

The Constitution of Hudson & Holland Scholars LINK Program at Indiana University

ARTICLE I - INTRODUCTION

Section 1 – The Hudson & Holland Scholars LINK Program aims to foster community-building among students in the Hudson & Holland Scholars Program (HHSP) and to connect Hudson & Holland Scholars with students in other organizations in the IU-Bloomington community.

ARTICLE II - OBJECTIVES

Section 1 - Hudson & Holland Scholars LINK Program creates a diverse, inclusive community by providing social, philanthropic, and educational events for the entirety of Hudson & Holland Scholars as well as the IU-Bloomington community. By aligning with the HHSP L.E.A.D. (Leadership, Excellence, Academics, and Diversity) requirements of the scholars program, HHSP LINK activities are geared toward supporting Hudson & Holland Scholars' academic success, civic engagement, professional development, and leadership development.

ARTICLE III – HHSP LINK HEREBY ABIDES BY THE UNIVERSITY STANDARDS

Section 1 - Statement of University Compliance: This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

Section 2 - Anti-Hazing Policy: 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.

Section 3 - 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.

Section 4 - Statement of Non-Discrimination: Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color,

disability, ethnicity, sex, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Section 5- 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 IV - OFFICER DUTIES

Section 1 – The officer duties are divided between Executive Board Members and Executive Committees. They are as follows:

President - The President shall be the principal executive officer of the organization and, subject to the control of the Executive Committee and the direction of the membership, shall in general supervise and ensure the success of all the organization's activities. The President shall be a member of the Executive Committee and, when present, shall preside at all meetings of the Executive Committee and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Committee or the membership.

Vice President 1- The Vice President shall be a member of the Executive Committee and, in the absence of the President, shall perform the duties of the President. The Vice President shall perform such other duties as are assigned by the President or the Executive Committee. The Vice President shall serve as the co-dependent contact for the committee chairs to directly report information to ensure HHSP LINK is meeting goals and forming partnerships. The Vice President shall be elected at the end of the spring term and serve for one full academic year. One of the main responsibilities of the vice president is to plan and execute general body meetings that will occur monthly. The Vice President is responsible for having all the pertinent and relevant information for the General Body meetings and is required to attend unless in the case of certain circumstances (i.e. academic responsibility, personal emergency, etc).

Secretary - The Secretary shall be a member of the Executive Committee. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Committee, shall receive from the Treasurer the list of all Members who have paid dues and prepare the official list of Members eligible to vote, shall see that all

notices are duly given in accordance with these Bylaws, and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or the Executive Committee. In addition, the Secretary shall upkeep the Constitution, the calendar if it does apply, track attendance during meetings, and any other documents needing addressed. The Secretary may also act as the Recorder, providing information to the general club when applicable.

Treasurer - The Treasurer shall be a member of the Executive Committee. The Treasurer must complete SOA (student organization accounts) training before handling any organization money and must stay up to date and in contact with any SOA news and information. The Treasurer shall have charge of and be responsible for all funds of the organization and shall receive and give bills, receipts, and invoices for monies due and payable to the organizations from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Committee. The Treasurer shall make disbursements as authorized by the President, Executive Committee, or membership in accordance with the budget adopted by the membership.

Fundraising Chair - The Fundraising Chair develops and executes a plan for soliciting individual and organizational contributions in support of HHSP LINK programming. The fundraising chair reports all funding to the treasurer for budgeting purposes. This role has two positions and the responsibilities will be split between the two fundraising chairs based on the individual abilities of each member for this position.

Marketing Chair - The Marketing Chair designs and executes marketing strategies to promote all HHSP LINK events. It's their responsibility to create "buzz" around campus about our latest events, by creating flyers and posting them around campus. In addition to sending out announcements via email about our events to all Hudson and Holland scholars. The Marketing Chair works along with the Social Media Chair to ensure messages about our events are consistent through all mediums (social media, campus, email etc). This position can be expanded to two positions as needed.

Social Media Chair - The Social Media Chair is responsible for managing and promoting all HHSP Link events on our social media platforms and BeInvolved. It is their responsibility to take pictures during our events, if the social media chair is not able to attend an event then the responsibility falls on the Marketing Chair. Lastly, this individual facilitates communication between Hudson and Holland scholars through our social media platforms.

Community Engagement Chair - The Community Engagement Chair plans and conducts community service opportunities within the IU Campus and Bloomington area. The Community Service Chair seeks partnership opportunities with other student

organizations. This chair has two positions whose responsibilities could be split by focus areas (i.e. Community Engagement Chair position 1 handles all social events while community engagement chair 2 handles academic and professional events) or both positions can oversee any of the types of events that they are able to on a case by case basis.

Executive Committees - Executive committees may be created by the Executive Board as deemed necessary to meet programming needs. Membership into the Executive Committees is voluntary and open to all Hudson & Holland Scholars. Chairs of the Executive Committees are chosen through an application/interview process and report directly to the Vice President.

Section 2 - The advisor(s) must be Hudson & Holland staff and/or an IU graduate student fully acquainted with the Hudson & Holland Scholars Program.

Advisors - The advisors offer guidance to the organization, ensures that HHSP LINK activities are in compliance with University policies, serve as the liaison between HHSP staff and HHSP LINK, and attends organization meetings.

ARTICLE V - MEETINGS

Section 1 - The club shall hold one general (all group) meeting per month at such a time and place as shall be determined at the beginning of the semester by the club officers. General meetings are in place to discuss social events, community service events, fundraising events, and housekeeping business, as well as to hold informational panels or other purposeful activities and events.

Section 2 - Executive Board Members and Executive Committees Chairs shall hold weekly meetings at such a time and place as shall be determined at the beginning of the semester by the club officers. Executive meetings are in place to finalize events, manage funds, approve marketing flyers, and collaborate with other student organizations.

Section 3 - Executive Board Members and Executive Committees Chairs are expected to attend each weekly meeting as well as the general monthly meetings throughout the academic year. School and work obligations should be proposed at the beginning of the year.

ARTICLE VI - RATIFICATIONS AND AMENDMENTS

Section 1 - This constitution must be ratified by a majority of executive committee.

Section 2 - This constitution must be thoroughly presented and made accessible to all general members of the organization.

Section 3 - Any member who wishes to make an amendment should first inform an executive member a week prior to the next general meeting. That executive member will

then inform the president. If the amendment is about the president, the member can choose to inform the vice president. Amendments may be made to this constitution with a majority vote of the club membership present at an announced regular general meeting or by the majority of Executive Board Members and Executive Committees Chairs vote at an announced regular executive meetings.

ARTICLE VII - ELECTIONS

Section 1 - Elections shall be held at the end of the spring academic semester. Each elected officer shall serve for one full academic year.

Section 2 - Previous Executive Board Members and/or Executive Committee Chairs who have served for one full academic year are eligible to run for President and Vice-President.

Section 3 - The election process involves an online application and possible interview process. Current Executive Board Members and Advisors help decide and vote upon future officer positions.