

COLLEGE LUMINARIES PROGRAM OUTLINE AND GUIDELINES

Preamble

The Mission of this student-driven initiative is to invite IU College of Arts & Sciences alumni and/or friends back to campus for the purpose of sharing personal and professional ideas and experiences with Indiana University students, alumni, faculty and staff in order to inspire future leaders.

I. MEMBERSHIP

Participation in the IU CAS Luminaries Program must be 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.

The name of this organization shall be the Indiana University College of Arts and Sciences Luminaries Program. It may be abbreviated as 'The College Luminaries Program' or 'College Luminaries'. Its subgroups shall be the College Luminaries Program Council, or the Luminaries Program Council (LPC), the College Luminaries Communications and Marketing Task Force, also known as the LCM Task Force, and the Hoosier Hosts.

1. STUDENT MEMBERSHIP

There are two types of membership as a student: *Full* and *Associate*. A *Full* student member is any graduate, undergraduate, or non-traditional student enrolled full-time in a major or a minor offered in the Indiana University College of Arts and Sciences. *Full* student members include members of the College Luminaries Program Council, the College Luminaries Public Relations Task Force or the Hoosier Hosts. *Associate* student members are any past Full student members of the College Luminary program.

The only members of the College Luminaries Program who may have voting status in organizational affairs are those who are *Full* student members who serve on the Luminaries Program Council, the governing body of the organization.

2. COLLEGE OF ARTS AND SCIENCES ALUMNI BOARD MEMBERSHIP

Membership in the organization is open to College of Arts and Sciences Alumni Board members during their board service. Members will serve as mentors and advisors for this student-driven initiative. Board members will have multiple roles, which will be determined upon their interest, availability and need within the program.

3. ADDITIONAL MEMBERSHIP

There are three additional types of membership, traditionally held by non-students: *Advisor*, *Full* and *Honorary*. An *Advisor* member shall be an Indiana University College of Arts and Sciences Office of Advancement staff member assigned to the College Luminaries Program, traditionally from the alumni relations division. An *Advisor* may also be a full time employee of the Career Development Center. *Advisors* may be utilized among each branch of the program. A *Full* non-student member shall be designated as a College Luminary; *Full* non-student members shall be required to be

Indiana University College of Arts and Sciences alumni. An *Honorary* member, also termed '*Honorary College Luminary*', may be any person who is not a current student at Indiana University, though honorary members may be an alumna or alumnus of the Institution.

4. *NON-DISCRIMINATION POLICY*

The College Luminaries Program, its Officers, agents and members shall not discriminate on the basis of race, creed, ethnicity, culture, national origin, age, economic or marital status, sex, gender, sexual orientation, military service, and actual or perceived differences in physical or other ability; nor shall we willingly permit nor encourage such discrimination to continue outside the bounds of this organization, when it is within or ability to do so.

5. *MEMBERSHIP REVOCATION*

Membership may be revoked for any and all of the following reasons:

- a. Failure by the member(s) in question to maintain those administrative requirements for membership specified in the following document;
- b. Willfully discrediting or disrupting this organization in a manner that would warrant further action;
- c. Acting in a manner that is damaging, subversive, or in opposition to the Mission of the College Luminaries Program.

Revocation of membership shall require a unanimous vote of the Luminaries Program Council, or all those members of the Luminaries Program Council, not including the member in question.

Luminaries Program Council Co-Directors may also elect to put the aforementioned individual on probation. Probation may occur for any and all of the following reasons:

- a. Cumulative GPA falls below a 3.0.
- b. Member fails to follow executive directions from either other LPC members or *Advisors*.
- c. Failure to complete a maximum of three assigned tasks within given timeline.

II. UNIVERSITY COMPLIANCE

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

III. EXECUTIVE OFFICERS

1. *THE OFFICERS*

The Officers shall be *Full* student members in good standing, and meet all University requirements for holding office.

In all instances henceforth, 'Co-Chairperson(s)' may also be referred to as 'Co-Chair(s)'. Officers include, two Luminaries Program Council Co-Chairpersons, four Programming and Scheduling Co-

Chairpersons, two Communications and Marketing Co-Chairpersons and two Hosting Co-Chairpersons.

2. *TENURE*

The tenure of the Officers shall be one year (two semesters) beginning immediately after the initial selection and terminating upon the selection of new Officers. Officers who intend to serve more than one term must complete the selection process a second time. No Officer may hold more than one office at a time, with the exception of Administrative Roles, see *Additional Administrative Roles*. Selection shall occur in April, at the end of the academic year.

3. *REMOVAL FROM PROGRAM*

This procedure is only for the gross neglect of duties on the part of a volunteer, and should only be used in situations where the circumstances prove that the volunteer is unwilling or incapable of fulfilling any part of his or her job. Any volunteer in good standing may petition for Removal from Program of any student using the following procedure:

Step 1: The member or members in good standing shall submit a written petition to the Advisor(s). The petition shall include a clear explanation of why the volunteer in question should be removed.

Step 2: The advisors, program volunteer(s) and the CAB Luminaries Program Council Advisors shall call a meeting of the Luminaries Program Council and the member(s) who submitted the petition to discuss the issue at hand. This meeting shall take place no later than two (2) weeks after the submission of the petition. If, after this meeting, the petitioners decide that their actions are warranted, then the Luminaries Program Council will consider the petition at the next committee meeting.

Step 3: The Officer in question shall be removed from program if the Luminaries Program Council (excluding the volunteer in question) reaches a 2/3rds-majority vote, along with the approval of the program advisors.

OFFICERS AND DUTIES

1. *GENERAL DUTIES*

The Officers shall be the governing body of the College Luminaries Program. The Officers shall coordinate the activities of the organization, and appoint special functional committees, which will carry out the proper purpose of the organization. They will also serve on the Luminaries Program Council and shall make decisions necessary and proper for the execution of the aforementioned goals and the impending responsibilities. Each Officer is also responsible for maintaining an updated job description for their position.

2. *THE LUMINARIES PROGRAM COUNCIL CO-CHAIRPERSONS*

The Luminaries Program Council Co-Chairpersons shall also be called the Co-Directors. They shall chair meetings of the Luminaries Program Council, serve as an ex-officio, voting member of all

committees, shall be responsible to the Organization for the performance of the Council members, serve as official spokespersons of the organization, communicate with other organizations, oversee the process of selecting the College Luminaries and communicate with selected College Luminaries in the months leading up to their campus visit, communicate with College Alumni Board and Office of Advancement advisors regularly, update the College Alumni Board on the progress of the initiative and perform all other duties as designated by the College Luminaries Program Council. The Co-Chairs are also responsible to establishing an annual budget to be submitted for approval to the College Alumni Board by May 30 of their first spring term.

The Co-Chairs are responsible for a thorough evaluation of the program, which must be submitted to the College Alumni Board following the conclusion of the College Luminaries events. Program evaluation is due on December 1 of each year. Due to Indiana University Alumni Association grant requirements, this information will be used to compile a complete evaluation of the College Luminaries Program for the IUAA.

3. COMMUNICATIONS AND MARKETING

The Communications and Marketing Co-Chairpersons shall be called the LCM Co-Chairs. They shall be responsible for all communications, marketing and publicity of the College Luminaries Program, including the webpage (unless role is delegated), social media, chalking, distributing flyers, hanging posters, etc. They shall also be responsible for taking pictures during the program, and designing and distributing program t-shirts and other appropriate promotional items for each participant in the College Luminaries Program. They shall communicate with the College Alumni Board and Office of Advancement advisors regularly, and perform all other duties as designated by the College Luminaries Program Council.

4. PROGRAMMING AND SCHEDULING

The Programming and Scheduling Co-Chairpersons shall also be called the Programming and Scheduling Co-Chairs. They shall be responsible for scheduling appointments, receptions, special events, dinners, classroom visits, and the opening night campus reception for each of the College Luminaries during their time on campus. Students are also responsible for all nametags, mementos, physical arrangements (including room scheduling, etc.), and all logistical arrangements of the opening night reception. They shall communicate with the College Alumni Board and Office of Advancement advisors and Luminary contacts regularly, and perform all other duties as designated by the College Luminaries Program Council.

5. HOSTING

The Hosting Co-Chairpersons shall also be called the Hoosier Hosts Co-Chairs. The Hoosier Hosts Co-Chairs shall oversee the selection process of the Hoosier Hosts. They shall lead weekly meetings of the Hoosier Hosts in the weeks prior to the College Luminaries Program. In general, the Hoosier Hosts Co-Chairpersons shall be responsible for the selection, training, and behavior of the Hoosier Hosts. They shall communicate with the College Alumni Board and Office of Advancement advisors regularly, and perform all other duties as designated by the College Luminaries Program Council.

ADDITIONAL ADMINISTRATIVE ROLES

1. DEFINITION AND FUNCTION

Other specific roles within the organization include those roles that are not currently provided for in the position descriptions but are necessary for the organization to function at its highest level, or to satisfy university requirements. These roles shall be the Treasurer and the Webmaster.

2. TREASURER

A Treasurer shall be selected by the Luminaries Program Council. The Treasurer will be selected by a simple majority vote.

The Treasurer shall keep accounts, deposit the organization's funds, make expenditures in a manner approved by the College's Office of Advancement, coordinate fundraising efforts and shall all other duties as assigned.

3. THE WEBMASTER

The Webmaster shall be one or both of the Communications and Marketing Co-Chairpersons. If either of the publicity co-chairpersons feel that another member of the Organization would be more capable of performing the duties of this office, either for a specific time period or for the duration of the term of the current co-chairs, then with the organization with the advice and consent of the publicity co-chairpersons shall appoint a webmaster. The Webmaster shall be responsible for maintaining the webpage of the College Luminaries Program.

ADDITIONAL ROLES

1. HOOSIER HOSTS

The Hoosier Hosts shall be the students who are selected to personally escort the College Luminaries during the College Luminaries Program. They shall be selected by a petition-and-interview procedure overseen by the Hoosier Hosts Co-Chairpersons. The Hoosier Hosts shall represent the program in the most positive manner, and shall fulfill all requirements of holding the position as defined by the Luminaries Program Council and, more specifically, the Hoosier Hosts Co-Chairpersons.

2. Luminaries Communication and Marketing Task Force

The Luminaries Communication and Marketing Task Force are selected by the Luminaries Communication and Marketing Co-Chairs to aid in the LCM duties specified in this document. Task Force members shall represent the program in the most positive manner, and shall fulfill all requirements of holding the position as defined by the Luminaries Program Council and, more specifically, the Communications and Marketing Co-Chairpersons.

IV. COLLEGE OF ARTS AND SCIENCES ALUMNI BOARD, DUTIES AND STAFF ADVISORS

1. GENERAL DUTIES

The College of Arts and Sciences Alumni Board will offer general oversight and administrative support for this student-run initiative. The Board will serve as mentors and advisors in a variety of different capacities in order to aid the College Luminaries Council and subsequent committees with the execution of the mission of the organization.

The Board will provide the funding for this program for as long as they see fit. They will assist the College Luminaries Program Council in identifying additional funding resources. The Board will also help the Officers in evaluating success of the program at the end of the year.

2. *THE LUMINARIES PROGRAM COUNCIL ADVISORS*

CAB Luminaries Program Council Advisors will assist the Luminaries Program Council Co-Chairs with the general oversight of the program. They will advise and provide practical advice to the College Luminaries Program Council, as needed, in addition to advocating the program to alumni, faculty, and University administrators. They will also fill vacant CAB volunteer positions in other functional areas, when necessary, serve as a reference point for alumni and student volunteers, participate in luminary activities, check-in with the Luminaries Program Council Co-Chairs and Office of Advancement advisors on a regular basis and perform all other duties as designated by the College Luminaries Program Council.

3. *COLLEGE LUMINARIES SELECTION ADVISORS*

College Luminaries will be selected by the College Luminaries Program Council, chaired by the Luminaries Program Council Co-Chairs. Luminaries will be selected from each of the College's functional areas –*Art and Design, Natural and Mathematical, Social and Historical, Arts and Humanities, Media, and Global and International*.

During this process, College Luminaries Selection Advisors will serve as industry experts for one (1) functional area - *Art and Design, Natural and Mathematical, Social and Historical, Arts and Humanities, Media, and Global and International*. College Luminaries Selection Advisors are responsible for communicating industry standards, cultural considerations and professional advice concerning the candidates, industry or functional area to the College Luminaries Council as they lead search and selection process. Advisors will need to review all of the Luminary candidates from their functional area and be on hand to answer questions or identify key points of interest.

Once Luminaries have been selected, College Luminaries Selection Advisors will serve as resources to *all* areas of the College Luminaries Program Council. They will play an integral role by serving as industry experts as well as advocating the College Luminaries Program to departments and programs within their functional area (*Art and Design, Natural and Mathematical, Social and Historical, Arts and Humanities, Media, and Global and International*), identifying appropriate

campus and industry partners, encouraging student, alumni and campus community participation and perform all other duties as designated by the College Luminaries Program Council.

4. *COMMUNICATIONS AND MARKETING ADVISORS*

The Communications and Marketing advisors will serve as mentors and guides concerning communications, marketing and public relations efforts for the Luminaries Program. This can and will include the development of marketing materials, website, social media, ads, etc. in addition to building interest regarding the program.

They shall also be responsible for identifying appropriate professional development for the Communications and Marketing Co-Chairs and LCM task force, participating in LCM task force meetings, serving as a conduit between the Communications and Marketing division and appropriate resources (both on and off campus). They shall communicate with the LCM Co-Chairs and Office of Advancement advisors on a regular basis, and perform all other duties as designated by the College Luminaries Program Council.

5. *PROGRAMMING AND SCHEDULING*

Programming and Scheduling advisors will serve as student mentors and advocates concerning the all of the events, schedules, etc. surrounding the College Luminaries Program. This is an integral role for the first few years of the program. Advisors will work with the students in identifying appropriate faculty, student groups and campus liaisons to partner with. During the first few years of the program, students will be responsible for establishing appropriate events and interactions. Programming and Scheduling advisors will need to provide the students with appropriate tools and resources to assist them during this process, and perform all other duties as designated by the College Luminaries Program Council.

6. *HOSTING AND RECRUITING*

Hosting Advisors will serve as student mentors and guides concerning the hosting duties surrounding the luminaries stay on campus. They will advise the Hoosier Host Co-Chairs on the selection process for the Hoosier Hosts and may sit in on the interviews, if appropriate. They will also identify professional development opportunities, including etiquette training, for the Hoosier Hosts, Luminaries Program Council and appropriate College Luminaries affiliates in addition to attending Hoosier Host committee meetings and Luminary activities and events, and perform all other duties as designated by the College Luminaries Program Council.

6. *STAFF ADVISORS*

Staff advisors for this organization shall come from the College of Arts and Sciences Office of Advancement, traditionally from the alumni relations division. They shall serve in coordination with the College Alumni Board in the general counsel and direction of the College Luminaries Program, attend Luminaries Program Council and Hoosier Hosts meetings, and perform all other duties as designated by the College Luminaries Program Council.

V. MEETINGS

Weekly meetings are held for the council and members will be notified via email. The Hoosier Hosts will meet more or less often, according to the needs of the Hosting Co-Chairs. The agenda for the meetings is set by the Co-Directors and emailed out to the entire council in case anyone has anything they would like to add.

VI. SELECTIONS

SELECTION PROCEDURES

Officers shall be selected by a petition-and-interview procedure. The Luminaries Program Council Co-Directors shall announce the Officer position openings two (2) weeks in advance of the interview process; they shall make petitions available at that time. Any Full or Associate student member in good standing who is eligible to hold office may petition. At the end of this period, Co-Directors will announce an interview schedule that will include all petitioners for office, unless the officers unanimously decide to only grant interviews to a certain amount of people, in which the Officers will select the interviewees based on the petitions. The Officers and select College of Arts and Sciences Alumni Board members will interview each candidate. The Officers will select the new Officers by a two-thirds (2/3) majority vote. After the election, all Officers shall be announced to the organization, and the Officers shall be immediately installed. All petitioners must be prepared to accept any Officer position, as they will be considered for all offices.

Office of Advancement staff advisors will not be selected using these procedures, as they are appointed by the IU College of Arts and Sciences Administration.

VACANCIES

By a simple majority vote, the Luminaries Program Council shall appoint a student in good standing to fulfill the remainder of any vacant term, whether caused by removal from program or volunteer resignation. If a College Alumni Board advisor resigns, vacancies shall be filled by the College Alumni Board Luminaries Program Council Advisors; if a staff advisor resigns, vacancies shall be filled by the Indiana University College of Arts & Sciences Office of Advancement Administration, who should consider the wishes of the Luminaries Program Committee.

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.

VIII. DUES AND BUDGETS

Dues are not charged by the organization for membership. This organization will be funded for two-years through a grant from the Indiana Alumni Association. Alumni Relations and the College

Alumni Board will work to identify additional sources of funding to continue the support of this program, prior to the end of this term.

IX. FINANCES

The organization currently possesses a Student Organization Account, and pledges to remain in accordance with the Student Organization Accounts office policies and procedures.

The Luminaries Program Council, in conjunction with their advisor, is responsible for allocating the funds given by the College Alumni Board.

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 directly from for-profit companies if acting as a representative of a student organization.

XI. AMENDMENTS

ROLE OF THE COLLEGE OF ARTS AND SCIENCES ALUMNI BOARD AND OFFICE OF ADVANCEMENT

All amendments to the Constitution and Bylaws shall be subject to the approval of the College of Arts and Sciences Alumni Board and College's Office of Advancement staff advisors. Upon approval of the College of Arts and Sciences Alumni Board and College's Office of Advancement staff advisors, the amendments shall become immediately effective.

AMENDMENT PROCEDURES

All amendments shall begin as petitions for discussion at a meeting of the Luminaries Program Council. Multiple petitions may be entered into this process at the same time; however, each petition must complete all appropriate steps in the process. Any Officer in good standing may submit an amendment, in the form of a petition, to the Co-Chairpersons. At the next Luminaries Program Council meeting, in which all Luminaries Program Council members must be present for at least the vote on the amendment, the petition will be considered. After discussion and an opportunity for all Luminaries Program Council members to speak on the matter, the Luminaries Program Council shall vote on the petition. If the petition receives a unanimous vote of the Luminaries Program Council, it shall be considered final and the amendment shall be submitted to the College Alumni Board and the Office of Advancement.