

## **The Constitution of Doctors Without Borders Ambassadors at Indiana University / Médecins Sans Frontières Ambassadeurs à Indiana University (MSFA)**

### Preamble

Doctors Without Borders Ambassadors at Indiana University / Médecins Sans Frontières Ambassadeurs à Indiana University (MSFA) is a student conglomerate that works to fundraise, advocate, and spread awareness for the non-governmental organization Médecins Sans Frontières U.S.A., Inc. doing business as Doctors Without Borders (“MSF-USA”), a New York not-for-profit corporation.

As an organization, MSFA will help create spaces in which people can be educated, support, and advocate for the work of MSF-USA, through a variety of events and actions including, without limitation to:

- (A) Meetings;
- (B) Film-screenings;
- (C) Fundraising efforts;
- (D) “Map-a-thons,”
- (E) Fieldworker talks;
- (F) Petition drives, and
- (G) Other events on and/or around campus.

### Article I: Membership

**Section 1.01.** In accordance with Indiana University, student organizations must consist of no fewer than five (5) active members. There is not a maximum number of members for MSFA.

**Section 1.02.** Membership will be gained by paying entry dues to an Executive Officer who will forward the dues to the Director of Finance. The payer will be granted all benefits of being a member of MSFA.

**Section 1.03.** Members are expected to abide by Médecins Sans Frontières and Indiana University’s policies and code of conduct. Otherwise, the Executive Officer Board will decide the reprimands for the accused member.

**Section 1.04.** The classification of members is based on a point system called “Active Member Points (AMP).” Those who complete the task of:

- (A) Attending one (1) meeting gains one (1) AMP or

- (B) Attending one (1) event gains two (2) AMPs
- (C) Social events do not count toward AMPs

Examples of meetings may be, but are not limited to:

- (A) Information sessions;
- (B) Call-out meetings and
- (C) All-member meetings

Examples of events may be, but are not limited to:

- (A) Fieldworker talks;
- (B) Petition drives and
- (C) Film screenings

**Section 1.05.** The decision of what qualifies as an event, or a meeting is determined by the Executive Officer Board. Both events and meetings must be approved by the Executive Officer Board.

**Section 1.06.** AMPs are non-transferrable and are specific to MSFA members. All member's AMPs are set to zero (0) at the beginning of the fall semester and at the beginning of the spring semester.

**Section 1.07.** Events and volunteer opportunities are to be designated to Fall or Spring semester and AMPs gained are to be assigned accordingly.

**Section 1.08.** Executive Officer Board meetings do not count toward AMPs.

**Section 1.09.** There are two (2) classes of membership, including active members and inactive members. Active members of MSFA are considered to be those who achieve 60% of all AMPs offered in one (1) semester. Otherwise, they are considered inactive members. AMPs are valued in Section 1.02.

**Section 1.10.** The Director of Internal Communications is responsible for keeping a record of all AMPs gained by all members of MSFA and must file a list of active members and inactive members.

**Section 1.11.** In order to expel a member from MSFA, there must be support from the majority of the Executive Officers in favor of expelling said member. In the event that a person is expelled from MSFA, the Director of Internal Communications must keep a written or typed

documentation that the expelled member is not allowed to return to the organization or take part in MSFA-sponsored or MSFA co-sponsored events or meetings.

**Section 1.12.** Members who show intention of attending an event or meeting, but produce a valid reason they are unable to attend, will receive half of the AMPs the event or meeting awards.

## Article II: University Compliance

**Section 2.01.** This organization shall comply with all Indiana University regulations, and local, state and federal laws.

## Article III: Executive Officers

**Section 3.01.** Per the terms of Indiana University, a club must have one (1) acting Presidents and Treasurer.

**Section 3.02.** The Treasurer for MSFA is named the “Director of Finance.”

**Section 3.03.** The current officer positions that can be held include two (2) Co-Presidents, along with four (4) directors that include sections of volunteering, events, finance, and internal communications.

**Section 3.04.** Further officer positions must be added or removed by amendment.

**Section 3.05.** Executive Officers that fail to maintain their Active Member status will be removed from their position and their position will be considered vacant. Therefore, the process for Emergency Elections will ensue.

**Section 3.06.** Executive Officers that do not fulfill their specific roles as Executive Officers will be removed from their position and their position will be considered vacant. Therefore, the process for Emergency Elections will ensue.

**Section 3.07.** With exception to Executive Officers that are expelled from the Executive Officer Board, all Executive Officers who leave office are deemed “Executive Advisors.” Executive Advisors serve to aid acting Executive Officers in guiding MSFA toward success.

**Section 3.08.** The two (2) Co-Presidents shall:

- (A) Work together to fulfill their duties;

- (B) Call and lead all meetings of the MSFA at Indiana University Bloomington;
- (C) Re-register MSFA as a student organization when necessary;
- (D) Update and maintain the MSFA beINvolved profile;
- (E) Serve as the primary contact between MSFA and MSF-USA nationals;
- (F) Serve as the primary contact between MSFA and the MSFA advisor;
- (G) Enforce and assist other officers in completion of their responsibilities, and
- (H) Attend Student Organization Orientation at Indiana University Bloomington.

**Section 3.09.** The Director of Volunteering shall:

- (A) Coordinating volunteer opportunities with external organizations;
- (B) Contact other clubs for joint volunteer opportunities;
- (C) Inform the Director of Internal Communications of the volunteering opportunities that the Director of Volunteering creates and
- (D) Works closely with the Director of Events.
- (E) Register PIC volunteer opportunities through Indiana University Bloomington as appropriate.

**Section 3.10.** Director of Events shall:

- (A) Coordinate events within the organization;
- (B) Work with the Director of Finance while coordinating fundraising events;
- (C) Contact other clubs for joint events and
- (D) Works closely with the Director of Volunteering.
- (E) Register PIC Events through Indiana University Bloomington as appropriate.

**Section 3.11.** The Director of Finance shall:

- (A) Serve as the “Treasurer” of MSFA;
- (B) Manage and obtain grants through Indiana University Bloomington;
- (C) Manage and propose the budget of MSFA;
- (D) Aid the Director of Events and the Director of Volunteering in creating volunteer work and events;
- (E) Update the Co-Presidents on all financial affairs, including but not limited to expending 10% of the current treasury, and
- (F) Collect dues from all members and keep record of members who have paid dues.

**Section 3.12.** The Director of Communications shall:

- (A) Relay all received communications from MSFA members to all board members;
- (B) Notify all MSFA members of MSFA activities including, but not limited to, meetings, events, and constitution updates;
- (C) Be responsible for keeping an attendance and AMP records at events and meetings;

- (D) Record all important topics covered in executive and general meetings and send an email containing a summary of said meetings;
- (E) Record and total votes on all issues and
- (F) Manage all social media pages, including, but not limited to Twitter, Facebook, Snapchat, Instagram, Tumblr, etc.

**Section 3.13.** Newly elected officers assume their responsibilities at the end of the Spring Semester. All Executive Officer terms are limited to a one (1) year or two (2) semesters before they must relinquish their position at the end of Spring Semester. After their vacancy, officers may serve as an “Executive Advisor” for MSFA.

**Section 3.14.** Officers may not hold the same Executive Officer position for two (2) sequential terms, but may be elected for an Executive Officer position they have not previously held.

**Section 3.15.** Executive Officer vacancies are filled by the popular vote of MSFA members present at the General Elections or Emergency Elections. See Article VI for the procedure for General Elections and Emergency Elections.

**Section 3.16.** Executive Officers can resign by signing a typed or written statement with the intention of relinquishing their responsibilities and title of their Executive Officer position.

**Section 3.17.** Executive Officer Board meetings will be held two (2) times per month during the regular academic semester to discuss the progress we have made as an organization and what we plan for events in the future. Decisions are made as a group, based on officer majority.

**Section 3.18.** The act of removing an Executive Officer from their position must have the majority vote of all current Executive Officers. Executive Officers will be automatically terminated if they are absent for three (3) or more board meetings during one (1) semester.

**Section 3.19.** Executive Officers are able to form committees from MSFA members to aid them in their responsibilities.

#### Article IV: Committees

**Section 4.01.** Executive Officers are able to form committees, discretionary bodies formed by the Executive Officer to assist with their duties. Committee membership is comprised of active MSFA members who have expressed interest in taking on additional responsibilities in the realm of the Executive Officer. Each committee must have a title, purpose, and agenda, documented by the responsible Executive Officer.

**Section 4.02.** The Executive Officer must oversee the committee they form and is responsible for the actions of their committee. The Executive Officer is responsible for keeping record of the members of their committee.

**Section 4.03.** An Executive Officer may expel any member from the committee for which they are responsible with just cause via verbal or written statement.

**Section 4.04.** Members of committees do not hold any executive power and must follow the agenda assigned by the Executive Officer who is responsible for their committee.

**Section 4.05.** Any member who is interested in joining a committee must ask permission of the Executive Officer who is responsible for the committee. The Executive Officer reserves the right to approve or reject the member's request to join their committee.

**Section 4.06.** The dissolving of a committee may be commanded by the Executive Officer who is responsible for the committee. If there is an objection by any Executive Officer to the dissolution or formation of a committee, the committee's status will be held to a vote.

#### Article V: Advisor

**Section 5.01.** The responsibilities of an advisor include, but not limited to:

- (A) Attending meetings when they are able;
- (B) Advisement before major decisions, including, but not limited to, constitution ratifications, large events, and expenditures greater than 10% of the current treasury.
- (C) Sponsor the MSFA Student Organization Account and email address.
- (D) Review the budget that the Executive Board proposes

**Section 5.02.** The MSFA Executive Board adds or removes the MSFA Advisor by majority vote at an Executive Officer meeting.

**Section 5.03.** The club is not limited to one (1) Advisor, and the Executive Board is able to add or remove Advisors as needed.

**Section 5.04.** Any MSFA Advisor reserves the right to forfeit his responsibilities as Advisor by resigning their position by notifying one of the Co-Presidents.

## Article VI: Meetings and Events

**Section 6.01.** All-member meetings are held at least once every month to update the club on MSFA activities. The meetings are announced to all members by email and various forms of social media. The agenda for all member meetings is set and agreed upon by the Executive Officer Board .

**Section 6.02.** Executive Officers will hold a board meeting at least twice a month

**Section 6.03.** All meetings must have an quorum of equal to or greater than 60% of active members of MSFA for major decisions and votes to be valid.

**Section 6.04.** Emergency meetings can be called by any Executive Officer at any time, within reason. The majority of Executive Officers must agree on the topic of the emergency meeting. Once the topic of the emergency meeting is decided upon, a time and place will be decided on where the Emergency Meeting will be held. After final decisions on the emergency meeting topic, time, and location are made, the Director of Internal Communications will send out an email to all MSFA Members of the topics to be discussed in the emergency meeting.

**Section 6.05.** Attendance to all meetings and events will be recorded by the Director of Internal Communications.

**Section 6.06.** The Director of Internal Communications is responsible for recording major topics discussed in all-member meetings and emailing a summary of the meeting to all MSFA members.

**Section 6.07.** Newsletters are emails that are recaps of previous meeting and details of the next upcoming events and meetings. The first newsletter of semester should contain a calendar of all of the planned semester's events. Newsletters will be sent at the beginning of every month.

**Section 6.08.** Members who are in good standing with MSFA that possess fewer AMPs will be selected for volunteering over members with more AMPs to ensure equal opportunity for volunteering and membership. This is to be ensured by the Director of Internal Communications.

## Article VII: Elections

**Section 7.01.** Executive Officers are elected annually by popular vote during one (1) all-member meeting within the first two (2) weeks of the month of March known as the “General Election.” Members will be notified of the election by email and at every MSFA meeting. Elections will proceed via an anonymous online poll, in which each nominee can submit a short description of their platform. Only active members present at the General Elections may participate in the vote. This will be achieved by having a password on the online poll that is only available to active members present at the General Elections.

**Section 7.02.** In order to run for an Executive Officer position in the General Election, an active member must be nominated by themselves or another for a single Executive Officer position.

**Section 7.03.** In the event of a vacancy of an Executive Officer position between two (2) general elections, an “Emergency Election” will be held. Emergency Elections will follow the same procedure as General elections, with exception to being held on any date determined by the Executive Board.

**Section 7.04.** All meetings must have an quorum of equal to or greater than 60% of active members of MSFA for major decisions and votes to be valid.

**Section 7.05.** Every member present for elections will have two votes for Co-President and may not vote for the same nominee twice in the same round of voting. Members will have two votes, but reserve the right to abstain from casting one or both votes.

**Section 7.06.** The Co-President nominees who are awarded the most and second-most votes will serve as the Co-Presidents of MSFA for their term.

**Section 7.07.** In the event of a tie for the most number of votes for Co-President, both candidates will become Co-Presidents and serve their term. In the event of a tie for the Co-President with the second-most number of votes, the nominee with the most votes will become a Co-President, and the nominees with the second-most votes will proceed via the same process as voting for a Director position.



## Article VIII: Non-Hazing

**Section 8.01.** 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 IX: Dues & Budgets

**Section 9.01.** Members who are new to MSFA must pay dues totalling \$20.00 and will be provided with a free club t-shirt. Returning members will pay dues totalling \$5.00 and will have the option of purchasing a t-shirt at a reasonable price. Dues will be collected at the beginning of each semester.

**Section 9.02.** Funds for the club will be allocated through dues, fundraisers, grants, and by other legal means.

**Section 9.03.** The Director of Finance is responsible for collecting all income from dues, donations, sales, and fundraisers.

**Section 9.04.** The Director of Finance is responsible for proposing and maintaining the MSFA budget. The budget is revised yearly when the new executive board is elected.

**Section 9.05.** An adjustment of dues is to be discussed and voted upon by the Executive Officer Board.

**Section 9.06.** Should a member express financial inability to pay their dues, the Executive Officer Board will discuss the application of a monthly payment plan where dues are paid in equal fractions per month. In extreme cases, the waiving of the semester dues will be considered by the Executive Officer Board. All information about the member must be kept confidential.

## Article X: Finances

**Section 10.01.** The Director of Finance will be responsible for financial affairs.

**Section 10.02.** The Director of Finance is responsible for creating and maintaining a “Student Organization Account” through Indiana University Bloomington. MSFA will be held in accordance with the Student Organization Accounts Policies and the Director of Finance is solely responsible for adhering to said policies.

**Section 10.03.** In the event that MSFA dissolves, all remaining funds belonging to MSFA will be donated, in full, to MSF-USA.

#### Article XI: Personal Gain Clause

**Section 11.01.** 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 XII: Amendments

**Section 12.01.** In accordance with the memorandum signed with Doctors Without Borders U.S.A., MSFA is required to notify the Fundraising Events Manager (the “Manager”) of MSF-USA of any changes to this constitution, including, but not limited to, amendments. The President is responsible for informing the Manager of changes made to this constitution.

**Section 12.02.** Current members of MSFA will be notified by email about proposed amendments, passed amendments, and amendments that were proposed but failed to pass. An updated constitution will be sent to all officers when the constitution is updated.

**Section 12.03.** In order to ratify an amendment to this constitution, the majority of all active members who vote must be held in favor for said amendment.

**Section 12.04.** Amendments to this constitution may include:

- (A) The addition of a section to an article;
- (B) The addition of an article to this constitution, or
- (C) The deletion of a section of an article.

**Section 12.05.** Any article entirely in bold print in this constitution cannot be altered or removed without permission of Indiana University Bloomington.

### Article XIII: Ratification

**Section 13.01.** This constitution must be ratified with majority vote of all current members who vote in the ratification process.

### Article XIV: Memorandum with MSF-USA

**Section 14.01.** MSFA hereby commits to adhere the “Student Chapter Memorandum of Understanding.” A copy of this legal document should be kept by all board members and non-discriminately upheld by the acting Co-Presidents of MSFA.

### Article XV: Programs Involving Children

**Section 15.01.** This organization, when working with children will be aware of and abide by the University’s Programs Involving Children (PIC) Policy.

### Article XVI: Travel

**Section 16.01.** All members participating in travel must submit emergency contact information and a safety waiver to the Board to be kept on file prior to the departure of the trip.

**Section 16.02.** The term ‘travel’ is defined as any MSFA-sanctioned events that take place outside of the city limits of Bloomington, Indiana.

DOCUMENT HISTORY:

Created: \_\_\_\_\_ [date originally ratified by vote of the Organization]

Amended: \_\_\_\_\_ [date approved by vote of the Organization]

AUTHORIZED:

Signed By (print): \_\_\_\_\_ [Co-President]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signed By (print): \_\_\_\_\_ [Co-President]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signed By (print): \_\_\_\_\_ [Advisor]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signed By (print): \_\_\_\_\_ [Advisor]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_