

Constitution of Apparel Merchandising Industry Field Seminar Group

Preamble

The mission of the Apparel Merchandising Industry Field Seminar Group at Indiana University is to provide education and leadership for students interested in careers in retailing, apparel manufacturing, and related industries. The organization provides education through field seminars and professional opportunities, including industry speakers during visits to retail organizations, and on-site networking, and professional seminars.

Article I: Membership

- a) **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. This code follows the Equal Opportunity/Affirmative Action Policy of Indiana University.**
- b) There are no limitations to membership in the Apparel Merchandising Industry Field Seminar Group (AMIFS Group). All of the Apparel Merchandising Industry Field Seminar Group's officers and its members are currently enrolled at Indiana University.
- c) There are two classes of membership; officers and regular members. Officers must attend all meetings, including officer meetings (unless excused). Officers must also fulfill all duties that are required for their position. The officers will serve in planning and organizing of field seminar experiences for students in the Apparel Merchandising and Interior Design Department and the Retail Studies Organization. The members have the right to attend meetings as they want, and to participate as they wish.
- d) The AMIFS Group accepts all members that fill out an application. Membership of members cannot be revoked unless a violation of Indiana University Student Code occurs. Admission is open to all.
- e) Membership is contingent on joining and supporting the planning of field seminars for students in AMID.

Article II: University Compliance

- a) **This organization shall comply with all Indiana University regulations, and local, state and federal laws. All Indiana University policies and regulations, including those embodied in the Code of Student Rights, Responsibilities and Conduct, are in effect and apply to the behavior of all members. Any violations of these policies or regulations as provided under the Indiana University Code may result in membership being revoked.**

Article III: Executive Officers

- a) Title of all officers and their duties and responsibilities are as follows:
 - President- Works with faculty advisors and other officers to initiate ideas for Field Seminars, coordinates officers, develops leadership within the group and oversees all functions of the organization
 - Vice President- Assists president with all listed duties and performs assigned tasks related to organization. The VP will track activities, non-financial documents and notes at meetings for record keeping as well as be responsible for writing thank you notes to industry speakers
 - Treasurer- Works with SOA office and keeps books on group's financial status and activities
- b) Active member experience, communication skills, leadership skills, and dedication to the organization are the requirements for an officer position within the AMIFS Group.
- c) Officers serve a term of one year from August to August. Past officers mentor new officers. Officer vacancies are filled by the current members and previous non-graduated officers through a nomination and interview process. Officers resign by submitting resignation to the sponsors and current president and vice president. They will undergo an exit interview.
- d) Executive Officer meetings will be held monthly. The president calls the meetings and prepares an agenda in advance of the meeting with sponsors. Sponsors are considered advisors of the group and will be involved in all decisions and functions. All topics are open for discussion; however final decisions are made by the sponsors and the president and vice president.
- e) Officers are selected through an interview process. Vacant offices are also filled through an application and interview process.
- f) The advisors, along with two officers, may decide to remove an officer from office if necessary.

Article IV: Advisors

- a) Advisors mentor and guide the group. They ultimately oversee and confirm all decisions. Advisors will help create network connections for field seminars and either the advisors or other faculty delegates will attend any field seminars.

Article V: Meetings

- a) Meetings are held as needed. The sponsors, the president, and vice president have the authority to call meetings.
- b) The advisors, the president, and vice president set the meeting agenda. The meeting is opened by the president, each officer reports on their responsibilities and field seminar plans are discussed before the president closing the meeting. Executive officers and the sponsors can call special or emergency meetings for officers only. Officers will be contacted by email or phone.
- c) The secretary is responsible for recording attendance of the members.

Article VI: Elections

- a) Elections will be held in April of the previous year.
- b) Students are nominated by current officers and advisors.
- c) Elections are not made by voting. Officers are selected through a nomination process and interviews by advisors, previous president and previous vice president are completed.
- d) Upcoming elections are announced through membership e-mails.

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

- a) There are no dues for membership, but there will be open application for field seminars announced to Retail Studies Organization members and Apparel Merchandising students.
- b) Students will make application for specific field seminars and the officers and the faculty sponsors will review applications using the criteria set for the specific type of seminar (i.e. some open to juniors and seniors only, some for all classes, etc as detailed on the seminar applications.).
- c) Students selected for various field seminars will be responsible for paying for the seminar with a check made out to the Student Organization Account.
- d) All field seminars will be self funding and not-for-profit.
- e) **Participation in any field seminar will 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. This code follows the Equal Opportunity/Affirmative Action Policy of Indiana University.**
- f) The treasurer and the advisors monitor the budget which will be maintained on a consistent basis throughout the year.
- g) The treasurer will deposit funds into the SOA account, submit payment requests and track all funds through the account.

Article IX: Finances

- a) The finance officer and the advisors are responsible for financial affairs.
- b) AMIFS Group will be maintaining a Student Organization Account.
- c) AMIFS Group will be in accordance with the Student Organization Accounts office policies and procedure.
- d) If the group dissolves the advisors will determine what happens to the remaining money.

Article X: Personal Gain Clause

- a) ***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 X: Amendments

- a) All members will be notified of amendments through announcements that will be made via email.
- b) All executive decisions and amendments will be made by sponsors, president, and vice president.
- c) Once approved by the organization, all constitutions with amendments must be submitted to the Student Activities Office for approval.

Article XI: Ratification

All changes to this constitution will be made by the advisors, the president, and the vice president of the Apparel Merchandising Industry Field Seminar Group.