

Approved: August, 2016

The Women of Color Leadership Institute Constitution of the Women of Color Leadership Institute

Preamble

We, the representatives of the Women of Color Leadership Institute (WOCLI) recognize the need for greater collaboration and coordination of activities that are designed to empower and develop leadership. Recognizing that there are certain areas of action and programming that can best be realized by a formal organization, we do hereby establish such an organization and bind ourselves to abide by the provisions of the following Constitution:

Article I: Membership

- A. All are welcome and encouraged to attend meetings and events (with the exception of executive board meetings).
- B. One is considered an active member if the following criteria are met:
 - a. Attend at least 2 meetings per month and/or at least 2 WOCLI hosted and/or co-sponsored events per month (see article V).
 - b. Contribute to the planning and implementation of various WOCLI functions by joining at least one of the various committees.
 - c. Be a positive representative of WOCLI and promote it to the best of his/her abilities.
 - d. Pay annual dues of \$15.00 by the 3rd meeting of the semester.
 - e. Complete a membership profile by the 2nd attended meeting.

Article II: University Compliance

- A. The Women of Color Leadership Institute shall comply with all Indiana University regulations, local, state and federal laws. However, it shall be recognized as a distinct entity, subject only to the Advisor, Student Activities Office, and Indiana University.
- B. Statement of Non-Discrimination: Participation with the Women of Color Leadership Institute is 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.
- C. Personal Gain Clause: The Women of Color Leadership Institute, 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 directly from for-profit companies if acting as a representative of a student organization. (8/2/2012 per SAO by Advisor)
- D. Programs Involving Children Clause: This organization, when working with children, will be aware of and abide by the University's Programs Involving Children (PIC) Policy

Article III: Executive Officers

Section 1: Officers

- A. President
- B. 1st Vice President

Approved: August, 2016

- C. 2nd Vice President
- D. Secretary
- E. Treasurer
- F. Parliamentarian
- G. Historian
- H. Public Relations

Section 2: Term of Office

- A. Each elected officer shall serve for one year, April through April. However, the outgoing officer is responsible for training the incoming officer from the time of elections (first meeting in April) until the last meeting of the spring semester at which time training will be finished. If for any reason the previous officer is unable to train the new officer, it will be the duty of the President and/or Advisor to see to the successful transition of office.
- B. There will be no limit to how many terms of re-election. However, all officers must be a full/part-time student of Indiana University.
- C. Absence
 - a. If in the event of emergency where the officer will fail to complete their term or duties.

Section 3: Selection and Training

- A. New officers shall be elected between the first and third meeting in April.
- B. All candidates for each office must be from an active member.
- C. Candidates who have recently joined are allowed to seek office.
- D. Candidates for office will be anonymously nominated by email to account for a period of one week prior to Election Day with a deadline of 5:00PM the day before Election Day.
- E. The period of April through the end of the summer semesters will serve as a training period during which the newly elected officers will become familiar with their duties of the office. The new officers will facilitate the second meeting in the fall semester and all meetings thereafter and within their term of office.
- F. The summer semesters will serve as a period of transition/training with communication via email, phone, and informal meetings as determined by requests.
- G. Elections will be executed by the use of ballot voting.

Section 4: Succession

- A. In the event of the premature vacancy of the office of the President, the current 1st Vice President will assume the title and duties of President. The 2nd Vice President then moves to the 1st Vice President position and assume all duties of that position. In the event of premature vacancy of any other office, the vacancy will be filled within two weeks by election.

Section 5: Attendance

- A. All officers will be required to attend all Women of Color Leadership Institute executive board and judiciary meetings. However, while all executive members are welcomed to attend committee council meetings, the executive member who is

overseeing that committee will report all matters discussed to the Secretary unless succession is implemented. Executive board members will establish a system amongst themselves in order to take turns leading general body meetings. The results of committee council meetings are to be reported at the following executive meeting by the Secretary unless succession is implemented. . If an officer is not able to attend, a one (1) one-day notice must be given to the President and/or Advisor (except for emergencies in which case every attempt should be made to contact the President and/or Advisor)¹. If the officer does not comply by three (3) business days post incident, they will be subject to impeachment from failure to perform duties as an officer.

- B. All officers will be required to attend at least (2) two Women of Color Leadership Institute hosted and/or co-sponsored events per month. Regular attendance at all other various events are encouraged, but not required.

Section 6: The duties of the Women of Color Leadership Institute 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 Institute.
2. Offer consideration of all motions consistent with Robert's Rules of Order.
3. Call special/emergency meetings.
4. Appoint all committee chairpersons not otherwise provided for in the Bylaws of the Institute with all events.
5. Responsible for making the agenda for executive board meetings and general meetings or delegate others to do so.
6. Delegate administrative duties to Executive Officers and call for reports from them, as well as committee chairpersons at each meeting.
7. Reserve rooms for the Organization's business meetings, emergency meetings, and any other meeting space needed for the Organization in conjunction with events planned by the Organization; if in the event the President is engaged in a premature vacancy, a succession will be implemented.
8. Co-sign for all withdrawals and receive written notification, from the responsible individual, one week before expenditure is necessary for any transactions regarding the Institute's treasury accounts.
9. Carry his/herself in a manner appropriate to Indiana University regulations and positive representation of the Women of Color Leadership Institute. Failure to comply will be subject to impeachment from position via 2/3-majority vote or executive decision from Advisor.

B. The 1st Vice President

It shall be the duty of the 1st Vice President to:

1. Assist the President by performing delegated duties and act in the place of the President when necessary.

¹ Specifically anything that requires medical documentation

Approved: August, 2016

2. Serve as ex-officio member of all committees.
3. Develop special community service programs and projects to further the development of the Organization.
4. Be responsible for all of the Organization's community service events.
5. Present a written report at each community service event, as needed; if in the event another officer/member coordinates a community service initiative, the 1st Vice President will present the written report as well as oversee the foundation of the event.
6. Carry his/herself in a manner appropriate to Indiana University regulations and positive representation of the Women of Color Leadership Institute. Failure to comply will be subject to impeachment from position via 2/3-majority vote or executive decision from Advisor.

C. The 2nd Vice President

It shall be the duty of the 2nd Vice President to:

1. Assist the President by performing delegated duties and act in the place of the President when necessary.
2. Serve as ex-officio member of all committees.
3. Develop special programs and projects to further the development of the Organization.
4. Be responsible for all the Organization's social events.
5. Present a written report at each social event, as needed; if in the event another officer/member coordinates a social initiative, the 2nd Vice President will present the written report as well as oversee the foundation of the event.
6. Carry his/herself in a manner appropriate to Indiana University regulations and positive representation of the Women of Color Leadership Institute. Failure to comply will be subject to impeachment from position via 2/3-majority vote or executive decision from Advisor.

D. 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:
 - i. Every motion.
 - ii. The name of the representative who introduced the motion, as well as the name of the seconded motion and the action taken on the motion. Date, time, and place of the next general council meeting and/or executive committee meetings.
 - iii. Keep a voting record of all official motions and/or resolutions that come to the council. These records should be made available to any council member upon request. These records should also be bound and kept on file for future reference by executive officers.
3. Compile all minutes in the Official Women of Color Leadership Institute Record Book.

Approved: August, 2016

4. Present the minutes from the previous meeting to the body for approval prior to the start of the following general council meeting.
5. Have on hand all records and information committed to his/her care, including a copy of the Organization's constitution and by-laws.
6. Preside over all meetings in absence of the President, 1st Vice President, and 2nd Vice President.
7. Conduct the correspondence of the Institute, both within the membership and outside of the membership.
8. Maintain a correspondence file and read any copies of correspondence before the Institute.
9. Maintain a roster of all the Organization's executive officers.
10. Maintain a record of all financial members of the Organization; notify all financial members (via email) of minutes following all general body meetings.
11. Notify all participating member organizations of meetings pertaining to them. In case of emergency meetings, divide the roster with the executive officers to insure proper notification to all members by use of e-mail, telephone, or other social networking device used by organization.
12. Assist the 1st and 2nd Vice President with planning and publicity for all major social events.
13. Present a written report at each meeting, as needed.
14. Collect all written excused absences and keep a file.
15. Be responsible for ordering and keeping inventory of all supplies in conjunction with the Treasurer.
16. Carry his/herself in a manner appropriate to Indiana University regulations and positive representation of the Women of Color Leadership Institute. Failure to comply will be subject to impeachment from position via 2/3-majority vote or executive decision from Advisor.

E. The Treasurer

It shall be the duty of the Treasurer to:

1. Keep an accurate account of all monies received, disbursed, pending and/or paid fines or dues. He/She must give a written status report at each meeting.
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. Issue checks upon receipt of vouchers.
6. Prepare a budget for the following year by the second meeting in April for approval by the body.
7. Preside over all meetings in the absence of the President, 1st Vice President, 2nd Vice President, and Secretary.
8. Advise executive board in regards to financial standing and recommend possible expenditures.
9. Shall have name on all financial accounts.
10. Sign on financial accounts.

11. Carry his/herself in a manner appropriate to Indiana University regulations and positive representation of the Women of Color Leadership Institute. Failure to comply will be subject to impeachment from position via 2/3-majority vote or executive decision from Advisor.

F. The Parliamentarian

It shall be the duty of the Parliamentarian to:

1. Be well versed in Robert's Rules of Order.
2. Be well versed in the Organization's constitution and bylaws, and any amendments made to them.
3. Be responsible for the enforcement of the Organization's constitution and bylaws and amendments made to them. These amendments shall be kept current by the Parliamentarian.
4. Serve as an interpreter in the case of any procedural dispute.
5. Assist the President in keeping order in all meetings.
6. Remove any representative from any meeting at the request of the President of the body.
7. Declare the results of Institute voting, stating passing, filed, or tie.
8. Carry his/herself in a manner appropriate to Indiana University regulations and positive representation of the Women of Color Leadership Institute. Failure to comply will be subject to impeachment from position via 2/3-majority vote or executive decision from Advisor.

G. The Historian

It shall be the duty of the Historian to:

1. Keep the Organization's website updated monthly.
2. Check the Organization's website guestbook for new entries bi-weekly.
3. Take pictures at all of the Organization's events or delegate the responsibility to another person, as needed.
4. Upload all photos related to each event within 2 weeks of event.
5. Keep the Women of Color Leadership Institutes' official scrapbook/record of events with pictures.
6. Carry his/herself in a manner appropriate to Indiana University regulations and positive representation of the Women of Color Leadership Institute. Failure to comply will be subject to impeachment from position via 2/3-majority vote or executive decision from Advisor.

H. 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. Establish and secure contacts with the various local networks.
5. Carry his/herself in a manner appropriate to Indiana University regulations and positive representation of the Women of Color Leadership Institute.

Approved: August, 2016

Failure to comply will be subject to impeachment from position via 2/3-majority vote or executive decision from Advisor.

Article IV: Advisor

A. The Women of Color Leadership Institute Advisor

It shall be the duty of the Women of Color Leadership Institute Advisor to:

1. Attend all Affairs emanating from the weekly, monthly, and yearly programs set-up by the Organization.
2. Attend all of the meetings of the Organization, both general body and emergency meetings.
3. Perform other duties as prescribed by the Organization or campus life.
4. He/She shall not vote or pay dues.
5. Shall have name on all financial accounts.
6. Sign on financial accounts.
7. Carry his/herself in a manner appropriate to Indiana University regulations and positive representation of the Women of Color Leadership Institute.
8. Shall hold position as Advisor until he/she resigns or is deemed as unfit by the Organization's 2/3-majority vote.

Article V: Meetings

- a) There will be regular membership meetings every 1st Monday and 3rd Tuesday of the month from 6:00pm – 7:30pm. All executive officers and advisors have the authority to call meetings.
- b) All meetings will be conducted following Robert's Rules of Order.
- c) Emergency meetings will be handled the same as regular meetings.
- d) Attendance sheets will circulate throughout each of the Organization's meetings; WOCLI hosted or co-sponsored event, and all other events for representation and will be the responsibility of the Secretary.
- e) Executive board meetings will be held every 1st Monday and 3rd Tuesday of the month from 7:30PM – 8:30PM following all general body meetings.
- f) Executive board meetings and emergency meetings shall be limited to the executive officers and Advisor.

Article VI: Committees

- A. Committees shall be led and appointed by persons from the general body of the organization
- B. If needed, council leaders can appoint vice leader to attend either Monday or Tuesday meetings on behalf of the committee (someone must represent each committee at each meeting).
- C. It is the responsibility of each committee to set aside time outside of general body meetings for planning and discussion as needed prior to the scheduled event.
- D. Committee List
 - a. Treasurer – Budget and Finance Committee
 - b. President – Programming Committee
 - c. Public Relations Chair – Public Relations Committee
 - d. 1st Vice President – Community Outreach Committee

Approved: August, 2016

- e. Historian – Web Design Committee
- E. Present a written report at each meeting committee council.²

Article VII: Non-Hazing

- A. 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: Amendments

Section 1

The Women of Color Leadership Institute Constitution and Bylaws may be amended by a petition from any respective member approved by the Women of Color Leadership Institute by two-third (2/3) of executive board majority vote.

Section 2

The amendment must be presented in writing at least one (1) regular meeting prior to the one (1) at which it is to be voted on unless it is an amendment that is being made to a motion that is currently on the floor.

Section 3

The revised constitution shall become effective immediately when ratified by a two-thirds (2/3) majority vote.

Section 4

Every third (2nd) year the constitution and by-laws shall be revised and updated, unless requested by the WOCLI executive member or its advisors.

² Which is the responsibility of the appointed general body member and needs to be submitted to the Secretary at least (3) days post event