Leadership Corps Constitution

Constitution of 21st Century Scholar Leadership Corps

Updated May 2019 by 21st Century Scholars Leadership Corps Executive Board

Preamble: The 21st Century Scholars Leadership Corps is the natural successor to the 21st Century Scholars Volunteer Corps and will encompass not only that organization, but the Ambassador Corps and Public Relation Corps under the entirety of the Leadership Corps name.

Article I: Membership

Members are students of Indiana University with a GPA of 2.0 or above.

A. Active Members of Leadership Corps:
    a. Attend at least one General Body Meeting per semester
    b. Complete a minimum combination of 5 community service hours, 5 hours of leadership development/community outreach hours, or attend two social/fellowship events per semester.
B. There is no limit to the number of members Leadership Corps can have.

Article II: Executive Board Officers and Structure

Section 1: Executive Board Structure

A. The Leadership Corps Executive Board will be composed of 7 positions.
B. There will be one president serving the entire Leadership Corps
C. There will be three Vice Presidents from each of the units of the Leadership Corps (Public Relations, Ambassador, and Volunteer Corps).
D. The Leadership Corps will have one Treasurer, one Secretary, and one social media coordinator to serve all three units of the Leadership Corps.

Section 2: Officers (7 Total)

A. President (1), Leadership Corps
B. Vice President (3), Ambassador, Public Relations, Volunteer Corps
C. Media Coordinator (1), Leadership Corps
D. Treasurer (1), Leadership Corps
E. Secretary (1), Leadership Corps

Section 3: Duties of Officers

A. President
    a. Serve as a leader and representative for Leadership Corps and fellow 21st Century Scholars.
    b. Oversee all projects that involve the entire executive board, ensuring all members complete their responsibilities.
    c. Responsible for knowing how to complete each officer's duties.
    d. Responsible for agendas for executive board meetings and informational material at general body meetings.
    e. Serve as primary contact for organization.
    f. Responsible for implementing new officer members with assistance from Adviser and Graduate Assistant.
    g. Call emergency meetings.

h. Attend all executive board meetings. Written 24-hr notice required if unable to attend to Executive board/Graduate Adviser.
i. Attend all events. Written 24-hr notice required in case of absence to Executive board/Graduate Adviser.
j. Attend the annual 21st Century Scholars Next Steps Conference. Failure to attend this event will result in revocation of the position.
k. Will "cc" the Graduate Supervisor and Vice Presidents on all communications regarding Leadership Corps.

B. Vice President of Ambassador Corps
   a. Serve as a leader and representative for Leadership Corps and fellow 21st Century Scholars.
   b. Develop opportunities for Leadership Corps to engage in leadership development, local school public speaking events and various opportunities where leadership skills are enhanced.
   c. Works with appropriate executive board members to finalize event details.
   d. Serve alongside the President in all activities and events.
   e. Graduate Assistant is responsible for fulfilling role obligations in event officer is unable.
   f. Able to reserve space for Ambassador Corps event if Secretary is unable.
   g. Attend all executive board meetings. Written 24-hr notice required if unable to attend to Executive board/Graduate Adviser
   h. Attend all respective events of your organization wing. Written 24-hr notice required in case of absence to Executive board/Graduate Adviser
   i. Attend the annual 21st Century Scholars Next Steps Conference. Failure to attend this event will result in revocation of the position.
   j. Will "cc" the Graduate Assistant and President on all communications regarding Leadership Corps.

C. Vice President of Public Relations Corps
   a. Serve as a leader and representative for Leadership Corps and fellow 21st Century Scholars.
   b. Develop and maintain connections throughout campus for local community-building events, after-school and weekend game nights, other various opportunities for 21st Century scholars to engage in enriching and fun events.
      i. Will be responsible for organizing end-of-semester celebrations for Leadership Corps students.
      ii. Otherwise responsible for:
         1. Event Coordination and Planning
         2. Food/Meal Planning and Coordination
         3. Any other duties specific to event
   c. Works with appropriate executive board members to finalize event details.
   d. Serve alongside the President in all activities and events.
   e. Graduate Assistant is responsible for fulfilling role obligations in event officer is unable.
   f. Able to reserve space for Public Relations Corps event if Secretary is unable.
   g. Attend all executive board meetings. Written 24-hr notice required if unable to attend to Executive board/Graduate Adviser
   h. Attend all respective events of your organization wing. Written 24-hr notice required in case of absence to Executive board/Graduate Adviser
   i. Attend the annual 21st Century Scholars Next Steps Conference. Failure to attend this event will result in revocation of the position.
   j. 10. Will "cc" the Graduate Supervisor and President on all communications regarding Leadership Corps.

D. Vice President Volunteer Corps
   a. Serve as a leader and representative for Leadership Corps and fellow 21st Century Scholars.
   b. Develop and maintain connections throughout campus and community for local volunteer events and other various opportunities for 21st Century scholars to engage in service and giving back to the community.

        i. Works to maintain and create contacts for volunteer opportunities at Indiana University and Bloomington.
    c. Works with appropriate executive board members to finalize event details.
    d. Serve alongside the President in all activities and events.
    e. Graduate Assistant is responsible for fulfilling role obligations in event officer is unable.
    f. Able to reserve space for Volunteer Corps event if Secretary is unable.
    g. Attend all executive board meetings. Written 24-hr notice required if unable to attend to Executive board/Graduate Adviser
    h. Attend all respective events of your organization wing. Written 24-hr notice required in case of absence to Executive board/Graduate Adviser
    i. Attend the annual 21st Century Scholars Next Steps Conference. Failure to attend this event will result in revocation of the position.
    j. 10. Will "cc" the Graduate Supervisor and President on all communications regarding Leadership Corps.

E. Media Coordinator
    a. Serve as a leader and representative for Leadership Corps and fellow 21st Century Scholars.
    b. Serve alongside Vice Presidents in all activities and events
    c. Take pictures during service events.
        i. In event Media Coordinator is unable to attend service/leadership event, appropriate executive board member will preside over Media Coordinator role function.
    d. Upload pictures to BeInvolved and social media regularly.
    e. Create Social Media presence of Leadership Corps where appropriate.
    f. Attend all events unless a written 24-hr notice with regards to the absence is given to the executive board and Graduate Supervisor.
    g. Attend all executive board meetings. Written 24-hr notice required if unable to attend to Executive board/Graduate Adviser.
    h. Attend the annual 21st Century Scholars Next Steps Conference. Failure to attend this event will result in revocation of the position.
    i. Will "cc" the Graduate Supervisor, President, and Vice President of Unit on all communications regarding Leadership Corps.

F. Treasurer
    a. Serve as a leader and representative for Leadership Corps and fellow 21st Century Scholars.
    b. Manage all funding.
        i. Discover opportunities for funding.
        ii. Coordinate fundraising opportunities.
        iii. Work with every event and/or project to ensure proper funding.
    c. Provide a weekly and/or monthly budget as needed.
    d. Attend all executive board meetings. Written 24-hr notice required if unable to attend to Executive board/Graduate Adviser
    e. Attend all events. Written 24-hr notice required in case of absence to Executive board/Graduate Adviser
    f. Attend the annual 21st Century Scholars Next Steps Conference. Failure to attend this event will result in revocation of the position.
    g. Will "cc" the Graduate Supervisor, President, and Vice President of Unit (when appropriate) on all communications regarding Leadership Corps.

G. Secretary
    a. Serve as a leader and representative for Leadership Corps and fellow 21st Century Scholars.
    b. Take notes during executive board meetings.
        i. Notes are to be sent to the executive board and Graduate Supervisor within 24 hours of the meeting. In the event the Secretary cannot attend an executive board meeting, the Graduate Assistant will be responsible for taking notes.

c. Send out event reminders and announcements when appropriate.
d. Works with Graduate Assistant to ensure each event (internal and external) is properly and professionally managed and that each officer is aware of event details.
e. Liaison between various Officers and coordinating consistent communication and various event details.
f. Send weekly updates about Leadership Corps, or when appropriate.
g. Record attendance at all events including executive board meetings.
h. Attend all executive board meetings. Written 24-hr notice required if unable to attend to Executive board/Graduate Adviser
i. Attend all events. Written 24-hr notice required in case of absence to Executive board/Graduate Adviser
j. Attend the annual 21st Century Scholars Next Steps Conference. Failure to attend this event will result in revocation of the position.
k. Will "cc" the Graduate Supervisor, President, and Vice President of Unit (when appropriate) on all communications regarding Leadership Corps.

Section 3: Terms of Office

A. The term of each officer is one year, May 1st through April 30th.
B. There is no limit to the number of terms re-elected.
C. In the event that an officer resigns, the Secretary will fill the vacancy temporarily.
    a. Graduate Assistant may be utilized to fill this capacity in the event Secretary is unable.
D. The vacant positions will then be filled with a special selection process (See Article IV, Section 2) within a three-week period.
    a. In the event an executive board member wishes to fill a vacancy and leave their position, they will require two-thirds approval from the current executive board.
    b. This vacancy will then be filled with the special selection process instead.
E. Written two-week notice required to President and adviser in event of officer resignation.

Article III: Elections, Selection, and Training

Section 1: Elections

A. Elections for the Executive Board will be held at the end of each Spring Semester.
B. All current Executive Board members must reapply if they wish to serve in their respective positions for the next term.
C. Prospective Executive Board members will be informed of upcoming elections and available positions via email no later than March 20th by the Secretary and President.
D. Candidates shall send written notifications to the Executive Board stating the position he/she desires to run for by the first Thursday in April.
E. Elections will be conducted through BeInvolved and run for at least 1 week following the first Friday in April.
F. Elections and results will be finalized before the last Executive board meeting of the academic year.
G. Special selection process will be held to fill vacant positions.
H. Current President and Graduate Assistant votes shall be worth 5 votes of a general member, as to not compromise the integrity of the Executive Board in one election.

Section 2: Special Selection Process

A. All officers must currently hold a 2.5 semester and cumulative GPA.
B. The special officer selection process will require the submission of a resume and process of an interview with the President and Graduate Assistant.
C. Final decision regarding officer elections will be confirmed by Adviser, Graduate Assistant, and President within a week of finishing interviews.

Section 3: Training of New Officers

A. Training will be conducted individually by each officer prior to and during the last executive board meeting of the academic year.
B. Each current officer will convey and teach incoming officers how to conduct activities regarding the technicalities of their position.
C. Current officers will also compile a document of contacts and information appropriate to be passed down to incoming officer.

Article IV: Adviser and Graduate Assistant

Section 1: Organization Staff/Faculty Adviser

A. Communicate with Graduate Assistant and President weekly.
B. Serve as an information resource and liaison.
C. Sign financial accounts.
D. Assists in maintaining professional and intentional Leadership Corps identity.

Section 2: Graduate Assistant

A. Work directly with Executive Board.
B. Communicate with Adviser and President weekly.
C. Assist with the special selection process of the Executive Board.
D. Serve as an information resource and liaison.
E. Serve as mediator for disputes between Executive Board Members.
F. Assists in streamlining role obligations between various officer positions.
G. Assists in maintaining professional and intentional Leadership Corps identity.
H. Assists Secretary in coordinating consistent communication and managing various event details.

Section 3: Adviser and Graduate Assistant External Affairs Involvement

A. Serve as a leader and representative for Leadership Corps and fellow 21st Century Scholars.
B. Preside over an event or meeting if the President is unable.
C. Attend all executive board meetings.
D. Attend all respective events of Leadership Corps.
E. Attend the annual 21st Century Scholars Next Steps Conference.
F. Responsible for fulfilling role obligations of unavailable executive board member
    a. Exception being position of Treasurer. Treasurer is required to complete revenue training through Student Life and Learning Office (SOA).
G. Able to reserve space for Leadership Corps if Secretary is unable.

Article V: Meetings

A. Executive Board will meet at least once a month, or more if needed.
B. The President will set the agenda for Executive Board meetings.
C. Attendance sheets will be circulating during every meeting.
D. General Body Meetings will be held at least once a month, or more if needed
E. The President will create informational material to be shown/handed out

Article VI: University Clauses

Statement of University Compliance

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

Anti-Hazing Policy

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.

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

Statement of Non-Discrimination

Leadership Corps 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.*

> *Under 20 U. Under 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities are exempt from Title IX discrimination prohibitions on the basis of sex with respect to their membership practices. The law recognizes that differentiated treatment based on sex for purposes of membership in a social fraternity or sorority is not arbitrary or unlawful. Organizations in this category may remove “gender” from the non-discrimination statement in their constitution.

Programs Involving Children

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

Amendments

Amendment I: Executive Board Absences

Executive Board members are expected to attend all board meetings and to arrive on time to those meetings. In certain instances, at the sole discretion of the President, a member may be excused from attending a meeting, provided he or she gives due notice 24 hours in advance if possible and submits an update to the board of any progress he or she has made since the previous meeting.

Amendment II: Failure to Meet Position Requirements

Unexcused absences or repeated failure to complete the responsibilities laid out in Article III, Section 3 (Duties of Officers) of this constitution will be subject to the following consequences:

A. For the first offense, the member will be required to meet with the Adviser and/or Graduate Assistant to discuss the reason for their inability to fulfill their responsibilities.
B. For the second offense, the member will be placed on probationary status for no less than four weeks, during which time the member’s commitment to the organization will be under review by the President and Vice Presidents in the case of a general board member or by the Adviser and/or Graduate Supervisor in the case of the President or Vice Presidents.
C. If the board member’s level of commitment is found to be unsatisfactory for any reason, including but not limited to additional unexcused absences, the member will be subjected to an impeachment hearing or resign from their position.

Amendment III: The Removal Process

If a board member’s conduct meets the requirements for removal as outlined by Amendment II to this constitution, the board shall proceed in the following ways:

A. The member will be informed of the impeachment charges at least 24 hours before the board meets and given the opportunity to resign from all duties and forfeit all benefits of his or her executive board member status.
B. If the member does not resign, they will be subjected to a hearing by the board. The specific charges will be read, and the member may address the board and state any defense or reason that might sway the board's vote, after which time the member will leave the meeting area.
C. The board will confer and conduct an open vote regarding the member's removal from office.
    a. Two-thirds of the board, excluding the member under review, must vote for the member's impeachment for the decision to be affirmed.
    b. If less than two-thirds of the board votes for impeachment, the member will remain on probation for a period of four weeks, at which time the member will resume non- probationary status.

Amendment IV: Performance Reviews

At the end of each semester, the Adviser and/or Graduate Assistant shall be responsible for reviewing the Executive Board based on the quality and completeness of their job performance.

All reviews are intended to be done in good faith and as a means to promote member growth and betterment; therefore, members shall have the results of their review shared with them by the reviewer.

Amendment V: Accountability

Any Leadership Corps member who has committed to a volunteer/leadership/fellowship event at a given time and place has an obligation to the organization they are serving as well as Leadership Corps to arrive on time and stay for the agreed upon duration.

A. Any member of Leadership Corps who does not meet these guidelines will receive a demerit if it is their first offense.
B. If a second incident should occur, the offender will lose their active member status.
C. A third offense will result in the member's dismissal from Leadership Corps.