

Title

Constitution of Oxfam Club at Indiana University

Preamble

The Oxfam Club at Indiana University (OC at IU) is a self-managed organization that is affiliated with Oxfam America. In alignment with Oxfam America's mission and current campaigns, OCIU aims to construct and carry out projects and initiatives focused on alleviating poverty, hunger, and social injustice on both the international and local levels.

Article I: Membership

Statement of Non-Discrimination: The Oxfam Club at Indiana University allows any interested student to participate in, become a member of, and seek leadership positions in the organization 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.

Any student or individual who wishes to become an active member of the Oxfam Club at Indiana University must notify one of the club's Officers, Treasurer, Secretary, President, Vice-President, or general member of their desire to join.

Membership is granted automatically to anyone who expresses a desire to join

Membership is not contingent on payment of dues

Membership is not contingent on attendance

Membership is not contingent on GPA

Membership may be revoked if a member is found to be in violation of Indiana University's Anti-Hazing Policy

Membership may be revoked if a member is found to be in violation of Indiana University's Personal Gain Clause.

Membership may be revoked if a member is found to be in violation of Indiana University's Statement of University Compliance.

Membership may be revoked if a member is found to be in violation of Indiana University's Statement of Non-Discrimination.

Membership may be revoked if a member conducts himself or herself in a way that is harmful to the Oxfam Club at Indiana University's desire to create a safe and accepting environment where

students can socialize, learn, and carry out the aims, projects, and goals of the club.

Article II: University Compliance

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

Article III: Executive Officers

The title, role, responsibilities, and duties of each executive officer position are as follows:

President

- Prepare and lead weekly Executive Board meetings
- Work with Vice President to create semester and year action plans
- Ensure that members of the Executive Board are able to fulfill their event requirements
- Follow Oxfam America's work and provide updates when relevant
- Communicate with the Oxfam Club at Indiana University Advisor
- Completing all required University paperwork and registration forms
- Re-registering the Oxfam Club at Indiana University at the start of each Fall semester before the registration deadline

Following the completion of their term, all Presidents of the Oxfam Club at Indiana University are encouraged to act as Ex-officio President.

The Ex-officio President should attend executive board meetings at least once per month.

The Ex-officio President should maintain open lines of communication with current club officers in order to provide assistance, information, and advice regarding all club matters.

The former President is not required to act as Ex-officio President, particularly under circumstances where a former President has graduated or moved from Bloomington, Indiana

Vice President

- Prepare PowerPoint slides to present at weekly club meetings
- Work with the President to create semester and year action plans

- Assist campaign directors in event planning
- Communicate with the Oxfam Club at Indiana University Advisor

Secretary

- Transcribe minutes during weekly board meetings and share it with board members
- Record and maintain internal documents
- Send weekly email to board members with action items, tasks, and deadlines
- Send weekly updates to Oxfam Club listserv via e-mail
- Respond to and generate official communication through OCIU email account
- Maintain and update as needed the roster of active Oxfam Club at Indiana University members

Treasurer

- Complete IU treasurer training
- Works with campaign coordinators to create event budgets and manage finances
- Send a biweekly financial report to the executive board
- Serve as the student account manager with the Student Organization Accounts Office
- Set semester fundraising goal
- Plan fundraising events for club account
- Work in collaboration with Community Outreach director for fundraising events

Media Director

- Maintain and update the Oxfam IU website and social media sites (Facebook and Twitter)
- Increase the number of followers on social media sites
- Create and maintain an Instagram account

- Coordinate with community outreach and campaign directors for event publicity
- Design event publicity materials
- Track event publicity locations

Natural Resources & Rights Campaign Officer

- Develop a strong understanding of the Natural Resources & Rights campaign
- Receive Oxfam updates from President
- Lead Natural Resources & Rights committee
- Present campaign information to members
- Plan one Natural Resources & Rights event per semester in coordination with the Officer's committee
- Hold at least one tabling session per semester
- Request event material from Oxfam America

Food, Farming, & Hunger Campaign Officer

- Develop a strong understanding of the Food, Farming, & Hunger campaign
- Receive Oxfam updates from President
- Lead Food, Farming, & Hunger committee
- Present campaign information to members
- Plan one Food, Farming, & Hunger event/semester in coordination with the Officer's committee
- Hold at least one tabling session per semester
- Request event material from Oxfam America

Humanitarian Response Campaign Officer

- Develop a strong understanding of this area of Oxfam America's work

- Receive Oxfam updates from President
- Lead Humanitarian Response committee
- Present campaign information to members
- Plan one Humanitarian Response event per semester in coordination with the Officer's committee
- Hold at least 1 tabling session per semester
- Request event material from Oxfam America

Community Outreach Director

- Establish and maintain relationships with Mother Hubbard's Cupboard (MHC), the Middle Way House (MWH), and any other philanthropic community initiatives and organizations that may partner well with the Oxfam Club at Indiana University
 - Coordinate at least one volunteer event per month for Oxfam Club at Indiana University members
 - Coordinate one fundraiser per semester to meet the needs of the community partner, after consulting with them to identify their needs
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The role, responsibilities, and duties of each executive officer may expand beyond those listed above.

Requirements

There are no minimum requirements for members to apply for a position as an executive officer.

Term

All officers serve a term for one calendar year, e.g. January to December

Executive Board Meetings

Executive Board meetings shall be held once every week on a pre-established date, time, and location that are suitable to the majority of the board's acting members. This information shall be established by the entire Executive Board and finalized by the President and Vice President. The date, time, and location are subject to change under varying circumstances.

Decisions at Executive Board meetings will be decided by a general verbal consensus from the Executive Board

In the case where a decision cannot be reached by a general verbal consensus, an anonymous vote will be taken by the President.

The President of the Executive Board and Oxfam Club at Indiana University does not have any form of absolute or veto power in the case that he/she disagrees with the consensus or vote of the rest of the Executive Board.

If present, the Advisor of the Oxfam Club at Indiana University is not permitted to vote in any decision made by the Executive Board.

In the absence of the President, the Vice President will call and run the Executive Board Meeting.

Removal from the Executive Board and Officer Position

Any Officer or Executive Board member may be removed from their position if they are found to be in violation of Indiana University's Anti-Hazing Policy

Any Officer or Executive Board member may be removed from their position if they are found to be in violation of Indiana University's Personal Gain Clause.

Any Officer or Executive Board member may be removed from their position if they are found to be in violation of Indiana University's Statement of University Compliance.

Any Officer or Executive Board member may be removed from their position if they are found to be in violation of Indiana University's Statement of Non-Discrimination.

Any Officer or Executive Board member may be removed from their position if they conduct him or herself in a way that is harmful to the Oxfam Club at Indiana University's desire to create a safe and accepting environment where students can socialize, learn, and carry out the aims, projects, and goals of the club.

Any Officer or Executive Board member may be removed from their position if they regularly fail to attend Executive Board meetings without giving notice, if they regularly fail to attend General Club meetings without giving notice, if they neglect the responsibilities and roles of their position, or if they repeatedly fail to communicate essential information to other Executive Board members.

If any of the above circumstances are satisfied, the Officer or Executive Board member may be stripped of their rank and removed from their position by the President following a consultation with the Vice President and remaining Executive Board members and Officers.

Article IV: Advisor

The Advisor of the Oxfam Club at Indiana University is to be a source of advice, information, and encouragement for the Executive Board, specifically the President and Vice President.

The Advisor may serve as long as is desired by both the Advisor and the Executive Board, with a minimum requirement of one calendar year.

Following the resignation of the current Advisor, the current Executive Board members may nominate any potential applicants they see fit.

After all nominations have been accepted, the Executive Board will vote for the next Advisor wherein the majority vote will determine the next Advisor.

More than one Advisor is permitted following ratification by the Executive Board.

Article V: Meetings

General Club Meetings shall be held on a biweekly basis at a pre-announced date, time, and location that is advertised through the club's social media profiles and email listserv.

General Club Meetings shall be organized and ran primarily by the Vice President.

The Secretary shall record attendance for each General Club Meeting. If the Secretary cannot be present, any other suitable Executive Board Officer may fill in their place.

In the case that an Oxfam Club at Indiana University event (i.e. Hunger Banquet, film screening, speaker panel) conflicts with the time and date of the General Club Meeting, the General Club Meeting will be cancelled by the President or Vice President so that members may attend the club event.

A volunteer outing may substitute a standard General Club Meeting.

The President or Vice President may cancel a General Club Meeting under the following circumstances: natural disaster, severe weather, disease epidemic, active shooter on campus, upcoming holiday, or any other event or outcome that the President or Vice President may deem worthy of a meeting cancellation

In the absence of the Vice President, the President shall call and run the General Club Meeting.

Article VI: Elections

All officers excluding the position of President are elected before the end of each Fall Semester and calendar year.

The position of President shall be ceded to the current Vice President, wherein the President will then step down to position of Ex-Officio President.

The current President / future Ex-Officio President does not have a vote in the Executive Board elections.

All Officers and members of the Executive Board must be present for Executive Board elections to take place.

The General Membership will be notified of upcoming elections at least one month in advance through the release of Executive Board Position Applications.

All potential officer position nominees are required to submit an application for the desired position(s).

Following the application submission deadline, the current Executive Board will review all applicants. Once all applicants have been reviewed, the Executive Board shall vote anonymously on paper for their preferred nominees for each position. The nominee that receives the most votes for a position will become the newly elected Officer of said position following the annual Executive Board Transition Meeting.

In the case that a current Executive Board Officer is up for election of a new position or reelection of their current position, they will be asked to leave the meeting space while their application is discussed and reviewed amongst the rest of the Executive Board Officers.

The current Vice President will decide any tie in votes.

Upon completion of the Executive Board elections, the newly elected Executive Board must be ratified in whole by a majority consensus of the general membership at the following General Club Meeting.

If the newly elected Executive Board does not meet majority consensus of the club, a re-election shall take place wherein for one week applications for positions are re-accepted followed by the standard election process amongst the Executive Board and ratification by the general membership at the following General Club Meeting.

If present, the Advisor of the Oxfam Club at Indiana University is not permitted to vote in any election conducted by the Executive Board.

Transition of Officers

Officers take office officially during the annual Executive Board Transition Meeting wherein each former officer instructs and assists the newly elected officer in their roles as the title is passed from one member to the other.

The Executive Board Transition Meeting shall be established at a suitable date, location, and time that best accommodates the majority of both former and current executive officers.

Position Vacancy

In the case of a vacant officer position, executive board members or general club members may nominate an individual for the vacant position. The nominee must submit a standard position application as done during the typical election cycle. Following the submission of the nominee's application, the executive board will hold a vote whereby a majority vote will establish the nominee as the newly elected officer of the vacant position

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

Dues are not charged by the organization for membership.

The organization's budget is created and maintained primarily the Treasurer with the support and input of the President, Vice President, and Executive Board Officers.

Article IX: Finances

The Treasurer is in charge of managing all financial affairs related to the Oxfam Club at Indiana University.

The Treasurer will maintain a Student Organization Account.

The Treasurer must abide by and follow all Student Organization Account policies and procedures, listed as follows:

Collection of Funds:

All funds collected for your organization (dues, donations, t-shirt sales, etc.) must be deposited into your SOA account.

Whenever possible, accept checks instead of cash. Checks must be made payable to the organization. Do **not** accept checks payable to yourself, Indiana University or Student Organization Accounts.

Do not take cash collected and make purchases directly for your organization.

Deposits:

Prepare deposit slip listing all funds to be credited to your account. Include the income code to explain the source of the funds.

Deposits should be made on a **timely** basis and brought to the SOA Office in Poplars Building W109. Cash deposits should be made within **24 hours**.

Check Requests:

Check requests must be accompanied by proper documentation.

- A detailed invoice or statement from the merchant showing the total due and items purchased.
- A properly completed reimbursement form and all detailed receipts showing the total to be reimbursed
- A statement of service, W-9 and DV Payee Certification form (please contact SOA or refer to website for required forms) for payment of services rendered

Check requests must be submitted within **three** business days of purchase.

Check requests lacking required documentation will not be processed and will be returned to the treasurer for further review.

Check requests must be approved by the treasurer and by the advisor. Treasurers must ensure that the form is properly completed and all supporting documentation is attached prior to signing the request and obtaining the advisor's signature.

Allow three business days from the time the check request is received in the SOA Office for a check to be written. Allow a minimum of two weeks for Statement of Service payments to be processed.

Funds **MUST** be in your account to cover each check request. SOA will not write a check which will overdraw your account.

Bookkeeping Procedures:

Keep the ledger in the front of your book current. Enter all check requests, deposits, organization transfers and adjustments at the time of the transaction.

Enter all adjustments into your ledger immediately upon receiving notification from the SOA Office that:

- a deposit amount has been adjusted
- a check request has been voided

- a check request amount has been changed
- a check has been returned by the bank as dishonored
- an adjustment has been made to your account

Please note: it is your responsibility to collect the funds for any returned checks and to deposit the new funds into your account.

SOA Purchase Authorization Cards:

The SOA Purchase Card may be used to make tax-exempt purchases with local merchants up to the maximum \$500.00 limit. The Purchase Card must be presented to the merchant at the time of purchase to ensure proper identification and billing.

At the time of purchase, make sure that the SOA Purchase Card number and your organization's name are noted on the merchant receipt prior to signing for the purchase.

Each organization is responsible for all charges made on the SOA Purchase Authorization Card. ***THIS INCLUDES ANY CHARGES MADE ON A CARD THAT HAS BEEN LOST OR STOLEN.***

If a card has been lost or stolen, contact the SOA Office immediately. While we may not be able to stop the use of the card, we will work with you to identify who ever is using the card and limit charges.

If a Purchase Card has been lost or stolen, you may request a replacement card. Complete a Purchase Card Replacement Request in the SOA Office, Poplars Building W109.

General Policies:

SOA funds may **NEVER** be used to make **personal purchases** or to purchase **alcoholic beverages**.

Organizations which use University and SOA services may not have outside bank accounts.

If a vendor notifies SOA of a delinquent bill, the treasurer will be notified. If the bill is not paid in a timely manner, SOA will reserve the right to pay the bill out of the account and notify the treasurer. The organization will be liable for any late fees incurred.

The SOA book and SOA Purchase Card **MUST BE TURNED IN TO THE SOA OFFICE** when a treasurer vacates the position, when requested by SOA, and/or at the end of the school year.

SOA reserves the right to shut down any account misusing funds or not complying with these policies. Needed action will be taken with Legal Council, University Audit, and/or Ethics.

If the Oxfam Club at Indiana University is ever dissolved, all remaining funds will be donated directly to Oxfam America.

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

All amendments made to the Oxfam Club at Indiana University Constitution will be proposed by Executive Board Officers

All amendments proposed will be voted on by Executive Board Officers, where a majority vote will grant passage and ratification of the amendment.

Upon ratification, the new constitutional amendments will be presented to the General Club Membership

Article XII: Ratification

The Oxfam Club at Indiana University Constitution is ratified by a majority vote of the Executive Board Officers