

## Constitution of Royal Encounters

### **Preamble**

Royal Encounters is a group that focuses on bringing happiness and joy to children in hospitals. We will reach this goal by visiting local and regional hospitals.

### **Article I: Membership**

Membership of the club is achieved through a brief application process and background check. The application process will include the member's resume, headshot, background check, a short essay, and brief interview. There are no limits to membership as long as the member has paid dues, continues to pass a background check, and meets the minimum number of points required per semester. There are no classes of membership. Removal of members will occur if the member fails to pass the background check, fails to pay dues, and/or fails to attend required events.

### **Article II: University Compliance**

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

### **Article III: Executive Officers**

**President-** The president is responsible for overseeing all other executive officers and members. The president will also assist in planning and executing events and fundraisers alongside other executive board members. The president will review all promotions and advertisements before release to ensure accuracy and will release the club newsletters.

**Vice President-** The Vice President will be in charge of receiving reports from the secretary after each meeting and tracking the information. The Vice President will also have many of the same responsibilities as the President, and will assist the President with tasks as needed.

**Treasurer-** The Treasurer will be responsible for tracking all intake and use of funding received by the organization. The Treasurer will work closely with the Fundraising Committee to ensure accuracy. The Treasurer should have some previous experience with handling money and budgeting.

**Event Coordinator-** The event coordinator is responsible for reaching out to hospitals to schedule future events and to receive feedback from previous events. The event coordinator will be heavily involved with the coronation night and other club events outside of hospitals. The event coordinator will also work with Indiana University when necessary to discuss renting spaces for meetings and other club events.

**Fundraising and Sponsorship Coordinator-** The fundraising and sponsorship coordinator will be in charge of brainstorming fundraising ideas and executing these ideas. This person will also be the main point of contact for corporate or local sponsors, and will be responsible for bringing in more sponsors.

**Secretary-** The secretary is responsible for taking notes and attendance at all club events and passing this information to the current Vice President.

**New Member Coordinator-** The new member coordinator will be the main point of contact for students who are interested in becoming a club member. They are also responsible for working with the Media Coordinator to increase campus interest in the club.

**Makeup/Costume Coordinator-** The makeup and costume coordinator is responsible for ensuring each character is fully dressed and in character before and during events. This person needs past experience with makeup and hair styling to be proficient in this position.

**Media Chair-** The media chair will be in charge of the media committee which includes the marketing, social media, and web design members.

**Character Coordinator-** The character coordinator is responsible for assigning characters to rooms in hospitals and ensuring they make it to their assigned position. They are responsible for checking in with the hospital before visits and checking out when the visit is over. The character coordinator is the first point of contact during character visits for characters. Officers must maintain a 3.0 GPA. Requirements for officers are dependent on the position they are applying for. Officers serve for one year and take office in May, at the end of the year. To resign from office, the officer must submit a letter two weeks in advance stating the reason for resignation. Executive meetings will be held once per month and will be called by the President. Decisions are made on a majority voting basis. To remove a person from office, there must be a complaint submitted, which will be reviewed by the President and Vice President. After being reviewed, the executive board will anonymously vote to keep or remove the officer.

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

The advisor will serve as a resource for advice and an outside vote if the vote is tied. The advisor will be nominated by the President and accepted by the executive board through a vote. The advisor must commit to two years.

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

There will be bi-weekly meeting for all members and the executive board. These meetings will be held on Wednesday evenings the first eight weeks of the semester and on Thursday evenings the second eight weeks of the semester. The agenda will be set by the President and revised by the Vice President. The President will be the one to call meetings and will advertise these through the club's email and through Slack or another group messaging service. Emergency meetings can be called in the event of a last minute notification of an upcoming event and can only be called by the Advisor, President, or Vice President. Members will be emailed and messaged regarding these meetings. Attendance for the meetings will be taken by the Secretary.

#### **Article VI: Elections**

Elections will be held annually and will take place in May. A member may nominate themselves to be elected for office. Voting will be anonymous and will be counted by the Advisor. All members will be required to attend the election meeting unless they can provide medical or travel documentation proving their inability to attend.

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

Dues will be charged annually. Dues will be set after the club determines the cost of costumes, transportation, and other expenses at the beginning of the year. Members with outstanding dues will be unable to participate in all club activities until the dues are paid in full. Dues will be collected by the treasurer, who will also draft the group's budget. The budget will be revised each semester and must be approved by the President.

**Article IX: Finances**

The Treasurer is in charge of financial affairs, along with the fundraising and sponsorship chair. We will apply for a Student Organization Account to maintain our funds. If the group dissolves, the remaining money will be directly donated to Riley's Children's Hospital.

**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**

Eligible voting members will be notified of proposed amendments via email two weeks prior to voting. To ratify an amendment, 51% of present members must agree to the proposal.

**Article XIII: Programs Involving Children**

This organization, when working with children will be aware of and abide by the University's Programs Involving Children (PIC) Policy.

**Article XIV: Volunteer Requirements**

1. Online Application
2. Health Screening completed by IU Health (free to volunteers)
3. Background Check
4. Volunteer Interview
5. Volunteer Orientation
6. Commitment is 50 hours for students/80 hours for non-students. This is typically a consistent weekly 3-4 hour shift.
7. Volunteers must be healthy to come into the hospital – no colds, illnesses, etc.