

Constitution of The Kelley Analytics Club

(As written 31 January 2018)

The Kelley Analytics Club (KAC) aims to be a leader in the promotion of business analytics at Indiana University Bloomington. The Club seeks to enhance skills, knowledge of statistical and analytical techniques, and interpersonal relations of all members and provide for an exposure to pertinent best practices in various industries. KAC will actively conduct events and activities with the goal of providing members opportunities to be exposed to and experience the use of analytics tools, technologies, and techniques in various business scenarios. Club events and activities include conducting and participating in forums, guest talks, demonstration sessions, competitions, and networking events. Through The Kelley Analytics Club, members make connections with university and industry experts and develop an overall acumen of business analytics trends.

Article I - Club Membership

Any individual that participates in a Kelley Analytics Club meeting, event, or activity, and declares his/her intent, will be considered a member of the Club. There are two levels of membership, officers and standard members. Members are not required to contribute any club dues. Standard members do not have any participatory requirements attached to their continued membership, though they are encouraged to take on responsibilities to assist the club as necessary and within their ability. Officer responsibilities are outlined in Article III of this document.

Standard Members do not have the ability to dictate club policy and action without the approval of KAC officers, but are including in voting in the election of board members as outlined in the election section of this document. However, Standard Members may force KAC officers to respond to any petition with the signature of at minimum ten current KAC Standard Members. In the event of a petition officers must vote on the issue and share the results with outstanding members of The Club. All other rights of KAC members are in accordance with Indiana University rules and regulations for university sponsored student clubs and organizations. There are no limitations regarding the maximum number of KAC members. Revocation of membership is at the discretion of KAC President.

Article II - University Compliance

The Kelley Analytics Club shall comply with all Indiana University regulations, and local, state and federal laws. The Club will conduct all activities with behaviour that represents expected levels of professionalism for all Indiana University and Kelley Students. Failure by a club member or officer to comply with this article shall be subject to removal by The Club President. Removal of a board member requires a vote of three of five board members in the affirmative. In the case of a tie, removal is at the discretion on the Kelley Analytics Club Board President.

Article III - Executive Officers

The Kelley Analytics Club maintains an Executive Officer Body consisting of five club members. Officers must have either academic or industry experience with business analytics or a passion which makes them knowledgeable and valuable to club members in the context of club activities. Officers must remain current students throughout their term and maintain a GPA of at least 3.0. Officers are appointed by election and serve a term of one calendar year. Before the end of term, officers must elect a representative to coordinate the election of a new Executive Officer Body the following year. Details of this process are outlined in Article VI of this document. In the event an officer becomes ineligible, is removed, or resigns, the remaining officers are responsible for electing at their discretion

a temporary replacement for the open position. The term of the replacement will end in conjunction with the term of the officer they are elected to replace. Meeting of officers is outlined in Article V of this document.

The Kelley Executive Officer Body consists of the following titles and minimum responsibilities

President

The President of The Kelley Analytics Club must be a graduate student of the Kelley School of Business with preference given to candidates of the Master of Science in Information Systems Program. KAC President should act as the leader of The Club and be capable of providing personal insight into business analytics in the context of academic or industry experience. Responsibilities of The President include:

- Presiding over weekly club meetings
- Setting strategic and organizational goals
- Coordination of administrative activities
- Communication with faculty advisor
- Representation of The Club in events outside KAC
- Acting as liaison between the advisory board and faculty advisors
- Oversee the governance and management of club activities
- Ensure club compliance with The Constitution and financial policy
- Accountability for decorum and discipline in all club activities
- Re-registration of The Club on an annual basis

Vice President

The Vice President of The Kelley Analytics Club must be a graduate student of Indiana University with preference given to graduate students in The Kelley School of Business MSIS, MBA, or MSA programs. The KAC Vice President should act as a secondary leader of The Club and be capable of providing personal insight into business analytics in the context of academic or industry experience. The Vice President should be prepared to take all responsibilities of The President as needed. Responsibilities of The Vice President include:

- Presiding over the weekly meetings of the club in the absence of the President
- Setting organizational goals for the year along with the President
- Coordinating annual planning with the Executive Officer Body
- Overseeing governance and management of club activities
- Ensure financial accountability along with the President
- Ensure club compliance with The Constitution and financial policy
- Representation of The Club in events outside KAC
- Accountability for decorum and discipline in all club activities
- Contribute to the approval of club documents

Director of Events

The Vice President of The Kelley Analytics Club must be a graduate student of Indiana University with preference given to graduate students in The Kelley School of Business MSIS, MBA, or MSA programs. The Director of Events should have acumen in the planning of project and the development and maintenance of industry and academic connections. Responsibilities of The Director of Events include:

- Setting weekly meeting times
- Taking and sharing of club meeting minutes
- Reviewing the constitution every year*

- Setting events for the year with respective faculty, companies, alumni, etc.*(no etc)
- Co-ordinating with the faculty advisor with details about any events and for any food that may be provided.
- Representing the club in an official capacity at any event outside of KAC
- Aiding in recruitment alongside the rest of the executive members
- Ensure financial accountability along with the President and Vice President

Director of Marketing

The Director of Marketing must be an active graduate or undergraduate Indiana University student. Responsibilities of The Director of Marketing include:

- Creation and distribution of materials to advertise and promote KAC events and activities
- Operation of KAC social media accounts and other digital tools used to reach parties interested in KAC events and activities
- Generation and direction of recruitment strategies to bring new members into KAC

Director of Operations

The Director of Operations must be an active graduate or undergraduate Indiana University student. Responsibilities of The Director of Operations include:

- Coordinates logistical factors regarding KAC club events. Factors include, but are not limited to: room assignments, food and beverage catering, and payments
- Raises requests for finances as listed in Article IX
- Ensures monetary transactions for events are effectively completed in a timely manner
- Ensures monetary transactions for events are effectively completed in a timely manner
- Reviewing the constitution every year
- Setting events for the year with respective faculty, companies, alumni, etc *(no etc)
- Co-ordinating with the faculty advisor with details about any events and for any food that may be provided
- Representing the club in an official capacity at any event outside of KAC
- Aiding in recruitment alongside the rest of the executive members

Other than being an IU student and briefly explaining to the voters why they would be a good fit for a particular role, there are no additional requirement to be considered for an officer position. Details of election procedure are outlined in Article VI of this document.

Article IV - Faculty Advisor

An advisor for The Kelley Analytics Club will be a Kelley School of Business faculty member teaching, conducting research, or holding industry practice in the areas of business intelligence and business analytics.

The club advisor is nominated the Kelley Analytics Club Board at the end of their tenure during the Spring semester. Nomination of the club advisor requires three of five board positions voting in the affirmative. Confirmation or removal requires unanimous consent from the KAC board. There can be multiple advisors for an academic year.

The advisor will be responsible for:

- Reviewing and finalizing the terms of the constitution every year

- Advising and review club actions and activities
- Providing access to networks
- Providing guidance in the planning and execution of events

Article V - Meetings

The Club will hold regular officer meetings during the school year. These meetings are to be held weekly and to be open to both standard members and new potential KAC members unless otherwise specified. Officers are required to be present at these meetings unless notification is made to another officer.

The Director of Events is responsible for calling meetings and setting the agenda along with the president. Emergency or special meetings can be set by the director of events or president as they are notified. Members will be notified of these meetings via email. Attendance will not be taken regularly, however all officers are expected to attend each meeting unless unforeseen circumstances arise.

The Club President is responsible for overseeing compliance of club rules during meetings and ensure conduct reflecting professionalism by all members present. The Club President and Officers are solely responsible for all conduct during club meetings and may excuse members from meetings at any time.

Article VI - Elections

KAC officers in the Spring will elect two representatives to coordinate officer elections which are to be held each year at the first KAC meeting of the Fall semester. At least one month prior to the election date the elected representative must email all current KAC members and advisors as notification of the election. Periodic notification should continue leading up to the set election date and time. There are no minimum number of members required to attend the election, but to be considered valid the election must be known and reasonable accessible to KAC members. All KAC members may participate in the election of board members, but must be present at the time of voting for their vote to be considered valid. All members may only cast one vote.

Election to an officer position is for one calendar year. To be considered for an officer position the person must be a current undergraduate or graduate student of Indiana University for the current semester and plan to be enrolled in the upcoming spring semester. The election representative is not limited from being nominated or elected to an officer position. An undergraduate student must be on the ballot for at least three officer positions and must be elected to at least one officer position.

Students may self-nominate or be nominated by another member to be included on the officer ballot. Students must give a short introduction of themselves to all voting participants, and must briefly outline their ability to carry out the relevant role. Voting will be held on paper by secret ballot. Ballots will be counted elected representative. Ties will be determined by having a runoff at the meeting following the election until a winner is decided.

Following the election the all new officers are required to meet with the KAC advisors to notify them of their election and receive final confirmation of their position. KAC officers are required to maintain excellent academic and social standing in the university. No officer should receive final confirmation of their position while holding a university GPA below 3.0 or while on probation for personal or academic misconduct.

Article VII - 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.

Article VIII - Budget and Financial Dues

Membership to the Kelley Analytics Club is free of cost. Any student at the Kelley School of Business is by default a member of the KAC and shall not be held liable for any dues.

The annual budget for the KAC will be approved and provided by the Information Systems Graduate Programs (ISGP) office in consultation with the ODT department. The annual treasury for the club will be handled by the designated treasurer for that academic year and will be operated from a student organization account provisioned by Student Life.

Article IX - Finances

The KAC President, Vice President, and advisors are responsible for the receipt and expenditure of all club funds. Club officers are permitted to take financial actions with the knowledge of one responsible parties. No expenditure or receipt of funds greater than five-hundred dollars is to be completed without the knowledge and consent of a majority of club officers and advisors. KAC will not take funds tied to any political or religious activities.

The Club will apply for and maintain an Indiana University Student Organization Account (SOA). In accordance with SOA policy, KAC will make the minimum deposit once approved and participate in the required training session. KAC officers and members will abide by all other SOA policies as outlined.

Any KAC officer or advisor may schedule an audit meeting without the approval of other members. If it is found that a member, officer, or advisor has participated in an activity or transaction which goes against KAC financial policy or SOA policy they will immediately be asked to resign and are subject to remove after a majority officer vote.

In the event The Club officially dissolves, all financial assets will be donated to the Institute of Business Analytics or a not-for-profit designated by the officers and advisors participating in the dissolution process.

Article X - Personal Gain

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

Officers can put forth amendments to this constitution as well as standard members who can petition for an amendment with the signature of at minimum ten active club members. All active members will be notified of potential amendments through email. All Executive Officers must be present for the voting on any amendment. Amendments will be considered ratified if three officers vote in the

affirmative. If an amendment is proposed by an officer, that officer must excuse themselves from the vote. Upon ratification the club advisor and members will be notified electronically.

Article XII - Ratification

If more than a majority of present members or 3 out of the 5 officers desired to ratify this constitution, then such a ratification may be brought into effect post the consent of the faculty advisor.