

# Constitution of Culture of Care

Ratified Tuesday, December 5, 2017 by the Board of Directors.

## **PREAMBLE**

We, students of Indiana University, recognize that the best way to effect change in the lives of the student body is to change its culture. Envisioning a campus that is safer and happier for students in their sexual well-being, mental health, drug and alcohol use, and respect for each other, and in order that we may be a part of that change, we choose to care and spread a culture of care. We hereby affirm the following:

## **ARTICLE I:**

### **Name**

The name of this organization shall be Culture of Care.

## **ARTICLE II:**

### **Mission Statement**

Culture of Care is a student-led and staff-supported initiative at Indiana University designed to foster Hoosier-to-Hoosier care in the areas of sexual well-being, drug and alcohol awareness, mental health, and respect. Culture of Care aims to serve as the primary resource for related programming, education, and bystander intervention training in hopes that students have a safe and enjoyable experience at Indiana University.

## **ARTICLE III:**

### **Focus Areas**

1. Culture of Care shall organize its activities into four main focus areas:
  - 1.1. Sexual Well-being, which includes but is not limited to the topics of sexual assault, sexual misconduct, sexual harassment, sexually transmitted infections, societal norms on sexual activity, healthy relationships, domestic abuse, hookup culture, safe sex practices, and related campus resources;

- 1.2. Mental Health, which includes but is not limited to the topics of student stress, depression and anxiety, mental illness, healthy self-image, body image, suicide prevention, counseling, happy lifestyles, and related resources;
  - 1.3. Drug & Alcohol Awareness, which includes but is not limited to the topics of addiction recovery, alcohol-related deaths, alcohol poisoning, drug abuse, party culture, safe consumption practices, and related campus resources;
  - 1.4. Respect, which includes but is not limited to the topics of hazing, discrimination, harassment, racism, sexism, bigotry, microaggressions, tolerance, bullying, and related campus resources.
2. Each Committee shall be chaired by the Director(s) of the focus area.
  3. Culture of Care's activities related to each focus area shall be led by the Director(s) of the focus area.
  4. Each focus area shall have a dedicated Committee, composed of students who are interested in improving student life in that focus area, that serves student interests related to the focus area.

#### **ARTICLE IV:**

##### **Membership**

1. All Indiana University students that show interest in being involved in Culture of Care may become members of the organization, regardless of age, color, disability, ethnicity, sex, gender identity, marital status, national origin, race, religion, sexual orientation, veteran status, or other arbitrary characteristic.
2. All Culture of Care members are eligible to apply for leadership positions within the organization.
3. All Culture of Care members must be a member of a Committee.
4. This organization shall hold an open, well-publicized call-out meeting in order to recruit new members at least once per academic year.
5. All members will be required to submit an involvement application at the start of their memberships.
6. An accurate membership roster with member contact information shall be updated regularly.

#### **ARTICLE V:**

##### **Board of Directors**

### ***Section A: Composition***

1. Culture of Care leadership shall be led by a Board of Directors, composed of the following members:
  - 1.1. President,
  - 1.2. Vice President of Internal Affairs,
  - 1.3. Vice President of External Affairs,
  - 1.4. Vice President of Marketing,
  - 1.5. Vice President of Finance,
  - 1.6. Director(s) of Sexual Well-being,
  - 1.7. Director(s) of Mental Health,
  - 1.8. Director(s) of Drug & Alcohol Awareness,
  - 1.9. Director(s) of Respect,
  - 1.10. Director(s) of Bystander Intervention Programs.
2. There may be one or two Directors of Sexual Well-being, Mental Health, Drug & Alcohol Awareness, Respect, and Bystander Intervention Programs.
3. At the discretion of the President, additional positions, such as Assistant Directors or Assistant Vice Presidents, may be created and appointed to serve on the Board of Directors. These positions must be reappointed each year at the discretion of the current President.
4. Detailed Job Descriptions for every position on the Board of Directors, as well as for the role of Advisor, shall be approved by a majority of current Board of Directors members every year. The Board of Directors will collaborate with the organization Advisors on writing Job Descriptions, which will thoroughly outline position expectations and any application requirements.

### ***Section B: Selection***

5. This organization shall hold no open elections, internally or externally, for leadership positions in order that selections be made free of group politics and popularity contests.
6. The President, Vice President of Internal Affairs, and Vice President of External Affairs shall be selected by a Board of Directors Selection Committee (“Selection Committee”), convened every year, after a process of application review and interviews.
7. The voting members of the Selection Committee shall be the following representatives of the student body:
  - 7.1. One of the following representatives of Indiana University Student Association (“IUSA”):

- 7.1.1. President,
    - 7.1.2. Chief of Health and Wellness, or similar officer;
  - 7.2. One of the following representatives of Graduate and Professional Student Government (“GPSG”):
    - 7.2.1. President,
    - 7.2.2. Director of Student Health, or similar officer;
  - 7.3. One of the following representatives of Residence Hall Association (“RHA”):
    - 7.3.1. President,
    - 7.3.2. Health & Wellness Officer, or similar officer;
  - 7.4. One of the following representatives of Union Board:
    - 7.4.1. President,
    - 7.4.2. Director of Body and Mind, or similar officer;
  - 7.5. All three of the following outgoing representatives of Culture of Care, unless any is applying for the positions of President, Vice President of Internal Affairs, or Vice President of External Affairs, in which case they must be replaced by another member selected by majority vote of the outgoing Board of Directors:
    - 7.5.1. President,
    - 7.5.2. Vice President of Internal Affairs,
    - 7.5.3. Vice President of External Affairs.
8. If any listed voting member is not available, the member’s organization will provide an alternative representative.
9. The selected President and Vice Presidents must receive at least half of the votes from the voting members of the Selection Committee. The Selection Committee shall cast votes in as many rounds as necessary until a candidate receives a majority. The primary Advisor of Culture of Care will offer a tie-breaking vote in instances of ties but will not cast a vote in the main ballot.
10. The outgoing President of Culture of Care will serve as the Chair of the Selection Committee and shall determine the exact interview process for President and Vice Presidents.
11. In the case that the current President cannot serve on the Selection Committee due to applying for the position of President, Vice President of Internal Affairs, or Vice President of External Affairs for the following term, the current Board of Directors shall select by majority vote someone who is not applying for the positions of President or a Vice President to be a replacement voting member. The Vice President of Internal Affairs and Vice President of External Affairs shall co-Chair the Selection Committee. In the case that the current Vice President of Internal Affairs and Vice President of External Affairs cannot serve on the Selection Committee due to applying for the position of President, Vice President of Internal Affairs, or Vice President of External Affairs, the

current Board of Directors shall select by majority vote someone who is not applying for the positions of President or a Vice President to be a replacement.

12. Applications for positions shall allow multiple position preferences. Applicants to a position should meet the minimum requirements in the published Job Descriptions.
13. The selected President, Vice President of Internal Affairs, and Vice President of External Affairs will interview candidates for the positions of Directors of Sexual Well-being, Mental Health, Drug & Alcohol Awareness, Respect, and Bystander Intervention Programs. The President, Vice President of Internal Affairs, and Vice President of External Affairs will select the Directors from the candidates by having at least two of three vote in favor of a candidate. This committee shall be advised by the outgoing President, Vice President of Internal Affairs and Vice President of External Affairs and the outgoing position holder for each position.
14. The selection process shall adhere to the following calendar each year:
  - 14.1. Job Descriptions detailing application requirements and position expectations shall be published each year by October 1.
  - 14.2. Members of the Selection Committee shall be assembled each year by November 1. When a listed member is not available, alternatives shall be selected by the same date.
  - 14.3. Applications for all Board of Directors positions shall be due to the Selection Committee by November 1.
  - 14.4. The President shall be selected first. Then, the Vice Presidents shall be selected from the pool of remaining candidates. The Presidents and all Vice Presidents shall be selected by the second Friday of November.
  - 14.5. The President shall select the Directors of Sexual Well-being, Mental Health, Drug & Alcohol Awareness, Respect, and Bystander Intervention Programs by the third Friday of November.

### ***Section C: Function***

15. The President will be responsible for completing all required University paperwork, as well as re-registering Culture of Care as a student organization annually.
16. All members of the Board of Directors shall follow the position expectations outlined in their Job Descriptions.
17. Programs must be proposed in the planning or calendar stages of the semester or at least one month prior to the proposed event date. Once approved, the Directors can begin working on the program. Further into the semester, it shall be up to the Board if they will allow verbal approval or require a submitted program proposal. Program evaluations shall be submitted to the Board within two weeks after the program occurs.

18. Program budget proposals will be submitted by members of the Board of Directors to the Executive Board and Financial Officers. There will be a regular, recurring deadline for proposal budget submissions.
19. Program budget proposals must be approved by a majority of the Board of Directors members present. There will be a regular, recurring process for the examination of and voting on program proposals.
20. The Board of Directors shall decide on a weekly, regular meeting time and post it in the Job Descriptions annually.
21. Program proposals must be approved by a majority of the Board of Directors members present. There will be a regular, recurring process for the examination of and voting on program proposals.
22. No votes on any action by the Board of Directors may be carried out unless:
  - 22.1. A quorum of members is present for a vote in person, where a quorum is defined as a majority of Board of Directors members (50% plus one); or
  - 22.2. A safe and secure method of electronic voting is used, in which at least a majority of Board of Directors members cast votes before a deadline or a reasonable amount of time.

#### ***Section D: Terms, Vacancies, and Transitions***

22. Terms for all Board of Directors positions start the first Monday after Thanksgiving Day.
23. Terms for all Board of Directors positions shall be one year in length.
24. Should a member of the Board of Directors choose to resign their position, this decision must be communicated to the President through a letter of resignation.
25. In the event of vacancies, qualified candidates will be asked to apply for the specific position in question and will be interviewed by the current President, who will appoint a candidate to the position. The Board of Directors must confirm the appointee with at least two-thirds (2/3) voting in favor.
26. In the case that the office of President is vacant, the following shall occur:
  - 26.1. The Selection Committee convened previously shall reconvene to accept applications, interview qualified candidates, and select an appointee for the position of President, where:
    - 26.1.1. The Selection Committee shall follow the same procedures for voting members as previously, with the Vice President of External Affairs serving as Chair of the Selection Committee;
    - 26.1.2. In the case that the Selection Committee votes on an application to the position from the Vice President of External Affairs, the Vice President of

Internal Affairs shall offer the tie-breaking vote in the case of a tie rather than the Vice President of External Affairs;

- 26.2. The Vice President of Internal Affairs shall fulfill the duties of and have the authority of the position of President until a new President is selected.
27. Detailed, thorough, and well-explained transition materials shall be provided by the outgoing Board of Directors for the new Board of Directors.
28. In the interest of a seamless transition, outgoing members of the Board of Directors should assist new members, especially successors in their own roles, by answering questions and giving advice on serving in the position through the end of December.
29. In the interest of fostering strong communication between the outgoing and incoming occupants of each position, every outgoing member of the Board of Directors shall meet with the incoming holder of the same position to provide training and transition materials to them. This shall occur as soon as possible and before the end of the fall semester.
30. All current Directors, Vice Presidents, or the President must apply through the normal application process to be considered for a position in a subsequent term.

## **ARTICLE VI:**

### **Meetings**

1. The Board of Directors will meet weekly during the school year.
2. Board of Directors meetings will be open to all organization members who wish to attend, with the exception of select closed-door agenda items.
3. Agendas and meeting minutes will be written for all Board of Directors meetings. Meeting minutes will be shared with all organization members.
4. Focus area Committees will meet weekly during the school year, unless otherwise decided by the focus area Director and the President.
5. All focus area Committees will write meeting agendas and meeting notes, which will be shared with the Vice President of Internal Affairs.
6. This organization will hold at least two all-member meetings each school semester in the interest of collective group identity and effective collaboration on organization goals.

## **ARTICLE VII:**

### **Activities and Programming**

1. Culture of Care will engage in frequent educational and advocacy-related programming, including but not limited to interactive activity events, social media campaigns, public

and University policy advocacy, informative tabling, speaker and panel events, and resource distribution.

2. Culture of Care shall seek to collaborate with other student organizations and nonprofit organizations.
3. Culture of Care will organize annually a Culture of Care Week, a multi-day series of programming and events in collaboration with other organizations to serve as the centerpiece of yearly programming.
4. All planned programs and activities will be proposed to the Board of Directors through a program proposal process.
5. The Board of Directors shall maintain instructional training resources about tabling for Culture of Care.

## **ARTICLE VIII:**

### **Finances**

1. A budget for the upcoming calendar year will be drafted by the Vice President of Finance and approved by the Board of Directors each year before December 31.
2. The Job Description for the Vice President of Finance will clearly list duties related to transferring of funds and management of organization accounts.
3. All program budgets must receive approval of the Board of Directors.
4. This organization shall comply with all Student Organization Accounts (“SOA”) policies on financial matters.

## **ARTICLE IX:**

### **Culture of Care Brand**

1. Culture of Care hopes to maintain a visible brand that is openly shared with all students, through word-of-mouth reputation and explicitly branded materials, as part of a living, evolving student-led movement.
2. Culture of Care will maintain a regularly updated website.
3. Culture of Care will seek to build a strong presence on social media platforms in order to maximize student engagement.
4. This organization will be conscious of resource allocation for merchandise in order that distribution of merchandise never supersede or hinder the carrying out of engagement activities.
5. This organization shall engage in meaningful collaboration with University staff in order to make most effective use of the Culture of Care brand.

6. All members of Culture of Care shall be conscious about consistent messaging and branding goals when representing the organization.

**ARTICLE X:  
Code of Conduct**

1. All members of Culture of Care shall be expected to adhere to a standard of good conduct.
2. Directors, Vice Presidents, and the President will be required to attend all weekly meetings with the Board of Directors, except when:
  - 2.1. The Board of Directors member submits a request for excused absence to the President and Vice President of Internal Affairs; and
  - 2.2. The President grants the excuse.
3. All members of Culture of Care shall act as ambassadors for the organization, with expectations that:
  - 3.1. All members shall be held to always represent the organization in a professional manner;
  - 3.2. This professional manner extends to both online and in-person presence, which includes but is not limited to social media, email correspondence, and meetings.
4. All members of Culture of Care shall be expected to uphold the Indiana University Student Code of Conduct, as well as all local, state, and federal laws.
5. Grounds for removal of a Director, Vice President, or President from their position shall include:
  - 5.1. Status in violation of the Indiana University Student Code of Conduct;
  - 5.2. Serious, consistent, and irremediable failure of duties as listed in the Constitution or Job Description for the position.
6. Removal of a student from the office of Director or Vice President shall follow the following steps:
  - 6.1. First, the President and the Vice President of Internal Affairs must shall with the student to discuss the concerns with the student's conduct;
  - 6.2. Second, a clear, written explanation of grounds for removal shall be be documented and communicated to the student by the Board of Directors;
  - 6.3. Third, the Board of Directors shall acknowledge the receipt of a written explanation of conduct by the student, if offered;
  - 6.4. Fourth, at least two-thirds (2/3) of the members of the Board of Directors must vote for the removal of the student from office;
  - 6.5. After the completion of the above steps, the student shall be removed from office.
7. All vacancies due to removal from office shall be filled according to the procedures listed previously.

**ARTICLE XI:**  
**Organization Advisors**

1. A Job Description for the role of Advisor will be published annually along with Job Descriptions for Board of Directors positions, in hopes of maintaining a clear and mutually understood relationship between the organization and its Advisors.
2. Advisors shall be invited to all Board of Directors meetings but shall not be voting members.
3. Advisors must fulfill all requirements of Advisors as detailed in Student Life & Learning (“SLL”) policies.
4. One organization Advisor must serve as the primary Advisor for the purposes of the Selection Committee and SLL policies.
5. Advisors must meet financial obligations as detailed by SOA policies.

**ARTICLE XII:**  
**Statement of University Compliance**

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

**ARTICLE XIII:**  
**Anti-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 XIV:**  
**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 XV:**

## **Amendments**

Amendments to this document may be proposed by any member of the Board of Directors. All amendments must receive the approval of at least two-thirds ( $2/3$ ) of the members of the Board of Directors.