



By- Laws for Campus Curls and Coils at Indiana University Bloomington

### Title

“Constitution of Campus Curls and Coils”

### Preamble

This initiative was created to fill in the gaps of the less represented on the campus of Indiana University. Campus Curls and Coils is an organization specifically targeted to the black students on campus, in particular but not exclusive to natural hair enthusiast. This is a safe haven and home to fellowship and participate in service led projects with students who look just like you. Overall Campus Curls and Coils aims to cultivate a better experience for the minority student.

### Article I: Membership

There will be an application process to be a part of the executive board. There is no selection process for general body members. The membership dues will be \$10 for everyone. To become a member one must pay the due amount of \$10. Removal of membership will take place upon meeting with head advisor. The expectations of members are to pay dues and participate in as many events and meetings as they can.

### Article II: University Compliance

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

### Article III: Executive Officers

All executive officers are required to have minimum G.P.A. of a 2.5 by the start date of the academic term they will be officers for. Removal process of executive board members will happen upon meeting with head advisor.

The President must be face of Campus Curls and Coils and be present in all planning matters. The President runs meetings and oversees all general body matters. The President can call executive office meetings as needed and will develop meeting agendas. The President will also be in charge of keeping advisor(s) current on all organization activities. The President will serve for one academic school year and will take office at beginning of the academic school year



The Vice President's primary duty is to assist the President when needed. The Vice President will run meetings when President is not available. The Vice President is responsible for registering Campus Curls and Coils as a student organization every academic school year. The Vice President will serve for one academic school year and will take office at beginning of the academic school year.

The Secretary will support the President and Vice President in running executive and general body meetings and sending emails to inform the general body members of Campus Curls and Coils' information. The Secretary takes notes and tracks attendance during executive and general body meetings. The Secretary will serve for one academic school year and will take office at beginning of academic school year.

The Treasurer is in charge of handling all monetary expenses for dues, fundraisers, and all other expenses that apply. The Treasurer is responsible for setting each semester's budget. They will be responsible for maintaining Campus Curls and Coils' spending records. The Treasurer will serve for one academic school year and will take office at beginning of the academic school year.

The Event Liaison is responsible for helping all other positions. The Event Liaison will assist in creation of event ideas, decorations for events, purchasing materials for events, helping manage executive board meetings, member recruitment, etc. The Event Liaison's primary duty is to be a helping hand in any affairs that any main positions need it. Removal process will occur if the person is not upholding their job duties and is constantly unavailable to the club. The President and Vice President will decide if the person should be removed.

#### Article IV: Advisor

Responsibilities of advisor are to oversee organization as a whole and meet needs requested by executive board. Advisor by president. There can be more than one advisor. If an advisor needs to be removed, the current executive board members will meet and discuss the reasons for removing the advisor(s), vote on if the removal should happen; majority rule, and if needed present other possible advisors to replace the old one.

#### Article V: Meetings

Monthly meetings will held regularly. They will be advertised via emails, social media, and word of mouth. The president calls meetings. President and vice president sets agenda for meetings. Rules are to be respectful and open minded. Attendance will be recorded via an excel sheet.



#### Article VI: Elections

Elections are held at the end of each school term. Members will vote new executives into office by secret ballot, majority rule. At least ten members must be present to vote a candidate into office. Members will know at least a month in advance about upcoming elections via email and social media. Those nominated will be upon personal interest to be apart of executive board. They will run their own campaigns.

#### Article VII: Non-Hazing

**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 VIII: Dues and Budgets

Campus Curls and Coils will require \$10 dues will be paid by all members per semester to treasurer. Members who have not paid dues are considered inactive members but can still participate in the organization's activities. Those who have not paid dues will not be offered discounts for organization events. The organization's budget will be maintained by elected executive board members, such as president, vice president and treasurer. The budget will be examined and revised as needed each semester. The budget will be created per semester based on need, a case by case situation.

#### Article IX: Finances

All financial affairs are responsibility of treasurer. Campus Curls and Coils will maintain a Student Organization Account. Campus Curls and Coils will follow state accordance protocol with the Student Organization Accounts office policies and procedures. If Campus Curls and Coils dissolve we will donate monetary funds to a charity of our choice.

#### Article X: Personal Gain Clause



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: Amendments

Amendments will be made through voting. Majority rule. Eligible voting members will be notified of proposed amendments via email. A vote of  $\frac{3}{4}$  would be required to ratify an amendment.

#### Article XII: Ratification

If more than a majority of those present is desired to ratify this constitution, then this article must be included.

#### Article XIII: Programs Involving Children

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 XIV: International Travel

International Travel: This organization, when traveling internationally, will coordinate their travel through the Office of Overseas Study.