

**Title:** “Constitution of Indiana University Pro Bono Immigration Project”

***Preamble***

The Indiana University Pro Bono Immigration Project (PIP) shall assist—in cooperation with various Indiana legal services organizations—non-citizen and in-need clients with immigration issues in Monroe County, Marion County, and surrounding areas. Further, PIP shall be a conduit for learning: Indiana University law students interested in immigration law will be trained to effectively assist the target community.

***Article I: Membership***

- a) Participation in PIP 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.
- b) Membership in PIP is limited to the students of the Indiana University Maurer School of Law at Bloomington. Anyone with an interest in immigration law may join PIP.

***Article II: University Compliance***

- a) **Legal Compliance** - PIP shall comply with all Indiana University regulations and local, state, and federal laws.
- b) **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.
- b) **Non-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 this group or organization, regardless of the person’s consent or lack of consent.

***Article III: Executive Officers***

- a) **Executive Board** - The officers of the organization shall consist of an Executive Board of officers, composed of the following:
  - 1. **Executive Director:** The Executive Director shall coordinate PIP activities in conjunction with the Executive Board, the Faculty Sponsor, and the School Administrators and shall be responsible for marketing the organization.
  - 2. **Project Director(s):** The Project Director(s) shall coordinate PIP activities in conjunction with various Indiana legal services organizations.
  - 3. **Treasurer:** The Treasurer shall be responsible for the financial affairs of PIP.

- 4. Marketing Director:** The Marketing Director shall be responsible for publicizing PIP events and coordinating volunteers for certain projects. They will be in charge of any media materials and designs that are developed for the project.
- b) **Requirements for Assuming above Positions** - There are no requirements.
- c) **Term Length** - All terms of office shall begin on the first day of summer break and continue until the last day of spring semester the following year. During the month of April, outgoing officers shall train their respective incoming officers in the tasks of their position.
- d) **Resignation of Officers** - The process of regular officer selection is explained in Article VI. Officers may resign by sending any form of communication to the Executive Director. At this point, the Executive Director can call an emergency meeting or wait until the next regularly scheduled meeting to address the vacancy. Election processes will follow as stated in Article VI. Mid-term officers will serve the remainder of the term that the original officer had vowed to fill.
- e) **Additional Executive Powers** - Executive Board meetings shall be called by the Executive Director. Other officers can request the Executive Director to call a meeting. The officers of the Executive Board have power to act upon any means necessary to fulfill their duties under this article. Executive Board officers cannot amend or ratify this constitution without the approval of 2/3 of PIP members.
- f) **Officer Removal** - Officers can be removed by the following process. First, a member or officer must suggest voting to remove the officer at a regularly scheduled meeting. Another member must second this motion. At this point, the Executive Director shall ask the officer to leave the room and voting shall be held. To be removed, a simple majority of the members and of the officers must vote to remove the officer. If removed, mid-term election procedures immediately follow.
- g) **Addition of Positions** - The Executive Board will have the authority to establish new positions on the Board as they are needed. A majority vote of the Executive Board will be sufficient to establish any new positions.
- h) **Number of Officers** - Any of the above Executive Board positions can be fulfilled by 1 or more individuals. In the event that a position is held by more than one person, the duties associated with that position will be apportioned as the co-chairs of that position deem suitable. Decisionmaking authority shall be apportioned equally to each position co-chair, unless a co-chair has explicitly delegated that authority to another, with regard to a specific decision or subject at hand.

*Article IV: Advisor*

PIP shall be required to maintain a law school Faculty Sponsor. The Faculty Sponsor shall meet

with the Directors at least once per semester. The Faculty Sponsor shall also serve as a liaison and advocate to the law school on PIP's behalf. Finally, the Faculty Sponsor shall ensure proper operation and continuation of PIP at the Maurer School of Law.

#### *Article V: Meetings*

- a) **Meeting Frequency and Calling a Meeting** - Meeting days and times shall be determined by the Executive Board prior to each semester. A call-out meeting to encourage student interest shall be held at the beginning of each academic year.
- b) **Meeting Process** - The Executive Board shall run all meetings as necessary throughout the academic year.
- c) **Emergency Meetings** - An emergency meeting can be called by a simple majority vote of all officers. A special meeting can be held by a simple majority vote of all members.
- d) **Record of Meetings** - The Secretary will record minutes of all meetings.

#### *Article VI: Elections*

- a) **Election Timing and Process** - When vacancies in the Executive Board are projected to occur at the end of an academic year, elections shall be held during April of that year. The Executive Director will request nominations and/or applications. During this time, members will be allowed to nominate any member, including self-nominations, for any position. A nominated member may then accept or decline a nomination.
- b) **Quorum** - All Executive Board members must vote in officer elections.

#### *Article VII: Dues and Budgets*

- a) **Process of Determining Dues** - The amount of dues, if any, shall be set by a majority vote of the Executive Board. Increases in dues must come with an explanation by the Executive Director to all members explaining the reasons for raising dues.
- b) **Dues Deadline** - Dues, if any, shall be due within 30 days of the first meeting in the academic year unless the Executive Board by a majority vote shall otherwise prescribe.
- c) **Collecting Dues** - The Treasurer shall be responsible for collecting dues, if any.
- d) **Budget Creation and Maintenance** - The Treasurer shall create and maintain budgets for PIP. The budget shall be agreed upon by a majority vote of the Executive Board officers.

#### *Article VII: Finances*

- a) **Financial Affairs** - The Treasurer shall be responsible for all financial affairs of the group. The outgoing Treasurer shall assure that financial records of PIP are orderly transferred to any new Treasurer from year to year.
- b) **Type of Accounts** - The Treasurer shall be responsible for maintaining a semesterly balance sheet and an income statement.
- c) **Location and Accessibility of Funds** - Group funds shall be held with the Faculty Sponsor and accessible only by the Executive Board or the Faculty Sponsor.
- d) **Dissolution of Group** - Upon dissolution, all debts shall be repaid to any creditors of PIP. Debts shall be repaid first to third party creditors, then to members, and finally to officers. Once debts are repaid, remaining funds shall be donated to a charity chosen by the sponsoring faculty member.

***Article IX: Ratification***

A 2/3 vote is necessary to ratify and amend this constitution. A quorum of at least 50% of members is required for such ratification or amendment to take effect.