

Constitution of buildOn at IU

Preamble:

buildOn at Indiana University is a chapter of the international nonprofit buildOn that works to end poverty, illiteracy and low expectation through service and education. The IU chapter will be responsible for raising up to \$30,000 for a primary school in a developing country. Students will also have the opportunity to go on “trek” to participate in the ground breaking of the school.

Article 1: Membership

Membership is available to all IU students, regardless of intention to go on trek or not. Members are expected to attend at least two club meetings a semester and volunteer for at least one fundraising activity. There are no membership dues, and students are encouraged to join at any point throughout the year. If members meet some, but not all, semester requirements they will be put on probation. If they do not meet all requirements the next semester they are removed. If members do not attend any meetings for a whole semester they are removed. They are notified of this by email. This is kept track of by the Vice President. If the record indicates the members have not met the requirements, this is presented to the president. Together, the President and Vice President decide to remove the member. The Vice President notifies them of their removal.

Article II: University Compliance

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

Article III: Executive Officer

Executive officers will include a president, vice-president, treasurer, head of fundraising, head of volunteering and a social media director. The executive board will generally function as a team, with jobs being assigned to officers as they arise. Officers will have some assigned jobs. Their duties are as follows:

- The *President* will be responsible for running meetings, communicating with the buildon staff regarding trek, and being the primary contact person with the university and faculty sponsor.
- The *Vice President* will be responsible for helping lead meetings, and being the primary contact person for members. They will also be attached on emails to the buildOn staff.
- The *Treasurer* will be responsible for managing any cash, checks, or online donations (Venmo) from fundraising events. They will also calculate points for

trek (see Article IX) and confirm that all spreadsheets are updated and accurate. The Head of Fundraising also approves spending.

- The *Head of Fundraising* will be responsible for helping organize fundraisers, making flyers, and delegating roles to other club members. They will also approve all spending by the treasurer.
- The *Head of Volunteering* will be responsible for scheduling at least two volunteer activities a semester.
- The *Social Media/Outreach Director* will be responsible for of all the social media pages and other forms of advertisement (radio ads, websites, ect.).

The executive board will be aided by two committees one in charge of fundraising and one in charge of volunteering. These committees will be made of 2-7 members of the club who intend to take a greater role in funding the building of a school and impacting the Bloomington community.

Officers will be self-appointed for the first year of the club. All following years, officers will be voted on by club members who meet the membership requirement. To be considered as an officer members are required to either:

- a) Be a current officer
- b) Submit a brief application to the current officers explain why they are interested in a certain executive position and what they did with the club the previous year that would prepare them to hold a place on the executive board.

Committee members will simply be required to submit a brief paragraph on why they wish to join a committee and if they believe they can make the necessary commitment.

Officers are expected to attend at minimal, bi-weekly officer meetings. It is also expected officers will work on any buildOn tasks outside of these meetings. A substantial amount of planning will be done via communication in Groupme, email, texts, or calls. Officers serve until the following year's election, at which time they may be replaced or retain office. If an officer chooses to quit, they may inform the rest of the executive board. The executive board will then nominate a new member to this position.

To remove an officer, an intervention needs to be called. The officer pending removal needs to be informed of why they are up for removal. To finalize a removal, all officers and committee members must unanimously vote to remove the officer. Then, an emergency election will be held for that position.

Article IV: Advisor

The faculty advisor of buildOn has no defined duties or roles. The advisor is welcome to attend any meetings, help at fundraisers, or go on trek, but is in no way required to. Advisors may serve for any period of time, and more than one advisor is allowed. An advisor does not

need to be told of reasons for their removal. If the executive board feels the advisor is no longer serving properly, a minimum of 2/3^{rds} of the executive board needs to vote to remove and replace the advisor.

Article V: Meetings

Meetings will be held bi-weekly and should last no more than an hour. The location of the meetings is prone to change, so officers are responsible for sending out the location a few days prior. The executive board reserves the right to add more meetings, or cancel meetings. Ideally, meetings will be held at a consistent time and day of the week. Similarly, the executive board reserves the right to change this if necessary.

Article VI: Elections

Elections will be held at the beginning of every school year. Anyone is allowed to run for an officer position. If a member wishes to run for office and they are not currently an officer, they must submit a paragraph to the current officers explaining why they wish to run and how they can help buildOn. During one of the first meetings of the year, anyone running for officer will make a speech. At the same meeting, all members present will vote on a ballot, which the treasurer will count. After the new executive board has been announced, members have the opportunity to apply to be on the volunteering or fundraising committees.

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 IX: Finances

All members are encouraged to do personal fundraising. This is kept track of through buildOn's fundraising website. Per buildOn policy, any member going on trek is required to fundraise \$2,000 for school building materials on top of the costs of travel expenses.

All group fundraising will be distributed through the points system to guarantee members are given values proportionate to their commitment to the club. Any group funds members are allotted goes towards their \$2000 for school building materials. Each member is required to record their contributions to each fundraising event in a google doc sheet. The treasurer will then convert these to points, which will be predetermined before each fundraiser. In general, working a fundraiser for an hour is one point and bringing items to a fundraiser is another point (chairs, baked goods, any other necessary items).

At the end of the school year the money raised will be sent to buildOn and stored in the group page. Each student will know their allotted value and will be responsible for fundraising the difference between their allotted group funds and the \$2000. Funds will be kept in a Student Organization Account until it is time to donate the money to buildOn.

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: Amendments

The constitution may be amended at any time provided the majority of members currently serving on the executive board and committees approve the amendment.

Article XII: Programs Involving Children

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

Article XIII: International Travel

This organization, when traveling internationally, will coordinate their travel through the Office of Overseas Study.