

## **ISEA IUB Chapter Constitution**

### **Title: ISEA**

The name of the organization shall be ISEA: Indiana Student Education Association-Indiana University Bloomington Chapter

### **Preamble**

ISEA will run on these specific agendas: promoting professional development, leadership development, networking and social involvement, and service involvement.

### **Article I: Membership**

ISEA 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, disability ethnicity, gender, marital status, national origin, race, religion, sexual orientation, sexual identity, or veteran status.

Membership is open to any enrolled student at the university.

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

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

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

**Section A:** ISEA: (Indiana University) shall have Two Co-Presidents, Secretary, Treasurer, Representative to the School of Education Round Table, and Advisor. These officers comprise the **Leadership Team**.

All officers must be members of ISEA and currently enrolled within the university. The term of office shall be one year in length.

Any vacancy which may occur in an office shall be filled by appointment by the president pending ratification at the next group business meeting.

### **Section B: Duties of Officers**

#### **Co-Presidents**

1. Collaborate to ensure responsibilities for meeting agendas, coordinating details for special guests for professional development, and announcements of upcoming meetings are handled appropriately

2. Meet regularly with ISEA advisors
3. Maintain regular communication with ISEA and the state board
4. Maintain regular communication with other members of the Leadership Team
5. Lead regular Leadership Team meetings
6. Lead regular business meetings of the chapter

#### Secretary

1. Prepare and maintain meeting sign-up sheets for attendance purposes
2. Take and share minutes of meetings
3. Maintain communication of upcoming events with members
4. Participate in Leadership Team meetings
5. Reserve a room for each event and market events to students in the School of Education (may include postings to the OTE Newsletter, flyers, large screen announcements, etc.)

#### Treasurer

1. Maintain Accounts for ISEA through the Student Organizations Accounting Office [iuoa@indiana.edu](mailto:iuoa@indiana.edu)
2. Collect local dues from members; deposit checks to SOA Accounting Office
3. Create a budget for the year with help from SOA office and Leadership Team; Anticipate expenses, and income
4. Pay bills for expenses
5. Facilitate Fundraising Activities for Chapter

#### Membership Chair

1. Maintain roster of all current members
2. Plan events to boost interest and membership of ISEA
3. Facilitate communication between potential members and ISEA

#### Representative to the Student Leadership Roundtable

1. Share with that group the recent and upcoming events of the chapter
2. Announce any special professional development activities planned by other student organizations and invite ISEA members to join for the event

**Section C:** Any member of ISEA may also attend Leadership meetings as a member at large, and may create a new office with the approval of the Leadership Team.

#### **Article IV: The Advisor(s)**

1. Advisors shall assist the Leadership Team in the execution of roles and responsibilities.

2. Advisors shall provide feedback to the organization regarding its operation and functioning.
3. Advisors shall serve as a resource.
4. Advisors should provide advice upon request, and also should share knowledge and expertise.
5. Advisors shall be education faculty or staff members of the University.

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

1. General Meetings will be held at least once a month during the academic year
2. Leadership Team shall meet 1-2 weeks prior to each general meeting for planning.
3. At least 5 days' notice shall be given for each regular meeting; for professional development meetings, marketing shall be in place 2 weeks prior to the meeting

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

Elections shall be held in the spring for the following year. In the case of a lapse in the student leadership for a period, elections will be held in the fall semester for the current academic year. Officers are elected by consensus.

#### **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**

The Treasurer will maintain all financial records, collection of dues, and payment of expenses through The Student Organization Accounting Office. A budget will be created each year by the Leadership Team with assistance, if needed by the Student Organization Accounting Office.

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

The Treasurer will maintain all financial records, collection of dues, payment of expenses through The Student Organization Accounting Office.

#### **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: Programs Involving Children:** This organization, when working with children, will be aware of and abide by the University's Programs Involving Children (PIC) Policy