Constitution of the Honors Bloomington Outreach

Preamble

The purpose of Honors Bloomington Outreach (HBO) is to connect IU students to the Hutton Honors College and to create a sense of partnership and community between honors organizations and HHC students. As such, HBO should focus on volunteering with local organizations & schools in need and giving back to other stakeholders in Bloomington in an effort to serve the greater Bloomington community.

Article I: Membership

Participation in Honors Bloomington Outreach must be without regard to arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation or veteran status.

(See section I.D.3(c) on page 6 of the Code)

Membership is divided into officers, executive members (also known as the Executive Board), and general members. Officers and executive members must be members of the Hutton Honors College in good standing. All members must be Indiana University students. HBO members are any IU students who attend general meetings and volunteer with philanthropic programs.

Members will be recruited from different honors student organizations on IU's campus, though any IU student is welcome to join. As well, HBO will attend the Hutton freshman involvement fair to recruit members. Officers will be nominated by the advisor, the executive board, or members of the organization. Members reserve the right to nominate themselves for an officer position, aside from President. All those nominated will need to submit a formal application as sent out by the Executive Board. Candidates will be interviewed by the President and Vice President who will have the ultimate authority on deciding whether a member can join the Executive Board or will become an officer.

HBO officers, executive members, and general members are expected to attend general meetings and collaborate on philanthropic projects initiated by the organization. All officers and members will be held accountable for completing tasks agreed on by the organization.

Membership is not contingent on payment of dues.

Article II: University Compliance

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

Article III: Executive Officers

Executive Officers should be executive members prior to becoming officers.

The president leads the organization in meetings and recommends new projects throughout the year, and is responsible for creating an environment which encourages members to contribute new ideas and initiatives. The president will also be responsible for contacts to outside organizations. The president will help direct the future growth of the organization, notably, seeking out and recommending new initiatives for the organization to take on.

There will be at least one Vice President whose responsibility will be to facilitate the organization and completion of projects. The VP(s) will also lead the meetings if the President cannot attend. VPs will also consult with the president and other executives on the future direction of HBO. General Meeting service project planning will fall under the discretion of the Vice President(s), with President reviewing projects for approval beforehand.

The Treasurer is an executive member who has completed the treasurer training as directed by Hutton organization standards and will be accountable for managing all HBO funds. Financial updates should be given at least twice a semester, and all transactions should be recorded in the general ledger.

A Membership Coordinator will take minutes of the meetings and be responsible for communications the president assigns. The membership coordinator should also take attendance at all general and executive meetings. The membership coordinator will help communicate with partner organizations as directed by the President.

A Social Media Coordinator should be appointed to run official accounts for Honors Bloomington Outreach. Prior to posting any content showing the face of an individual, the social media coordinator must have obtained written consent through the use of a photo release form.

Committee chairs will be appointed as a program is organized. Co-chairs must be executive members of Honors Bloomington Outreach. Committee chair positions will rotate as different projects are initiated. Two chairs should be named to each project when possible. Co-chairs of specific programs will be named on a semester basis – when possible, it is preferred that members serve as an executive member for at least a semester before becoming a co-chair.

Article IV: Advisor

The advisor will work closely with the organization to help guide the direction of HBO. He/she will oversee the progress and completion of the various philanthropic projects. The advisor will attend the executive meetings and offer support and direction. In consultation with the president, the advisor can remove an officer from his or her position for not fulfilling their responsibilities. The advisor will support all members of HBO and their development into men and women who are consciously involved in their communities.

Article V: Meetings

HBO meetings will be held on a weekly basis. The president will choose times and locations of these meetings and notify all members at least one week prior to the date of the meeting. Attendance at

these meetings is required of all members and officers. The president or advisor should be notified if a member or officer is unable to attend a meeting.

Meetings will alternate between executive and general. In Executive Meetings, only executive members need to be present and organization updates and decisions will be discussed. At General Meetings, general and executive members will complete community service projects organized by the President and Vice President. Organization updates and other pertinent organization business should consist of the remaining time for General Meetings.

Article VI: Elections

The President of the organization will be appointed by the current president with approval from HBO advisor. They will serve a yearly term based on a calendar year. The Vice President will be selected by the new president and outgoing president and will serve a yearly term (calendar year). All other positions (Treasurer, Membership Coordinator, Social Media Coordinator) will be selected by the President and Vice President after reviewing applications and will serve yearly terms based on calendar year. In order to become Vice President, Treasurer, Membership Coordinator or Social Media Coordinator, one needs to be an executive member for at minimum 1 semester prior to their start. President should have served in one of these roles previously and have at a minimum 3 semesters before beginning their term.

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 and Budgets

There will be no dues required of HBO members. The HBO treasurer will maintain the budget. The budget will be revised every time the council uses its funds.

Article IX: Finances

The HBO treasurer is in charge of all funding raised by the organization. The treasurer is responsible for notifying the organization of the organization's finances. A 23 account will be maintained and the organization will comply with all regulatory policies and procedures. The president, vice president, and treasurer all need to be certified to check out the 23 account card. A budget needs to be created at the beginning of each semester. In addition, the organization will follow the budget approval and financial process as stated by Hutton. HBO will go to the HHCFB as a source of funding program initiatives, with other funding organizations at IU being used as secondary funding sources. If the group dissolves, the remaining money will go to a local charitable organization decided upon by the organization.

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

Article XI: Programs Involving Children

This organization, when working with children, will be aware of and abide by the University's Programs Involving Children (PIC) Policy. Additionally, the organization will abide by the rules enforced by the governing elementary school (Fairview Elementary School).

Article XII: Amendments

Recommendations for amendments to the constitution will be made by the president and advisor, and voted on by all membership. A 2/3 vote of members present will be required to pass amendments.