

## Constitution of St. Jude Ambassadors at IU

### **Preamble**

St. Jude Ambassadors at IU is an organization dedicated to fundraising for and volunteering at St. Jude Children's Research Hospital. It is the goal of this club to help St. Jude in their mission to find cures and provide excellent care to patients around the world.

### **Article I: Membership**

St. Jude Ambassadors at IU 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.

*Membership Limitation-* Members must be current IU students

*Membership Classes-* none

*Selection and Revocation of Membership-* Interested individuals contact the executive board. Interested then receive formal email notification of admittance. Membership must be renewed annually. No dues will be collected from members. Failure to comply with federal, state, or local law or Indiana University policy will result in immediate revocation of membership by a unanimous vote of the executive board.

### **Article II: University Compliance**

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

### **Article III: Executive Officers**

Officers-

**Co-Presidents-** Leading executive and general membership meetings, overseeing non-university correspondence, completing required university paperwork, re-registering the organization annually, and directing general club maintenance (club orientation, etc.). At any given time, there will be no more than two (2) co-presidents.

**Director of Internal Communications-** Keeping logs of meetings, sending event emails, and corresponding with members addressing their inquiries and concerns

**Director of External Affairs-** Communicating with other organizations and directing new member recruitment, advertising HSJA events to the public and the IU Student Body

**Director of Finance and Grant Writing-** Overseeing financial transactions, finding grant opportunities, and budgeting

**Chair of Outreach-**assists Director of External Affairs in his/her duties

**Chair of Grant-Writing**-assists the Director of Finance and Grant-Writing in his/her duties

**Chair of Fundraising and Donations**-assists Co-presidents in organizing fundraisers and item collection events

**General Requirements and Rules for Executive Officers**- With the exception of the founding executive members, all executive members must have at least one semester of prior experience with the organization, including active attendance (>75%) at general membership meetings. Each executive officer's term lasts one year during which he/she can be re-elected to the same position until he/she no longer holds undergraduate status at Indiana University. Elections for executive members will occur during the first week of April for each upcoming academic year. Elected executive members assume their roles as soon as the results of elections are determined. Past officers and advisors are given no special role in this organization. Executive officer meetings will be held on a weekly basis under authority of the Co-Presidents. Decisions occurring within executive board meetings will be made by majority vote. Officers are elected electronically via anonymous survey. Officers resign by emailing the Director of Internal Affairs outlining their desire to resign. If executive members fail to adhere to the officer descriptions as outlined in this constitution for more than a month, they will be subject to dismissal. Dismissal occurs through unanimous vote of other executive board officers. If an office becomes vacant at any point during the academic year, the office will be filled by someone appointed by majority vote of the executive board. An individual appointed by this method will serve for the remainder of the academic year.

#### **Article IV: Advisor**

Advisors advise the executive members regarding club matters. Multiple advisors are allowed and are appointed by majority vote of the executive board. At least one of the advisors must be a current IUB faculty/staff member. In the case that an advisor steps down, their position may be filled via appointment made by the executive board (majority vote).

#### **Article V: Meetings**

General membership meetings will be held once a month and on an as-needed basis. They will be advertised by email and social media. Meetings are called and organized by the executive board, though are primarily led by the co-presidents. Respectful conduct is to be observed. Emergency meetings can be called by the executive board and notification will be sent by email and social media. Attendance is recorded via sign-in sheet.

#### **Article VI: Elections**

Elections are held annually (last week of March) and anyone can nominate her/himself to run for one of the seven offices (eight positions). Members will be notified of elections one month prior by email. Voting for all positions will occur via electronic survey. Candidates running for co-president will run in pairs on a joint ticket. The pair of candidates receiving the plurality of the votes will be elected as co-presidents. Candidates running for the remaining three offices will

run individually, and the candidates receiving the plurality of the votes for their respective positions will be elected.

#### **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 and Budget**

There are no dues for this organization. The budget is maintained by the Director of Finances and Grant-Writing and will be revised semi-annually.

#### **Article IX: Finances**

The Director of Finances and Grant-Writing is in charge of financial affairs, including maintaining the Student Organization Account. All affairs will be handled in accordance with the Student Organization Accounts office policies and procedures. If the group dissolves, the remaining money will go to St. Jude Children's Research Hospital.

#### **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**

Only executive board members are eligible to vote on proposed amendments. All executive board members will decide on a time and place for a meeting during which the proposed amendment will be discussed and voted upon. A majority vote is needed to ratify an proposed amendment and all executive board members must be present for the vote.

#### **Article XII: PIC Policy**

This organization is aware of and agrees to abide by the IU PIC Policy whenever working with children.

#### **Article XIII: Travel Policy**

This organization is aware of and agrees to abide by the IU Travel Policy whenever travelling.

#### **Amendment XIV**

Elections will occur during the first meeting in April.

#### **Amendment XV**

In the interest of a smooth transition and the future stability and sustainability of this organization, any individual who has served a full year on the Executive Board may petition to

serve as a Senior Advisor to the organization upon the start of the next academic year. During normal Executive Board elections, potential senior advisors will be elected by a majority vote on an individual basis. The role of each Senior Advisor is as follows: to assist new leadership in assuming their new positions, to document all procedures necessary for maintenance of organization, to prepare and post all necessary documents to a shared Google Drive, to attend all Executive Board meetings, and to guide new Executive Board decisions. Senior advisors will not have primary decision-making power and will not have the right to vote on any Executive Board decision.

#### **Amendment XVI**

All self-nominees for executive board positions must be in the top 50% of active club members. Top 50% will be determined using the point system as follows: a member will receive half a point per general membership meeting, a quarter of a point for a pre-approved absence to general membership meetings, four points for attending a St. Jude trip, and a point for each hour of volunteer service at a fundraising or promotional event. Members will be notified of their qualification to self-nominate prior to Spring Break and will be sent an online application to apply for an executive board position of their choice.