

Constitution of Independent Council for Women at Indiana University

Preamble

Independent Council for Women at Indiana University (hereafter referred to as: Independent Council) seeks to unite, support, and represent women considered independents at Indiana University Bloomington. Independent Council aims to bring together those non-Greek women under the principles of academic achievement, social participation, and philanthropic contribution. Independent Council will provide those students with opportunities to be involved on campus as an organization and in partnerships with other student organizations. Independent Council will serve as a venue to communicate with independent women looking for ways to be involved. Our goal is to have a measurably greater number of independents in attendance at and participating in campus wide events. Independent Council seeks to join the classic values of independence and the collegiate traditions of Indiana University.

Article I: Membership

- I. Any Indiana University Bloomington female student who is considered an independent is eligible to join the Independent Council and be a voting member. However, anyone in the Indiana University community is welcome to attend meetings and voice their opinions or ideas.
 - a. An Independent student is any Indiana University student not affiliated with or pledging a Greek organization. Academic or professional Greek organizations are exceptions.
- II. All independent women will be considered for membership upon completion of a written application. There will be one application term each semester.
- III. Failure to meet the attendance, GPA, or participation requirements will result in probation or expulsion from Independent Council.
- IV. Members who violate University policies or are believed to debase the mission and purpose of Independent Council will risk membership expulsion.
- V. All members have voting rights after their membership is approved by executive officers.
- VI. All members have an equal opportunity to apply for an executive or committee position at the appropriate time and after a semester long membership.
- VII. All members must be currently enrolled as full-time students with Indiana University Bloomington (12 credit minimum). Returning members may be part-time students.

Article II: University Compliance

This organization shall comply with all Indiana University regulations, and local, state and federal laws. Also encompassing the Indiana Promise, which includes:

- I. I promise I will be ethical in my academic work.
- II. I promise I will take personal responsibility for what I say and what I do.
- III. I promise I will respect the dignity of others, treating them with civility and understanding.

Article III: Executive Board

I. The Executive Board will be led by the executive officers: two co-presidents, secretary, and treasurer. The Executive Board will be comprised of the four executive officers and eight committee chairs representing the Philanthropy, Social, Spirit, Public Relations, Family, Fundraising, Health and Wellness, and Little 500 committees. All Executive Board members will hold their positions for one school year.

II. Executive officers

a. The duties of the co-presidents include presiding over all council meetings, signing off on all events and expenditures, presiding over committees to check on progress, maintaining regular contact with the Executive Board, and any other administrators necessary, as well as upholding Indiana University's mission, policy, and regulations. In addition, they will maintain communication with all members of the council on a regular basis, and be the contact for other Indiana student organizations that wish to coordinate with the Independent Council, or that have general thoughts, ideas or concerns.

c. The duties of the secretary include writing and maintaining and distributing the meeting's minutes, and maintaining all of the council's records and written correspondence. The secretary will also be in charge of collecting attendance each week and filing that information. As well as sending appropriate emails in case of attendance violations.

d. The duties of the treasurer include maintaining all finances and expenditures, applying for and following up on all necessary grants, and assisting the chair of the fundraising committee. The treasurer will also be in charge of all things related to the SOA account.

g. Any member with at least one semester membership and who is in good academic standing with the University is eligible to apply. An active member would be someone in good attendance that has fulfilled their member requirements as a minimum. They must be able to commit the full year term, and must be in attendance for all Independent Council meetings.

h. Officers are eligible to be candidates for any officer position consecutive to the position they are currently holding including the same position if they wish to run for it again.

i. Any officer may be removed if deemed necessary by the council by a $\frac{3}{4}$ majority vote or more. Reasons for removal would be incompetence, failure to uphold responsibilities, or the integrity of the organization.

III. Additional Executive Board Members (Committee Chairs)

a. The chair of a committee will be appointed by the four executive officers upon the completion of an application and brief address to the council members.

b. The duties of the Social Chair include overseeing all of the committee's social events, organizing meetings and making sure that the members are fulfilling their participatory responsibilities. The chair is also responsible for being the contact between the committee and the rest of the council.

c. The duties of the Public Relations Chair include overseeing all of the committee's events, organizing marketing materials and making sure that the members are fulfilling their responsibilities. The chair is also responsible for being the contact between the committee and the rest of the council.

d. The duties of the Philanthropy Chair include organizing and overseeing all of the committee's meetings and making sure that the members are fulfilling their responsibilities. The Philanthropy Chair will be a main contact person for any philanthropic activities, events, or administrative needs.

e. The duties of the Spirit Chair include responsibilities pertaining to clothing and goods carrying the Independent Council logo. The chair procures the unity of the club by ordering official membership articles for any Independent Council events. The chair is also responsible for being the contact between the committee and the rest of the council.

f. The duties of the Family Chair include organizing and overseeing the structure of family units,

as well as any family-related events or tasks. The Family Chair is also responsible for serving as the contact between individual families, the family committee, and the rest of the council.

g. The duties of the Fundraising Chair include organizing and overseeing events related to raising funds for use by the council to support events which encourage social and philanthropic involvement. The fundraising chair will be a main contact person for any fundraising events or activities.

h. The duties of the Health and Wellness Chair include organizing teams for intramurals, work out classes, marathons, or anything else pertaining to recreational sports. The Health and Wellness Chair will also be the main contact person between the committee and the rest of the council.

i. The duties of the Little 500 Chair include finding a sponsor for our bike team, recruiting for the bike team, appointing a coach and team manager, organizing team workouts and rides, registering our team for the Little 500 race, and anything else that may come up in relation to Little 500. The Little 500 chair will be the main contact person between the committee and the rest of the council.

j. Any committee chair may be removed if deemed necessary by the council by a $\frac{3}{4}$ vote or more. Reasons for removal would be incompetence, failure to uphold responsibilities, or the violation of the integrity of the organization.

Article IV: Advisor

I. Independent Council will have an advisor to help guide the organization and make executive decisions. Our advisor serves as a liaison between the organization and Indiana University, ensuring that we are complying with University policy as well as our own missions. He or she will help facilitate retreats or discussions to make the organization better than before. The advisor will be the institutional memory for the organization to help pass on information to the next generation of leaders within the council and will help create a budget for the organization.

Article V: Elections

- I. Elections will be held in March of each academic school year beginning Spring Semester 2010.
- II. Members in good standing may file an application for consideration to be placed on the ballot.
- III. Voting will be conducted by secret ballot.

Article VI: 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 VII: Personal Gain

This organization 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 VIII: Statement of Non-Discrimination

Independent Council for Women at Indiana University 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, color, disability, ethnicity, marital status, national origin, race, religion, sexual orientation, or veteran status.

Article IX: Dues & Budgets

- I. Dues will be charged by the organization for membership. The amount is determined based upon the total number of members and each semester's forecasted activities. Dues are expected to be \$45.00 for new members and \$35.00 for returning members.
- II. Dues will be collected once each semester. Dues will need to be collected a week after they have been announced. A late fee of five dollars will be added onto the normal fee if collected a week after the original deadline. After that two week period, Independent Council's roster will be set. However, if any member is unable to pay dues by the deadline, a grace period will be determined by the executive board given individual circumstance.
- III. Dues will be collected by the treasurer.
- IV. The budget will be created in a collaborative effort by the executive board and our advisor. The treasurer is responsible for maintaining the Council's budget.
- V. The budget will be revised each semester.

Article X: Finances

- I. The treasurer will be in charge of financial affairs.
- II. The organization will be applying for and maintaining a Student Organization Account.
- III. Independent Council will be in accordance with the Student Organization Accounts office policies and procedures.
- IV. Should the Council dissolve, the remaining money will be recorded and divided amongst the philanthropies sponsored by IC at the time of dissolution.
- V. The organization will maintain a group Venmo account. The account will be maintained by the treasurer and overseen by the co-presidents.

Article XI: Amendments

- I. An Amendment may be proposed by any voting member.
- II. Voting members will be notified of proposed amendments at meetings and by email.
- III. Amendments must be voted on and approved by the council with a 3/4 of total vote.
- IV. Once approved by the organization, all constitutions with amendments must be submitted to the SLL for approval.

Article XII: Ratification

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

Bylaws

Article I: Meetings

- I. Weekly meetings are to be held every Monday evening during Fall and Spring semesters from 7:30 pm to 8:30 pm. Committee meetings will take place weekly prior to general meetings, at 7:00 pm, or as deemed necessary by the chair of the committee.
- II. The Co-presidents have the authority of call or cancel meetings.
- III. Meeting agendas will be set by the Executive Officers
- IV. Emergency or special meetings can be called only by the Co-presidents. Members will be notified of such meetings via email.
- V. Meeting attendance shall be recorded through texting surveys, scanners, swipe machines, or by collecting nametags.

Article II: Executive Officers

- I. Members may apply to be an officer by sending a statement of intention to the current executive officers. The statement will be sent to the organization's email account. Each candidate's platforms will then be presented to the entire Independent Council to be voted on. The winner will be chosen by a simple majority vote of 50% plus 1 vote.
- II. As of the 2010-2011 academic year, officers will be elected during the middle of the spring semester for the following school year.

Article III: Member Specifications

- I. There will be a maximum limit of 130 students in membership at all times.
- II. Members are expected to attend the majority of meetings, however, members are allowed to miss up to three meetings per semester, no questions asked. On the third absence, they will receive a warning email from our secretary indicating that they cannot have any more absences for the semester. On the fourth absence, our secretary will send the member an email indicating a termination of membership. Executive members will handle exigent circumstances as they arise.
 - a. Returning members who have class or work during Monday meetings will be grandfathered in and the attendance requirement will be void. With the exception for those who have eight week classes where these members will be allotted two absences during the eight week period with no scheduled class. Documentation sent to the Independent Council email account, icwomen@indiana.edu, is required within seven days of "Official Roster Date" each semester.
 - b. An excused absence in exigent circumstances include: exam scheduled, interview scheduled, sickness, and personal/family emergencies.
- III. Members must be in good academic standing with the University at all times. All members are required to maintain a 2.0 GPA or higher. Grades will be checked each semester by our advisor, after each member has signed the grade release form. Any potential new member will not be given membership if she does not meet this minimum requirement. Failure to comply will result in termination of membership.
 - a. By Fall 2015, members will be required to have and maintain a 2.5 GPA or higher.

IV. Membership is contingent on payment of dues. Dues of \$45.00 must be paid for the first semester; \$35.00 dues are due every semester thereafter.