

### Title

The official name of our organization shall be WOKE, Sociology at IUB

### Preamble

The purpose of this organization shall be:

1. To encourage dialogue between students who take Sociology classes.
2. To encourage social interaction between students and faculty, outside of the classroom, with the goal of exploring the applicability of the field of Sociology.
3. To encourage collaboration between collegiate and non-collegiate clubs and associations with the goal of empowering disadvantaged populations/groups to advocate for social change.
4. To facilitate a link between Sociology as knowledge and Sociology in action.
5. To provide a brave space where students can share their opinions, popular and unpopular.
6. To promote, and help others appreciate, diversity.
7. To create a Speaker's Bureau. The Speaker's Bureau is a compiled list of social activists, reporters, academics/scholars, and community advocates who will be invited to speak at activities/events organized by the Club.

### Article I: Membership

Those eligible for membership are:

1. Any undergraduate or graduate student who has previously or currently enrolled in day or evening Sociology classes at IUB, may become an active member.
2. Any undergraduate or graduate student who has earned a C or higher in any Sociology course.
3. Any former students who have completed a Sociology major or minor, and are IU alumni, may become non-voting members upon full payment of annual dues, for one academic year (renewable). These volunteers will have a vote on the list of names submitted for the Speaker's Bureau if dues are paid by September 1st. These non-voting members will also receive the WOKE newsletter.

An active voting member is:

1. An individual who has met all of the criteria above.
2. An individual who attends all of the meetings scheduled for WOKE.
3. An individual who is in good standing with the University
4. An individual who is actively involved with the organization. Non-voting members shall attend the meetings to which they are called (either in person or virtually), shall be actively involved with the organization, and pay for all dues on time.

An active non-voting member is:

1. An individual who has met all the criteria above.
2. An individual who attends all the meetings to which they are called (either in person or virtually).
3. An individual who is actively involved with the organization.
4. An individual who pays for all dues on time.

An inactive member is:

1. An individual who after being elected, no longer meets the criteria above.
2. An individual who fails to attend at least 70% of the meetings scheduled by the officers.
3. An individual who is not in good standing with the University.
4. An individual who is not actively involved with the organization.
5. An individual who fails to follow the member code of conduct.

Club members can be removed if there is a violation of:

- a) the Student Honor Code and Code of Conduct
- b) any policies agreed upon within the Constitution of the WOKE organization, including the attendance policy for voting members (attending one-half of the scheduled meetings)
- c) the dues policy, which requires non-voting members to pay their dues by Sept. 1<sup>st</sup> or within 30 days marking the time of notification about membership eligibility

The resolution process shall include the following steps:

- 1) Notification of problematic activities/behaviors by members
- 2) Confirming and documenting any violations of policies and/or procedures through all possible channels
- 3) Scheduling a meeting with the violator, the Faculty Advisor, and, if necessary, the Chair of the Sociology Department
- 4) Making a decision by the executive board, notifying the advisor, and notifying the person being removed.

Following the resolution process, the Faculty Advisor will perform the following steps:

- 1) Provide a written proposal of the recommendation by the Faculty Advisor and/or Department Chair related to removal of member
- 2) Document the decision made by the Club Officers regarding the proposal; the proposal will be read at the next scheduled meeting of Club Officers and voted upon by those present at the meeting.

## Article II: Executive Officers

*All Future Club Officers (including –elects):*

- must be approved by the Faculty Advisor
- must have completed two semesters of coursework at IU, Bloomington
- must be pursuing a major (or minor) in the Sociology department
- agree to read and comply with all Indiana University policies and regulations as outlined in the Student Code of Conduct; future officers will be expected to be kind, courteous, organized, and responsible in ways that representatively reflect the club's core principles during events, public affairs, etc.
- must maintain a GPA of 2.5 or higher throughout their yearly term
- agree to serve a term of one year and is eligible for reelection in another election year, not to exceed two terms in the same office
- begin their term in Fall (August 1) and end their term in Summer (July 30)
- are elected in Spring semester. The Executive Team will organize all voting that will take place at the end of each academic year for open positions. A winning vote will be represented by a numerical majority of votes cast by officers and members present at the voting meeting.
- agree to attend more than one-half of the scheduled meetings (in person)
- must agree to attend the Election Meeting
- can resign at any time, upon notification to the Faculty advisor

*Officer positions of the WOKE organization shall be:*

1. President
2. President-elect
3. Vice-President
4. Vice-President-elect
5. Secretary
6. Secretary-elect
7. Treasurer
8. Treasurer-elect
9. Communications Chair
10. Communications Chair-elect
11. Social Media Chair
12. Social Media Chair-elect
13. Recruiting Chair
14. Recruiting Chair-elect
15. Social Events Chair
16. Social Events Chair-elect
17. Senior Advisory Representative

*The Executive Committee shall consist of the following persons:*

1. The President, the Vice-President, the Secretary, the Treasurer, the Senior Advisory Representative, and the Faculty Advisor whose duty it shall be to arrange programs for each scheduled semester.
2. The Executive Committee's duties shall be to finalize programs that might include films, speakers, and other social events.

*Qualifications and Responsibilities of Officers:*

1. President

- Shall be charged with presiding over Club Officer meetings.
- Organizing committees with other Club Officers
- Serve as liaison between the Faculty Advisor, University officials (in terms of contractual agreements, etc...) and the organization.
- Developing meeting agendas.
- Completing required University paperwork.
- Provide a "vision" for the way in which the organization can have a broader impact on the university and wider community (academic and nonacademic).
- The President is also expected to serve on the Executive Committee. The President is expected to have relevant qualifications—academic and otherwise—that speak to his/her capacity to carry out these duties.

2. President-elect

- Will have participated in the organization for at least one semester and shall be charged with shadowing the current President in order to prepare to fill the position in the following academic year.
- Re-registering the organization each year with the Office of Student Life and Learning.
- The President-elect is expected to have relevant qualifications—academic and otherwise—that speak to his/her capacity to carry out these duties.

3. Vice President

- Shall be charged with developing and maintaining the organization's budget.
- Assist the President in communications with campus-wide audiences
- Assume the duties of the President in his/her absence (includes presiding over meetings).
- The Vice-President is expected to serve on the Executive Committee.
- The Vice President is expected to have relevant qualifications—academic and otherwise—that speak to his/her capacity to carry out these duties.

4. Vice President-elect

- will have served in the organization for at least one semester and shall be charged with shadowing the current Vice-President in order to prepare to fill the position in the following academic year.
- The Vice President-elect is expected to have relevant qualifications—academic and otherwise—that speak to his/her capacity to carry out these duties.

5. Secretary

- Shall be charged with keeping a running log of all club meetings.
- Screening and maintaining the membership file.
- Reserving campus space for Club Officer meetings.
- Taking and distributing meeting minutes.
- The Secretary is expected to serve on the Executive Committee.
- The Secretary is expected to have relevant qualifications—academic and otherwise—that speak to his/her capacity to carry out these duties.

6. Secretary-elect

- Will have participated in the organization for at least one semester and shall be charged with shadowing the current Secretary in order to prepare to fill the position in the following academic year
- Notifying membership in mid-January of upcoming April elections.
- The Secretary-elect is expected to have relevant qualifications—academic and otherwise—that speak to his/her capacity to carry out these duties.

7. Treasurer

- Shall be in charge of all membership dues and monies collected through donations and fundraisers.
- Identify and write proposals to receive funding for various activities related to the organization.
- Maintain a record of organization spending.
- The Treasurer is expected to serve on the Executive Committee.
- The Treasurer is expected to have relevant qualifications—academic and otherwise—that speak to his/her capacity to carry out these duties.

8. Treasurer-elect

- Will have participated in the organization for at least one semester and shall be charged with shadowing the current Treasurer in order to prepare to fill the position in the following academic year.
- The Treasurer-elect is expected to have relevant qualifications—academic and otherwise—that speak to his/her capacity to carry out these duties.

9. Communications Chair

- Shall be in charge of the organization's email correspondences.
- Work directly with the Secretary to disseminate meeting minutes to all parties.

- Work with all committees to establish and maintain clear agendas that will be shared with other units.
  - The Communications Chair is expected to have relevant qualifications—academic and otherwise—that speak to his/her capacity to carry out these duties.
10. Communications Chair-elect
- Will have served alongside the Communications chair on a committee for at least one semester and agrees to shadow the current Communications Chair in order to prepare to fill the position in the following academic year.
  - Will disseminate the WOKE newsletter to all members.
  - The Communications Chair-elect is expected to have relevant qualifications—academic and otherwise—that speak to his/her capacity to carry out these duties.
11. Social Media Chair
- Shall be in charge of a committee that maintains the group’s visibility and activities through social media channels including Facebook, Instagram, Twitter, LinkedIn, and Pinterest.
  - The Social Media Chair is expected to have relevant qualifications—academic and otherwise—that speak to his/her capacity to carry out these duties.
12. Social Media Chair-elect
- Will have served alongside the Social Media Chair for at least one semester and agrees to shadow the current Social Media Chair in order to prepare to fill the position in the following academic year.
  - The Social Media Chair-elect is expected to have relevant qualifications—academic and otherwise—that speak to his/her capacity to carry out these duties.
13. Recruiting Coordinator
- Shall be charged with identifying and communicating with students who are eligible to participate in the organization.
  - Maintain a data base on recruitment efforts and progress; and maintaining a list of organization members.
  - The Recruiting Coordinator is expected to have relevant qualifications—academic and otherwise—that speak to his/her capacity to carry out these duties.
14. Recruiting Coordinator-elect
- Will have served alongside the Recruiting Coordinator for at least one semester and agrees to shadow the current Recruiting Coordinator in order to prepare to fill the position in the following academic year.
  - The Recruiting Coordinator-elect is expected to have relevant qualifications—academic and otherwise—that speak to his/her capacity to carry out these duties.

15. Social Events Coordinator
  - Shall be charged with identifying the “ideal” spaces on campus that facilitate the planned activities of the organization.
  - Organize approved events (including sharing ideas for reaching relevant audiences); and decorating approved spaces.
  - The Social Events Coordinator is expected to have relevant qualifications—academic and otherwise—that speak to his/her capacity to carry out these duties.
16. Social Events Coordinator-elect
  - Will have served alongside the Social Events Coordinator for at least one semester and agrees to shadow the current Social Events Coordinator in order to prepare to fill the position in the following academic year.
  - The Social Events Coordinator-elect is expected to have relevant qualifications—academic and otherwise—that speak to his/her capacity to carry out these duties.
17. Senior Advisory Representative
  - (SAR) shall be charged with sharing information and advice from peers and/or alumni in the WOKE newsletter and at Club Officer meetings.
  - The SAR can be drawn from the pool of past officers or former members. The SAR is expected to have relevant qualifications—academic and otherwise—that speak to his/her capacity to carry out these duties.

#### *Removal from Office*

The Club Officers, in consultation with the Faculty Advisor, shall be responsible for immediately removing individuals from the organization. Club Officers can be removed if there is a failure to:

- a) carry out the aforementioned prescribed duties of the office
- b) act in the best interests of the Club.

The resolution process shall include the following steps:

- 1) Notification of problematic activities/behaviors by officers
- 2) Confirming and documenting any violations of policies and/or procedures through all possible channels
- 3) Scheduling a meeting with the violator, the Faculty Advisor, and, if necessary, the Chair of the Sociology Department
- 4) Making a decision by the executive board, notifying the advisor, and notifying the person being removed.

Following the resolution process, the Faculty Advisor will perform the following steps:

- 1) Provide a written proposal of the recommendation by the Faculty Advisor and/or Department Chair related to removal of officer
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### Article III: Code of Conduct

- 1- All members should be aware of their ethical, legal and professional responsibilities outlined within the constitution.
- 2- All members shall encourage and support fellow members in their professional development within the organization.
- 3- All members shall respect the rights of others and treat one another with dignity and respect at all times, regardless of economic status, race, color, national or ethnic origin, language group, religion, gender, sexual orientation, gender identity, age or ability.
- 4- Members shall demonstrate their best efforts during all club-based activities.

\*All those who fail to follow and respect the code of conduct shall go through a resolution process (as described in the *Removal from Office* section) and be treated depending on the case. Violations to the code of conduct could result in removal from office.

### Article IV: Advisor

The Faculty Advisor selects the initial set of Club Officers; handles the Officer election results; serves as liaison for conflict resolution between members; confirms relevant officers and members meet university compliance standards.

The Faculty Advisor will maintain the attendance record of all official meetings.

An advisor can serve as long as the majority of Executive Officers are in agreement. He or she may be removed by the majority vote of the Executive committee, excluding the Faculty Advisor.

In order to qualify as Faculty Advisor, the individual(s) must be a full-time Sociology faculty member in the Department of Sociology at IUB. A majority vote by Executive Officers will confer new Faculty advisors following a former Faculty Advisor's impeachment or resignation.

### Article V: Meetings

The Faculty Advisor and Executive Committee will meet twice a month. These meetings shall be private to those individuals.

Meetings of the Club Officers and members will take place as often as needed. These meetings are to be public unless instructed otherwise by the executive board.

All meeting details will be communicated through university e-mail. Only Club Officers have the authority to call meetings. In partnership, the President and Committee Chair/Coordinator(s) will set agenda for meetings. All meetings will begin by calling the meeting to order, distributing the meeting agenda, and ending the meeting at the designated time. All meetings are to be characterized by allowing anyone who is speaking (in turn) to complete their thought (within a reasonable time, as determined by the President/Chair/Coordinator) before the next person is called to speak. In the case of conflict concerning the proper rules of procedure, Parliamentary Procedures/ParliPro (or Robert's Rules for Order) will be followed. Attendance is to be taken by the Club Officer in charge of the meeting, and sent directly to the Faculty Advisor immediately following the meeting.



Emergency and/or special meetings can only be organized/called by the President and/or Vice President (with notification to the President). All emergency and/or special meetings must provide a 24-hour window between the time the President and/or Vice President officially (via email) approves the meeting and the time of the meeting. Emergency and/or special meetings are defined as the unanticipated need to gather the Club membership for the purposes of communicating changes to events or activities relevant to the group; or external social events (such as rallies, emergency conditions on campus)

#### Article VI: Elections

Elections will be held on the last scheduled meeting of the Spring semester (April). Secret ballots will be distributed and counted at the end of this meeting and the results will be posted the following day on the WOKE Facebook page. Candidates must receive a majority vote (at least 51% approval) to be elected. In the case of a tie, the Faculty Advisor will consider the candidates' attendance at meetings and social events. All members (those with voting rights) who participate in elections will be assigned a double weight (two votes) on the Speaker's Bureau. Members are eligible to vote if they have paid all requisite dues and are in good standing as per policies concerning eligibility and conduct. All members will be notified mid-January of upcoming April elections. If a vacancy occurs among current Officers during the year, the President shall call a special election at the next meeting of the Club.

#### 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 charged for former Sociology majors or minors, now alumni, who would like to become non-voting members. Non-voting members may recommend names (or be recommended) for the Speaker's Bureau. All members selected as a future speaker will be classified as "Volunteer" and not paid for their services. Membership in W.O.K.E. will be set at \$50 as it represents the average membership costs for students in professional organizations.

Membership dues will be collected throughout the academic year and will count as payment for that academic year. Members who have not paid their dues by September 1<sup>st</sup> will be notified of the benefits of early payment, such as a vote on the list of names submitted for the Speaker's Bureau. The Treasurer collects all dues while the Vice President oversees the budget. The budget is created and discussed at the Opening Meeting, finalized and shared with the Faculty Advisor by the last week of September. The President will not be directly involved with handling finances but will aid the process in training new members whose tasks prove relevant to this field.

To request money, an active member of the organization shall write a bill and send it to the secretary to be included in the agenda for the following meeting. To approve the bill, at least 50% of the voting members should vote "Yes."

Dues for non-voting members in the organization will be determined by the Executive Committee each year. Other sources of funding may include fundraisers that are organized at later dates.

### Article IX: Finances

The Treasurer oversees financial affairs. The organization will be applying for and maintaining a Student Organization Account, in accordance with office policies and procedures. If the group dissolves, all monies are to be turned over to the Sociology Department.

#### *Requesting Funds*

To request funds from WOKE for programming, marketing, and/or miscellaneous, a member of WOKE shall:

- 1- Contact the Secretary with a week in advance to be included into the General Body Meeting Agenda.
- 2- Be included under the "Financial Report" section in the agenda.
- 3- Have up to 5 minutes to present the idea/initiative for which funds are being requested. The member shall include a detailed description of the program/initiative, how the funds will be used, and the benefits that WOKE shall receive upon providing these funds.
- 4- Be requested to leave the room upon finishing the presentation so the general body can deliberate and vote on the idea/initiative.
- 5- A majority vote (51% or more) of the voting-members present is necessary to accept and disperse the funds.

The treasurer shall either invite the WOKE member back in the room and present the decision or contact the WOKE member through email immediately after the meeting to inform the decision.

### 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 to this constitution must be approved by active club members (at least 2/3 quorum). All eligible voting members will be notified of proposed amendments through email. The Faculty Advisor must approve amendments.

### Article XII: Statement of University Compliance:

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