



# Constitution of the Real Estate Club at Indiana University

## **Preamble:**

The mission of the Real Estate Club at Indiana University is to provide members networking opportunities for internships and full-time employment, offer educational forums to familiarize our members with career paths in real estate, encourage job shadowing events, promote mentorships, and establish relationships among members, faculty, and sponsors.

## **Article I: Membership**

### *Limitations of Membership:*

- a. There are no limitations on the maximum number of students allowed, however there must be a minimum of 15 members for the Club to continue. All officers and a majority of the members must be enrolled at Indiana University.

### *General Membership:*

- a. General members will be encouraged to participate in all activities associated with the club.

### *Executive Board Membership:*

- a. Executive Board members are required to participate in all events planned for the semester. Any conflicts in schedule must be brought to the attention of the Club Co-Presidents before the first meeting of the semester. There must be 3 persons from the Executive Board at all guest speaker dinners.
- b. If an officer is seen as unfit to continue their duties, a majority vote will be needed by the Executive Board in order for that member to be released from the club.

### *Selection of membership:*

- a. All persons applying for club membership must be interested in participating in the club functions and events, and all majors and courses of study will be considered.

### *Fees:*

- a. All memberships will be contingent on whether the per-semester fee is received by the Real Estate Club Director of Finance by a designated date.

### *Statement of Non-Discrimination:*

- a. Real Estate Club at IU 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.

## **Article II: University Compliance**

### *Statement of University Compliance:*

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

## **Article III: Executive Officers**

*Co-Presidents:* The Co-Presidents will be responsible for the operations of the entire club. Duties include, but are not limited to: Coordinating all events, preparing slides for mass meetings, leading mass meetings, calling and leading executive board meetings, responding to club emails, direct contact with club advisors, planning upcoming semesters, delegating top Executive Board members tasks that fall within the scope of their position description. The ultimate task of the Co-Presidents is to see that the overall mission of the Club is being represented through all events and interactions of the club.

*Vice President of Operations:* The Vice President of Operations is in charge of the email account [reclub@indiana.edu](mailto:reclub@indiana.edu). The VP of Ops will also help in the everyday responsibilities of the club including: working directly with the other officers to ensure tasks are completed, plan upcoming semesters, relay job and internship opportunities to the club, and work directly with the Co-Presidents in coordinating events.

*Director of Finance:* Responsible for the financial well being of the club. The Director of Finance is designated to keep track of the club’s account through the IU Credit Union. He or she will also be involved with any fundraising, sales, or money that enters the club. The Director of Finance will also collect all member dues for the club. They will also be responsible for organizing a budget for each semester and submitting it to the Co-Presidents and Club Advisors.

*Director of Marketing:* The Director of Marketing is responsible for promoting the club through all outlets possible. Managing the club website (<https://www.iureclub.com/>) designing signs, distributing media to promote events, and any other tasks associated with increasing exposure and membership.

*Director of Programming:* The Director of Programming will coordinate with the Co-Presidents and Faculty Advisors to set up times and places where meetings will be held. They will also be responsible for getting food (pizza from Papa John’s) to all mass meetings.

*Elections:* Officers will be replaced on an as need basis. Interviews are conducted by the Co-Presidents and Vice President of Operations to find a suitable replacement.

*Executive Board Meetings:* Board meetings will be conducted after when needed at the discretion of the Co-Presidents.

*Duration of Officer Terms:* There is no duration of officer terms, although Executive Board members typically serve for one academic year.

#### **Article IV: Advisor**

*Advisor Responsibilities:*

- b. The faculty advisor helps manage the club budget along with planning guest speakers for the monthly meetings. Advisor meets with the club throughout the semester to approve spending and set up conferences. Duties include staying in touch with former alumni, companies and faculty involved in/affiliated with the IU Real Estate Program.

#### **Article V: Meetings**

*Monthly Meetings:*

- c. Meetings are held on Monday evenings at 7pm. Club meetings consist of a) guest speakers focusing on a certain discipline within commercial real estate; b) “off-Monday” meetings, involving instruction in real estate knowledge for club underclassmen; and c) other potential topics/events.
- d. Club information and meeting/event schedule is available on the IU Real Estate Center/IU Real Estate Club website/club Canvas page.
- e. Meetings are planned by the Executive Board of the club.
- f. Meeting agenda is organized and planned by the club Co-Presidents. Meetings are run by the club Executive Board.
- g. Members are notified about all meetings and club events through e-mail as well as on the club Canvas page.
- h. Attendance is recorded using a Google Form link at each meeting for members to fill out via their chosen electronic device.

#### **Article VI: Elections/Executive Board Interviews**

Executive Board position interviews are held to replace board members on an as-needed basis. The Co-Presidents and Vice President of Operations from the current school year will be responsible for all interviews and structuring the Executive Board for the following school year.

#### **Article VII: Non-Hazing**

*Anti-Hazing Policy:* This section MUST be written exactly as follows: “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 & Budget**

*Fee:* A per semester fee of \$30 will be collected for membership, with the option to pay \$50 for the year. The amount is subject to change and is based on the budgeted expenses for the semester and the number of students projected to join. A cutoff date for member dues will be set every semester.

### **Article IX: Finances**

The Director of Finance is in charge of all financial affairs. They will be responsible for maintaining the club account through the IU Credit Union. Partial financing for the club will be made possible through the IU Center for Real Estate Studies.

### **Article X: Personal Gain Clause**

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

### **Article XI: Amendments**

Amendments to the Constitution will be made by a vote from the Executive Board members and must be approved by all faculty advisors. The vote must reach a 2/3 majority to pass. Once approved by the organization, all constitutional amendments must be submitted to Student Activities via BeINvolved.com for approval.