

CONSTITUTION OF MUSIC INDUSTRY NETWORKING CLUB AT INDIANA UNIVERSITY (MINC)

PREAMBLE

The Music Industry Networking Club at IU (MINC) provides networking opportunities for students interested in the field of music entertainment. The goal of MINC is to bring students with similar interests together and foster career development skills in a competitive industry.

ARTICLE I: MEMBERSHIP

Participation in the proposed organization must be 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. [Section I.D.3(c).]

The majority of MINC members must be currently enrolled at Indiana University. Chapter dues will be determined by MINC officers and must be paid in order to participate in networking trips, panels, and activities.

Members will be admitted to MINC upon paying the local dues. There is no formal process.

ARTICLE II: UNIVERSITY COMPLIANCE

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

ARTICLE II: EXECUTIVE OFFICERS

Officers will include, but are not limited to:

President: Responsible for leading meetings, communicating with other members, closely communicating with the advisor, members and officers. The president is also responsible for maintaining the by-laws of the MINC constitution. The president, with assistance of other officers as needed, is to re-register the chapter every year by October 31st. The president is also responsible for reserving a meeting space and closely communicating with the Office of Student Organizations and Leadership Development. The president must also develop meeting agendas, preside over committees, complete University paperwork, and set organization goals for the short and long term spectrum.

Vice President: Responsible for assisting the president in all facets of his or her responsibilities. This includes but is not limited to: chairing meetings in the absence of

the president and closely communicate with chapter members, officers, and the advisor, and assuring the club maintains the by-laws of the MINC constitution. This officer presides over advertising our club, events, and creating a visible presence on campus and in surrounding areas. Responsibilities also include keeping social media and other websites up to date.

Treasurer: Responsible for keeping a record of all receipts and disbursements and conveying this information to other officers, members, and the advisor. He or she must also develop and maintain an organization budget and attend committee meetings as necessary.

Coordinator of Events: Responsible for specific events or activities. This officer is also responsible for assisting the president in all facets of his or her responsibilities. This includes but is not limited to: chairing meetings in the absence of the president and closely communicate with chapter members, officers, and the advisor, and assuring the club maintains the by-laws of the MINC constitution.

Secretary: Responsible for writing minutes at all meetings and communicating with members about chapter activities, this may include updating the website along with social media pages. The secretary is also expected to assist members in registering for membership and keep a membership database. He or she should also submit news of our chapter to the “MINC Member News.”

All officers are expected to communicate with one another and the advisor on a regular basis, preside over committee meetings as needed, and assist one another in the workings of the organization.

All officers are expected to attend all training seminars necessary through the Office of Student Organizations and Leadership Development.

Until April, after our group establishes membership, there will be an acting President. Other officers will be elected according to Article VI: Elections and will act until April. Officers may be re-elected if the majority of the members so please. Officers will serve from April of one year to the following April, thus serving a full year. Officers will take office immediately following elections and turn over their office the following year immediately following elections. Newly elected officers should utilize previous officers for guidance if the previous officer so pleases.

Officer vacancies are filled by the same procedures stated in Article VI: Elections. If a member is elected to fill a vacant office, their term will end in April. Officers may resign by giving a formal written resignation to the President—in the President’s case, to the Vice President.

Executive officer meetings will be held monthly, but correspondence between officers is expected frequently. The president will call these meetings and reserve space with assistance in planning from other officers. The advisor is also expected to attend these

meetings, since he or she must be affiliated with MINC and should be able to effectively guide the officer team. Decisions at executive meetings will be made through discussion and voting by a show of hands or secret ballot, depending on the matter at hand.

For officer elections see Article VI: Elections.

ARTICLE IV: ADVISOR

The advisor is to work closely with chapter officers as needed and provide useful information and guidance to club leaders.

ARTICLE V: MEETINGS

Meetings will be held weekly. They will be advertised via e-mail and at meetings. Call-out meetings will be advertised with flyers, sidewalk chalk, and e-mail. Call-out meetings will take place once a semester. Any officer or advisor has the authority to call the meeting as needed. The officer is to communicate with other officers before officially calling a meeting. The president will set the agenda with assistance from other chapter officers. Meetings will be informal, but order is to be maintained in order to efficiently discuss business.

Emergency meetings will be called by any officer member and will be advertised via e-mail. Attendance will not be recorded at these meetings, but in order to make the most of a membership, members are highly encouraged to attend.

ARTICLE VI: ELECTIONS

Members of MINC will nominate officer candidates. After candidates are nominated, they have one week to decline the nomination. At the following meeting, nominees will be asked to leave the room and officers will be selected by a vote of hands. Two-thirds of members must be present in order for a candidate to be elected. Members will be notified a month in advance or sooner of elections. Elections will take place around the same time every year in order to maintain continuity.

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

For a member to be affiliated with MINC said member must pay the organization dues. Dues will be determined by the MINC officers and advisor and must be paid in order to participate in networking trips, panels, and activities.

Dues are collected as members join the organization. Members that have not paid their dues will be unable to attend conferences, events, and activities. Dues are to be collected by the treasurer.

The budget for MINC is maintained by the treasurer, with assistance from other officers and advisors and should be revised frequently, especially at the beginning and end of each semester.

ARTICLE IX: FINANCES

The Treasurer is primarily in charge of financial affairs. Other officers may be expected to assist, as needed. All transactions must be cleared through the treasurer. The organization will be maintaining a Student Organization Account. In case of chapter dissolution, the current faculty advisor will facilitate distribution of funds to a current student organization similar in mission.

MINC is in accordance with the Student Organization Accounts office policies and procedures.

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

ARTICLE XI: AMENDMENTS

Eligible members (see Article I: Membership) will be notified of proposed amendments via e-mail. The e-mail notification will be sent with the meeting reminder. Majority vote of present members is required to ratify an amendment. Once approved by the organization, all constitutions with amendments must be submitted to Student Activities via myINvolvement.indiana.edu for approval.