

Kelley Student Government

Indiana University

CONSTITUTION

ARTICLE I – MISSION STATEMENT

We, the undergraduate students admitted to the Kelley School of Business at Indiana University, establish this constitution of the Kelley Student Government (KSG) on April 13, 2001 to:

1. Represent the official voice of the Kelley undergraduate student body
2. Collaborate with faculty to influence Kelley School of Business policy
3. Facilitate a strong relationship between students and staff
4. Serve member organizations by promoting collaboration and information sharing
5. Implement educational programs and social events that benefit Kelley students
6. Encourage diversity and ethics within the Kelley School of Business
7. Facilitate the distribution of programming funds made available by the Kelley School of Business
8. Promote the Kelley School of Business in the business community
9. Inspire future business leaders

To that end we hereby establish the Kelley Student Government in accordance with the criteria set forth herein.

ARTICLE II – NAME

This organization shall be known as the Kelley Student Government of the Indiana University Kelley School of Business Undergraduate Program.

ARTICLE III – MEMBERSHIP

Membership on KSG shall be of two types:

- Student Organization President
- General Delegate

A. Organizational Membership

1. Requirements to gain membership
 - a) Must be a business-related organization representing the best interests of the students within the Kelley School of Business.

- b) Organization must be officially recognized by the Kelley School of Business. KSG membership is effective beginning the semester following the establishment of the organization.
2. Student Organization Representation
 - a) Student Organization Presidents are expected to attend the club-focused meetings, once each month. Student Organization Presidents may attend any or all meetings of the KSG.
 - b) Every member organization is entitled to one vote. If the Student Organization President is absent for a meeting, he or she may appoint a replacement or proxy for that meeting. The replacement must be a member of the same organization.
 - c) Individuals cannot serve KSG as representatives of two organizations (thus having two votes). Students serving as president of more than one organization must appoint proxies to represent the additional organizations.
3. Student Organization President Responsibilities to the Government
 - a) To represent the best interests of his or her organization.
 - b) To openly promote the objectives of KSG.
 - c) To supply a current list of organization officers to the KSG President at both the beginning and conclusion of academic year, and other information as requested.

B. General Delegates

1. Selection of Delegates

- a) General Delegates will be selected by the Executive Board. There will be a formal, written application as well as an interview. Though each Executive Board will have its own set of criteria, characteristics of qualified applicants include:

- Demonstrated leadership ability
- Academic achievement in the classroom
- Active involvement in other extracurricular activities

The number of General Delegates will be determined by the Executive Board. Between 5 and 10 Delegates per class (freshman through senior) are recommended. Once appointed, Delegates will retain membership in KSG for subsequent years, provided they attend at least 2/3 of KSG meetings each year and meet the outlined requirements of delegates. Meetings for which students are absent due to study abroad will not be included in their meeting total. Applications must be made available at the first KSG meeting of the year and all new Delegates must be appointed by the second KSG meeting of the year, following formal interviews. At least one direct admit freshman must be appointed to KSG for the entire year.

b) Participation in the KSG must be made 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. The Kelley School of Business is composed of many different persons of many different backgrounds. This diversity should be exemplified in KSG, a representative body of the Kelley School of Business.

2. Delegate Representation

a) Delegates are appointed to represent the voice of the general student body.

b) Delegates are expected to attend all meetings of the KSG.

c) Each Delegate will have one vote in all business excluding student organization funding requests, which will be voted upon by the Student Organization Presidents and KSG President.

d) Delegates cannot appoint proxies, but may vote by proxy if studying overseas.

3. Delegate Responsibilities to KSG

a) To represent the best interests of Kelley students.

b) To openly promote the objectives of the KSG

c) To actively participate in meetings, activities, and serve on task forces or committees. Delegates missing meetings or failing to positively contribute to KSG initiatives may receive a warning from the Executive Board. If the behavior continues, the Executive Board may request a meeting with the Delegate to clarify expectations and determine ongoing KSG membership.

d) To vote on funding proposals during the club-focused KSG meetings.

ARTICLE IV – EXECUTIVE BOARD

An Executive Board, composed of four Executive Officers shall lead KSG. These officers shall be:

- President
- Vice President
- Secretary
- Treasurer

The executive board will meet as deemed necessary, though the Executive Board should meet at least once between KSG meetings.

A. Requirements to become an Executive Officer

1. Each officer is required to be an admitted student of the Kelley School of Business.

2. Each Executive Officer must have at least a 2.5 cumulative grade point average.

3. Each officer must be in good standing with Indiana University.

4. Both the President and Vice President must be able to serve a full year term. The Treasurer and Secretary can serve a semester term only if studying abroad. Under this circumstance, a replacement must be voted upon in normal procedure as outlined in Article IV, Section C, Point 3.
 5. Both the President and Vice President must have served a full semester as a KSG member prior to election of the position in good standing.
- B. Description of Executive Officer Duties:
1. The President shall:
 - a) Be a non-voting member of KSG, with the following exceptions:
 - i. The President may vote on student organization funding requests.
 - ii. The President may vote to break a tie, following two consecutive tie votes.
 - iii. The President may vote on the first ballot for Executive Board positions.
 - b) Preside over KSG meetings.
 - c) Set the official agenda for all KSG meetings.
 - d) Determine date and times of Executive Board meetings.
 - e) Maintain relationships with all KSG representatives, faculty, and administration, in addition to organizational leaders.
 - f) Periodically meet with the Undergraduate Chairperson to discuss ongoing KSG activities.
 - g) Update the advisor on the meeting agendas, minutes, and activities.
 - h) Perform any additional duties that may be required.
 2. The Vice President shall:
 - a) Be a voting and active member of KSG.
 - b) Act as President in the absence of the President, assuming all responsibilities.
 - d) Dutifully assist the President in his or her duties.
 - e) Perform any additional duties that may be required.
 3. The Treasurer shall:
 - a) Be a voting and active member of KSG.
 - b) Prepare an annual fiscal budget, presented at the first meeting of KSG at the start of the academic year
 - c) Be responsible for the internal finances involving the budget, including:
 - i. Keeping accurate financial data.
 - ii. Reporting at every meeting of KSG on any financial changes from the prior meeting.
 - iii. In cooperation with the Advisor, act as the final seal of approval on all purchases. (Funds will be allocated based on Executive Board decisions, with input of KSG held in high regard)
 - d) Report to the President.

- e) Perform any additional duties that may be required.
- 4. The Secretary shall:
 - a) Be a voting and active member of KSG.
 - b) Record and keep in a permanent file (both print and electronic versions) the minutes of all meetings.
 - c) Within 3 calendar days of the meeting's conclusion, provide a brief summary of meeting events to all KSG members, and make such information available to the public.
 - d) Record attendance and maintain attendance records of all Delegates and Student Organization Presidents.
 - e) Report to the President.
 - f) Perform any additional duties that may be required.

C. Election of Executive Officers

1. The current Executive Board will accept applications for office prior to elections. The day of the elections, all candidates have the opportunity to give a brief speech of his or her qualifications.
2. Elections will be held at a KSG meeting at some time in April. Nominations will be made for Executive Board positions, and the following meeting (at least one-week later) votes will be cast. This allows at least one week of campaigning, if individuals so choose.
3. After candidates give speeches, votes will be cast. If a candidate receives the majority of votes on the first ballot, he or she wins. If a candidate does not receive a majority of the votes cast, the top two candidates for each Executive Board position will have a run-off. Thus, the winner of the position must attain more than 50% of the votes cast. The President may vote on the first ballot for Executive Board positions.
4. New officers assume responsibilities and duties at time of election.
5. In the event an Executive Board member cannot assume, or resigns, his or her duties, another election will take place during the following KSG meeting. However, if the office of President is vacant the Vice President automatically assumes the role of President. Current Executive Board members are not allowed to switch positions if a new election must take place.

D. Removal of Executive Officers

- A. If an Executive Board member does not perform up to expectations because of lack of attendance or failure to live up to duties as specified in the Constitution, a motion to impeach may be made by any KSG member. This motion is reserved for distinct lack of effort by an Executive Board member and should be used as a last resort. If such a motion is made, there will be a special meeting scheduled within one week of the motion to determine the status of the board member. The person making the motion to impeach will make a case for impeachment, whereas the person up for impeachment may make a case against impeachment. With quorum present, 75% of those present must vote in favor of impeachment to remove the Executive Board member from office.

ARTICLE V – KELLEY STUDENT GOVERNMENT MEETING POLICIES

A. Quorum

3/5 of the General Delegates of KSG shall constitute a quorum. KSG meetings shall desist upon request for a quorum if 3/5 of the current Delegates are not present. For amendments to the Constitution, at least 2/3 of the current General Delegates must be present.

B. Schedule

KSG should meet twice a month during the academic year. The Executive Board shall announce the date and time of the meetings at the beginning of the semester. Meeting announcements should also be sent to the membership, via e-mail, no later than the Tuesday before each meeting. Meeting logistics may also be published online. Special meetings can be called at the discretion of the Executive Board.

C. Structure

One meeting per month will be initiative-focused, during which business will focus on KSG initiatives and projects, task force work, reports, open forum topics, and general discussion items. One meeting per month will be club-focused, during which business will be focused on Undergraduate Program announcements, student organization or leadership development, organization updates and announcements, and student organization funding requests.

D. Agenda

Any agenda items from KSG members, or from any Kelley School of Business students who wish to voice an issue, may be heard at KSG meetings. To promote efficiency, all issues to be presented for an official vote should be presented to the President at least 2 days prior to the meeting or presented at the previous KSG meeting.

E. Open Forum

Each KSG meeting will end with an Open Forum, during which any KSG member may bring up an issue for discussion.

ARTICLE VI – TASK FORCES

KSG will achieve its objectives, as articulated in the aforementioned Mission Statement, through a network of individual Task Forces that research issues and execute ideas. These Task Forces are created ad hoc at the request of either the Executive Board or the general body. Each Task Force, upon creation, must nominate a Task Force Leader who serves as the official liaison between the Task Force and the Executive Board; as a result, Executive Board members may not serve as Task Force Leaders. The recommended size for a Task Force is between two to five members.

Each Task Force is responsible for a brief presentation at every initiative-focused meeting to provide an update of their progress and achievement. Once a Task Force has accomplished all of its stated objectives, then it may choose to adopt a new purpose or its members may choose to participate in another Task Force.

ARTICLE VII – COMMITTEE APPOINTMENTS

- A. The Executive Board shall annually appoint a Student Ethics Committee to encourage ethics within the Kelley School of Business, through programming, education, or policy initiatives.
- B. The Executive Board shall appoint student members to other Kelley School of Business committees as requested.

ARTICLE VIII – FINANCES

- A. Kelley Student Government Operating Funds
 - 1. Operating funds will be requested from the Undergraduate Program Chair and managed by the Undergraduate Program.
 - 2. Any funds spent by the KSG are subject to approval by the Advisor, regardless of Executive Board or KSG voting procedures.
 - 3. Funds can only be spent on KSG -related or Kelley School of Business-related activities.
- B. Student Ethics Committee Funding
 - 1. Income from the Kelley School's IU Foundation "Jeffrey and Martha Comment Endowment Fund" will be made available for the support and maintenance of the Student Ethics Committee.
 - 2. Any funds spent by the Student Ethics Committee are subject to approval by the Advisor and are managed by the Undergraduate Program.
- C. Student Organization Programming Funding
 - 1. The Kelley School of Business may provide funding for use by student organizations to support programming and events that benefit students or the School.
 - 2. Available funding will be disbursed to officially recognized Kelley School of Business organizations through the following procedures:
 - a) Student Organization Presidents or their proxy must have attended at least two of the four club-focused meetings in a semester in order to be eligible to request funding that semester. Requests may be presented at the second meeting attended. Organizations represented in at least two fall meetings may present a funding request at the January meeting.
 - b) The KSG President may limit the number of funding requests allowed at each meeting, based on available time.
 - c) Organizations requesting support will make a presentation to the Government which outlines the program or event, anticipated costs, other available funding sources, and benefit to the School or student body. Organizations should provide copies of the proposal for the Student Organization Presidents, and/or a Power Point presentation may be utilized.

- d) General Delegates, the Executive Board, and Student Organization Presidents may ask questions, comment, and ultimately vote on funding requests.
- e) Organizations requesting support must have a Student Organization Account (SOA) into which the funds can be transferred.
- f) Student Organization funding requests may be supported until available funding is exhausted. Unutilized funds will not carry forward to the following academic/fiscal year.
- g) The advisor may facilitate the funding request process.

ARTICLE IX – ADVISOR

A faculty or staff advisor will be assigned to work with the Executive Board and supervise KSG activities. The President shall update the advisor on the meeting agendas, minutes, and activities.

ARTICLE X – AMENDMENTS

- A. Amending the Constitution requires a special quorum of 2/3 of the General Delegates.
- B. All motions to amend the Constitution must be on the agenda prior to the meeting. To be placed on the agenda, the President must receive notification at least 2 days prior to the meeting.
- C. KSG members shall have the opportunity to review proposed amendments prior to the meeting at which voting occurs.
- D. The Constitution may be amended by vote of 75% of KSG members in attendance at the time of the vote.

ARTICLE XI – COMPLIANCE

- A. KSG shall comply with all Indiana University regulations, and local, state and federal laws.
- B. 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 XII – APPROVAL

This constitution was reviewed, voted upon by KSG, approved and attested by on April 15, 2001, amended on November 5, 2004, January 25, 2008, and October 30, 2008.