

# Constitution of STEM Outreach at Indiana University

## Preamble:

STEM Outreach at Indiana University aims to impart scientific knowledge in the Bloomington community by collaborating with Fairview Elementary School and Girls Inc. to provide students with lessons and activities pertinent to science, technology, engineering, and mathematics.

## Article I: Membership

Participation in STEM Outreach at Indiana University 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.

## Article II: Statement of University Compliance

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

## Article III: Executive Positions

The executive positions in STEM Outreach are as follows: Co-Presidents (2) and, Vice President (1), Site Coordinators (2), Activities Coordinator (1), Secretary (1), Recruitment Chair (1), and Treasurer (1), Liaison (2). The President is responsible for the effective facilitation of the program as a whole, and communication between officers, volunteers, and program coordinators. The Vice President is responsible for assisting the President and other members of the executive board. There is one site coordinator per volunteering site (Fairview and Girls Inc), and their primary responsibilities include coordinating volunteer activity at their respective sites. The Activities Coordinator collaborate to design and present educational activities for the students. The Treasurer is in charge of selecting and buying the supplies, as well as any other monetary transactions. The liaisons are responsible for assisting all other executive members in their tasks and taking attendance at the sites each week.

Executive Officers are required to have served for at least one full term (one semester) as a general member before being elected to the executive board. Persons running for President and Site Coordinator are required to have served for at least two full terms (two semesters) as a general member, and preferably one term as an Executive Officer. All Officers are expected to have shown extreme dedication to the program and competency when volunteering, as well as displaying organizational, creative and time-management skills.

Officers will serve for two terms before re-election. Past officers do not have a specific role in the organization, but are still able to participate and provide counsel to newly elected officers. Officers are able to resign by contacting the President and providing an adequate reason.

Outside of emergent circumstances, Officers will be asked to finish the term so that there is ample time to find a replacement.

Executive meetings will be held every 2 weeks, or as needed. Any member has the ability to call an executive meeting. Decisions are made by taking everyone's opinion into account and democratically reaching a conclusion. If a conclusion cannot be made, the President will be the ultimate decision-maker.

The procedure for removing an Officer from their position will include a democratic vote from the executive board. The Advisor will also be consulted.

#### Article IV Advisor

Miriam Attenoukon - [miatteno@indiana.edu](mailto:miatteno@indiana.edu)

The responsibilities of the STEM Outreach Advisor are to stay current with the updates of the program, and to assist in the leadership and decision-making of the program.

#### Article V: Meetings

Aside from the weekly activity, there are no general member meetings. The majority of the communication for general members will be regulated by the Site Coordinator, and will include information about the activity for the week. Information will be communicated via email and text.

#### Article VI: Elections

Elections will occur every fall semester. Each candidate will fill out an application and, if qualified, will be invited to an interview. Interviews will be done by presidents and current officer of the position. If current officer is reapplying for same position, they will not be in on the interview. President interviews will be conducted by the faculty advisor, if the current presidents are reapplying. Candidates will designate their first choice for position. However, the interviewers may offer them another position that they think they would be more suited to.

#### Article VII: Anti-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 and Budgets

At the beginning of the semester each volunteer is asked to pay \$10 dues. No volunteer will be turned away if unable to pay. The budget is created by the President and Treasurer, and maintained by them as well. The budget is revised once per semester.

#### Article IX: Finances

All financial affairs are handled by the Treasurer. We will be applying for a Student Organization Account. We agree to follow the Student Organization Account office policies and procedures.

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

#### Article XII: Programs Involving Children

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

#### Article XII: Amendments

All eligible members will be made aware of proposed amendments by email and announcements at meetings. 50% of the total membership is required to pass an amendment into effect.