

# Constitution of the United Nations Student Association at Indiana University 2016-2017

## Preamble

The United Nations Association at Indiana University is the official IU chapter of the United Nations Association of the United States of America, which consists of advocacy and international awareness of United Nations programs and initiatives. The organization aims to educate Indiana University students about current United Nations goals, international issues, and official United Nations organizations. Indiana University students advocate for global change through hosted events, visiting government officials, working with our national UNA-USA Affiliation in Washington, DC, and raise money for United Nations related causes. IU Members will have the opportunity to meet with governmental leaders and think tanks, increase their social networks, and the ability to grow as internationally minded individuals.

## Article I: Non Discrimination Clause

United Nations Student association 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, gender, marital status, national origin, race, religion, sexual orientation, or veteran status

## Article II: 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 III: 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 IV: Membership:

Students who will be admitted into the United Nations Student Association at Indiana University will have to attend Indiana University as full-time students (enrolled in at least 12 credit hours per semester). Students will be admitted on the basis of general United Nations

knowledge, interest in advocacy and governmental organizations, and commitment to actively participate. Members, who fail to attend meetings, participate in advocacy events, or those who fail to abide by the code of ethics will be removed from the organization. Each case will be discussed on an individual basis and final removal will be decided by the faculty advisor and president.

Membership will allow all students to actively participate in any on-campus advocacy event or guest speaker meetings.

## Article V: University Compliance

The United Nations Student Association shall comply with all Indiana University regulations, and local, state and federal laws.

## Article VI: Executive Officers

### **President**

- Presides over meeting of the organization
- Maintains contact with organization adviser, organization alumni, affiliated university departments, community partners, international organizations, and national affiliations
- Represents the organization to the University
- Serves as a spokesperson for the organization
- Serves as a secondary signatory on financial accounts
- Provides follow-up to organizational tasks
- Organizes executive board retreats
- Coordinates executive board officer transitions
- Represents organization at official functions
- Remains fair and impartial during organization decision making processes
- Invites guest speakers to special events
- Encourages the growth of the organization

### **Vice President**

- Assumes the duties of the President in his or her absence
- Directs Constitutional updating and revisions
- Facilitates election of officers
- Recruits new members
- Serves as Parliamentarian
- Organizes an end of year celebration
- Represents organization at official functions
- Remains fair and impartial during organizational decision making processes
- Performs other duties as directed by the President

### **Secretary**

- Obtains appropriate facilities for organization activities
- Keeps a record of all members of the organization
- Keeps a record of all activities of the organization

- Prepares an agenda with the President for all meetings
- Notifies all members of meetings
- Prepares organization's calendar of events
- Keeps the organization informed of both organizational and university business
- Keeps and distributes minutes of each meeting of the organization
- Creates and distributes agendas for each meeting of the organization
- Maintains attendance at all meetings
- Serve as the organization's recognition and appreciation coordinator
- Maintains organizational records, storage, and office
- Prepares and files any report required
- Handles all official correspondence of the organization
- Collects organization mail from the adviser or wherever mail is received
- Represents organization at official functions
- Remains fair and impartial during organization decision making process
- Performs other duties as directed by the President

### ***Treasurer***

- Is familiar with accounting procedures and policies
- Serves as the primary signatory on financial accounts
- Serves as chair of the finance committee
- Pays organization bills
- Collects organization dues
- Keeps all financial records of the organization
- Prepares an annual budget
- Prepares all budget requests for funds
- Prepares and submits financial reports to the members
- Maintains a financial history of the organization
- Provides advisor with summary of financial records at the end of the academic year
- Advise members on financial matters (i.e. vendors, ticket selling procedures)
- Prepares purchase orders, requisition forms, or supply requests
- Coordinates fundraising drive
- Coordinates solicitations
- Files reports on all stolen or lost equipment
- Maintains an inventory of all equipment and its condition
- Represents organization at official functions
- Remains fair and Impartial during organization decision making processes
- Performs other duties as directed by the President
- Officers may serve the same position for an entire academic year (fall and Spring Term).
- More than one person may be elected to one officer position.

Members chosen for a specific position may be elected at the beginning of the fall term or end of the spring term. Officers may be reelected.

Should an officer wish to resign, he or she must contact the President or Vice President of the Organization.

Executive Officer meetings may take place once a month, and will be scheduled by the

Secretary. At these meetings, the presence of officers and the Faculty advisor will be mandatory.

Responsibilities that will be considered:

- Keeping advisor current on organization activities
- Supervising officers and/or committees
- Calling general and Executive meetings
- Presiding in the absence of the President
- Developing meeting agendas
- Taking & distributing meeting minutes
- Maintaining lists of organization members
- Completing required University paperwork
- Setting organization goals (short and long term)
- Developing and maintaining organization budget
- Maintaining records of organization spending
- Re- registering the organization each year

### Article VII: Advisor

The Faculty advisor will be required to manage the organization's financial account, web/email account, and access to other University resources. Additionally, the advisor may serve as mentor and guide for Executive Officers, and other members.

### Article VIII: Meetings

Regular membership meetings will be held throughout the year. The secretary will be in charge of advertising meeting, keeping an agenda of what is discussed and recording attendance.

### Article IX: Elections

Elections will be held at the beginning of the fall term and end of the spring term. Should an Executive Office resign, an election will be held to elect a new officer. For members interested in running for an executive officer role, they must contact the Secretary prior to the elections. These students will be asked to describe their qualifications, experiences and level of commitment. Thereafter, students running for office will be asked to leave the room. Members will vote via secret ballots. A 2/3 majority is necessary for members to be elected.