote on a new exec board member to fill the vacancy

Article II: University Compliance

Section 1, COMPLIANCE WITH UNIVERSITY RULES AND REGULATIONS: This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Article III: Executive Officers

Section 1, OFFICERS: All officers must be a member of Refugee Relief Initiative and attending Indiana University-Bloomington.

The officers shall be, but are not limited to: President, Vice-President, Treasurer, External Relations & Outreach Director, Events and Activities Director, and Membership Development Director.

A candidate must notify the current president of their intent to run for an officer position at least 48 hours before the elections take place.

Officers shall serve yearlong terms, and only may hold one position per year. The term of the officer shall be effective on the date of installation, and shall terminate the day before the start of the following year.

Section 2, ELECTIONS: Elections shall take place at the second to last general meeting of the academic year. All members shall be notified 48 hours before the elections who will be running for each officer position. All active present members (members who have attended at least 1 general meeting in the current semester and are present the day of elections) are eligible to vote.

Upon the day of elections, one position will be elected at a time starting with the president. Each candidate shall give a speech on why they are qualified for the position. After this is complete, all candidates for the position shall leave the room, and the remaining active members shall discuss all candidates. After deliberation is complete a vote by secret ballot shall take place.

The Vice-President shall collect and tally votes. The specific number of votes for each candidate shall be kept secret by the Vice-President. A candidate must receive a majority of the present active members' votes in order to win the election. If there are three or more candidates running

for the same position, and no one receives a majority vote. The present active members shall vote again while eliminating the candidate with the lowest number of votes from contention. This procedure is repeated until a candidate receives a majority of the votes.

In the event of a tie, the present active members shall vote again. If the resulting vote is still a tie, the current president's vote shall serve as the tiebreaker, and he or she shall decide the winner of the election.

Once a candidate has received the majority of the present active member's votes, the candidates shall reenter the room and the Vice-President shall declare the winner of the election in front of the present members.

Section 3, FORFEITURE AND VACANCIES IN OFFICE: If a candidate decides to forfeit their position as an officer, an election will take place at the following general meeting to fill the vacancy and elect a new officer for the current semester.

In the period between an officer resigning and a new officer being elected, the executive board may appoint an active member to serve as an interim officer until the election takes place.

Section 4, EXECUTIVE BOARD MEETINGS: The members of the executive board shall meet once a month at a minimum, at a time and place of their choosing, in order to discuss and transact business and affairs of the organization. Agendas of these meetings shall be made public to the active membership.

Article IV: Power and Duties of Officers

Section 1, PRESIDENT:

- Responsible for organizing and presiding over meetings, both general and Executive Board
- Calls the meetings to order at the designated time
- Decides the agenda as well as the talking order for general meetings
- Overviews all committees and initiatives
- Works with Executive Board as well as the advisor in deciding major decisions for the organization
- In the case of a tie during voting, the president shall serve as the tiebreaker
- In the case of their absence, they may choose an active member to serve in their place

Section 2, Vice-President:

- Takes attendance at every general meeting
- makes a record of all business transacted at each meeting, as well as sending out a summary of the meeting to the active members
- Responsible for the logistics of meetings, such as booking a room and reminding the active members of the time and place of such meetings
- Counts and tallies votes, both for elections as well as changes to the organization's bylaws
- Makes changes to the constitution when the organization's active members decide to amend it
- Has the constitution on hand during all meetings

Section 3, TREASURER:

- Deals with matters related to the organization's finances
- sets and organizes a budget
- Keeps the organization up to date on all matters related to the organization's finances
- Responsible for complying with SOA rules and regulations including any training that is necessary for the role
- Establishes a system to keep track of receipts and history of expenses

Section 4, EXTERNAL RELATIONS AND OUTREACH DIRECTOR:

- In charge of all matters related to marketing the organization
- complies with all university and Kelley School of Business advertising regulations
- Creates a marketing budget, if needed, to submit to the treasurer
- Advertises any events that the organization puts on to the general public
- conducts the correspondence of the organization
- Communicates on the organization's behalf with any external entities

Section 5, EVENTS AND ACTIVITIES DIRECTOR:

- In charge of organizing and planning events for the organization
- Searches for volunteer opportunities for the organization
- Looks for other organizations that share our purpose so that Refugee Relief Initiative can partner and help these organizations
- In charge of providing the active members with the logistics of any events and activities that require their attendance
- Works with the External Relations and Outreach Director when the organization needs to advertise an event to the public, as well as when contacting an outside organization

Section 6, MEMBERSHIP DEVELOPMENT DIRECTOR:

- In charge of educating the active members on events related to Refugees
- Keeps the organization up-to-date on news and developments with Refugees around the world by speaking at general meetings
- Works with the secretary to maintain a system which all members are held accountable for being active and productive members of the organization
- May assign members into certain committees or initiatives

Section 7, EXTENT OF DUTIES AND OBLIGATIONS OF OFFICERS: The executive officers shall have, but are not limited to, these powers. These duties serves as guidelines for the executive officer; however, an executive may take on additional responsibilities if the organization sees fit.

Article V: Advisor

Section 1, RESPONSIBILITIES OF ADVISOR(S): The responsibilities of Refugee Relief Initiative's advisor(s) are, but are not limited to:

- A. The advisor(s) will mentor and guide the organization
- B. They shall ultimately oversee and confirm all major decisions regarding the direction that the organization takes
- C. Helps bridge the year-to-year changes in membership and organization of officers
- D. Serves as a liaison between the university administration, and the organization in regards to policies and financial obligations.
- E. Signs all papers allowing the chapter to use facilities on campus
- F. Gives guidance and helps solve inner group conflict that cannot be handled by the Executive Board members.
- G. They shall promote the ideals of Refugee Relief Initiative and follow the expectations of its members (see Article I Section 2).

H. They may work with the treasurer to insure accuracy in financial record keeping and cosign checks if required.

Section 2, SELECTION OF ADVISOR(S): The organization shall always have one advisor from the Kelley School of Business (in order to comply with the regulations for Kelley organizations). However, if Refugee Relief Initiative believes that it would benefit from additional advisors they may seek out, and vote in, additional advisors from any school at Indiana University-Bloomington as they see fit.

If a member believes that an additional advisor is needed, he or she will present it before the Executive Board. The member will state the reasons why an additional advisor is needed, as well as how the new advisor would add value to the organization. The Executive Board will then take a vote on whether to add the advisor or not. A simple majority of the Executive Board members present is needed in order to pass the motion and create a new advisor.

Article VI: Meetings

Section 1, GENERAL MEETING: Refugee Relief Initiative shall hold general meetings, with all of its members, once every month at a minimum. However, they may have more if the organization chooses.

A date and time shall be set at the start of each semester at the discretion of the incoming executive board. Members shall be notified of this date and time as early as possible. The date and time that is chosen shall be one that will satisfy the schedules of as many members as possible.

The Executive Board shall set the agenda for these meetings. Any member of the executive board may call on a general member to speak on their behalf at a meeting, if the said executive board member is absent.

Section 2, ATTENDANCE: The Vice-President is responsible for notifying the organization's members the time and location of a general meeting at least one week prior to the meeting.

The secretary is responsible for taking attendance at these general meetings. The secretary shall update the roster of active members if any new members attend these meetings, as well receive and record the contact information of any new members.

Section 3, EMERGENCY AND SPECIAL MEETINGS: Emergency meetings may be called by the Executive Board if they feel that an issue exists that needs to be brought to the attention of the whole organization.

The Secretary shall notify the organization's members of the date, time, and location of the emergency meeting at least 48 hours prior to the meeting.

Section 4, AD-HOC INITIATIVE MEETINGS: If members of the organization are working on a specific initiative, they may meet at a time and location of their choosing without notifying the other members of the organization. At these ad-hoc meetings, the members present shall only discuss issues pertaining to their initiative. Upon the completion of the initiative, the ad-hoc committee shall disassemble.

Article VIII: Non-Hazing

Section 1, NON-HAZING OF MEMBERS OR PARTICIPANTS: 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

Section 1, Dues: Dues for the organization will be determined at the beginning of each year by the executive board and voted on by the active membership.

Article X: Finances & Budgets

Section 1, BUDGET: The Treasurer is responsible for creating and maintaining the budget for the organization, along with the help and approval of the executive board.

Section 2, FINANCES: The Treasurer is responsible for all financial affairs related to the organization as well as maintaining a Student Organization Account at Indiana University.

Section 3, ADHERENCE TO UNIVERSITY REGULATIONS: This organization will adhere to all of the Student Organization Accounts Office's policies and procedures. If the group dissolves the remaining monies will be donated to a local charity situated in Bloomington, the receipt of which will be forwarded to the Students Activity Office.

Section 4, ASSET REGULATION: The earnings of this organization shall in no part be utilized to benefit any private individual.

Article XI: 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 XII: Amendments

Section 1, PROPOSED AMENDMENTS: All proposed amendments to this constitution shall be submitted in writing to the active members at least 48 hours before the next general meeting.

In communicating the desired amendment(s) to the active members the proposer of the amendment(s) shall outline why the change is needed, as well as stating any pros and cons of the proposed amendment(s).

At the general meeting, the present active members may discuss the pros and cons of the proposed amendment(s).

Section 2, VOTING: The voting on amendments shall be conducted by secret ballot. The secretary shall collect and tally the votes. At least $\frac{2}{3}$ vote of the present active members is required in order to ratify an amendment.

Article XIII: Ratification

Section 1, VOTES REQUIRED: In order to ratify this constitution, Refugee Relief Initiative shall need two-thirds vote of its members.

If more than a majority of those present is desired to ratify this constitution, then this article must be included.

Article XIV: Travel

Section 1, this organization, when traveling, will abide by the University's travel policies. This includes, but is not limited to, working with the Office of Overseas Study for all international travel.

Article XV: PIC Policy

Section 1, this organization, when working with children, will abide by the University's Programs Involving Children (PIC) policy.