

**Constitution of Indiana University Bloomington- Society for the Advancement of Chicanos  
and Native Americans in Science (SACNAS-IUB) Student Chapter**

***Preamble***

Indiana University Bloomington - Society for the Advancement of Chicanos and Native  
Americans in Science (SACNAS-IUB) Student Chapter

SACNAS is a society of scientists dedicated to advancing Hispanics/Chicanos, Native Americans and any other underrepresented minorities in science. We are a national nonprofit organization of individuals and organizations interested in quality science, technology, engineering, and mathematics (STEM) research, teaching, leadership, and policy.

***Mission***

SACNAS-IUB fosters the success of Hispanic/Chicano and Native American scientists—from college students to professionals—to attain advanced degrees, careers, and positions of leadership in science through mentoring.

***Goals/Outcomes***

1. To further the work of, to improve the effectiveness of, and to enhance the public understanding of and appreciation for Chicanos, Latinos, Native Americans, Alaska Natives, Native Hawaiians and other underrepresented minorities in science;
2. To cooperate with other individuals, organizations, clubs, and other groups whose purposes include the achievement of public understanding for Chicanos, Latinos, Native Americans, Alaska Natives, Native Hawaiians and other underrepresented minorities in the sciences;
3. To promote student recruitment and retention of Chicanos, Latinos, Native Americans, Alaska Natives, Native Hawaiians and other underrepresented minorities in science at Indiana University; and
4. To provide a forum for students from different science majors and science related majors to come together for academic, community service and social activities at Indiana University.
5. To provide mentoring to Chicanos, Latinos, Native Americans, Alaska Natives, Native Hawaiians and other underrepresented minorities in science

***Article I: Membership***

No person shall be denied membership because of major, ethnicity, gender, religion, economic background, sexual orientation, etc. Membership shall be open to currently enrolled students,

faculty and staff at Indiana University, and to enrolled students at other Indiana University campuses and neighboring community college(s).

The chapter advisor is a non-student member of the organization, with all right and privileges therein, except for the right to vote or hold office.

An active member shall be defined as an individual who has attended at least 50% of the chapter's activities during a given school year or semester, for the purpose of voting privileges and inclusion on the chapter roster. Individuals with significant conflicts that prevent them from attending at least 50% of the chapter's events in a given school year or semester may present a written appeal for exception to the officers in writing for approval.

#### Section 1. Termination of Membership:

1. Shall any member have knowledge that an officer is not fulfilling his/her duties or that an officer has acted or participated in activities that violate the mission of the chapter, he/she may call a meeting to explore charges.
2. A two-thirds vote, excluding officer under investigation, is needed for a removal.
3. Upon removal, nominations shall proceed as indicated in Article VIII.

### *Article II: University Compliance*

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

### *Article III: Executive Officers*

#### **Section 1. Officers**

*President:* Delegates initiatives and duties to officers and willing members to accomplish the planned events and goals of the local chapter. Initiates and presides over meetings. Oversees all group activities and assists in leadership development of membership. Works with Secretary to develop meeting agendas where appropriate for distribution ideally two days prior to the meeting. Works with the secretary to formulate emails to distribute to the membership for reminders, and general announcements.

Is responsible for checking the SACNAS-IUB email inbox and forwarding relevant opportunities and announcements to the membership email list. Works with the chapter advisor to resolve conflicts, and to obtain resources as necessary. Coordinates with the Treasurer to maintain adequate funds in the SACNAS-IUB account for the purposes of the chapter.

Should ensure that the social media accounts are updated with events that they are responsible for planning, and can assist with postings where needed or desired.

Provides the appropriate information required in a timely manner to facilitate the submission of a complete annual report in the summer after their term, as their final duty as an officer.

*Vice President:* Assumes presidential responsibilities in the absence of the president. Develops and coordinates outreach activities with the National Liaison. Takes minutes in the absence of the secretary, and deposits/distributes them afterwards. Works with the President to develop a semester calendar. Is responsible for maintaining the chapter's web presence on the SACNAS website, Facebook, Twitter, Instagram, and other social media sites. Formulates and executes plan for recruitment and retention throughout the year.

Should ensure that the social media accounts are updated with events that they are responsible for planning, and can assist with postings where needed or desired.

Provides the appropriate information required in a timely manner to facilitate the submission of a complete annual report in the summer after their term, as their final duty as an officer.

*Secretary:* Works with the president or vice president to prepare and distribute an agenda at least two days prior to 1) regular member meetings and 2) officer meetings. Maintains accurate attendance and membership records. Takes minutes at every meeting and makes those available to the officers on the SACNAS Google Drive, or current chosen equivalent. Maintains the online calendar up-to-date, sends the email reminders (using Mailchimp, or equivalent method) for events and meetings for initial advertising, one week and 1-2 days prior.

Should ensure that the social media accounts are updated with events that they are responsible for planning, and can assist with postings where needed or desired.

Provides the appropriate information required in a timely manner to facilitate the submission of a complete annual report in the summer after their term, as their final duty as an officer.

*Treasurer:* Maintains and manages finances and keeps accurate financial records for both Indiana University and the National Organization. Prepares and implements chapter budget. Is responsible for coordinating fundraising efforts and garnering membership participation, specifically for sending students to the National Conference every fall.

Provides the appropriate information required in a timely manner to facilitate the submission of a complete annual report in the summer after their term, as their final duty as an officer.

*National Liaison:* Serves as the local primary contact with the SACNAS National Office. Two main duties include: submits Chapter Annual Report and conducts communication with the National Office. Reports chapter information such as changes to by-laws, board members, contact information, and other relevant and required information to National Office. Keeps current with literature and reports current events from National Office. Coordinates all activities involving National Organization such as the annual SACNAS National Conference. Works closely with the Treasurer to ensure that funds have been secured for all eligible students to attend the National Conference.

Should ensure that the social media accounts are updated with events that they are responsible for planning, and can assist with postings where needed or desired.

Provides the appropriate information required in a timely manner to facilitate the submission of a complete annual report in the summer after their term, as their final duty as an officer.

*All officers:* Every officer should attend all regular meetings and officer meetings to remain in good standing, unless there is a documented conflict. To avoid such a situation, each officer should provide and coordinate their schedule to enable choosing the best time for all parties. When situations arise where an officer will not be present at a scheduled event, then they should inform their fellow officers and arrange for their duties to be carried out in their stead.

When an officer position is unfilled, it falls to the president to delegate and distribute the necessary duties of the unfilled position to the current officers. It therefore behooves all officers to search out a qualified individual to fill the empty position as soon as possible, as per Article VI Section 3.

Every officer reserves the right to bring forth a complaint that they are not being heard (or opinion discounted) or to request that a process be changed to make it more efficient or better to accomplish our goals, or to remove an undue burden from themselves. They are welcome to bring complaints to the president or to speak with the advisor to resolve an issue/conflict. Their right is for other members of the team to pull their weight so that we can be an effective organization.

The Special Committees consist of Marketing & Communications Committee, Event Planning Committee, and Recruitment & Retention Committee.

- ❖ A member of the ***Marketing and Communications Committee*** (Social Media)
  - As a member of the *Marketing Committee*, you will be responsible for creating and distributing fliers of SACNAS events through means of social media and flier posting. Additionally, you will also be responsible for connecting and sharing our events with cultural centers and other organizations for our future events and collaborations.

- ❖ A member of the *Event Planning Committee*
  - As a member of the *Event Planning Committee*, you will be responsible for selecting and setting dates for which events should be held, discussing dates with those involved, such as cultural centers, faculty, other organizations and etc, to plan accordingly.
- ❖ A member of the *Recruitment & Retention Committee* (Student Engagement, Recruitment)
  - As a member of the Recruitment & Retention Committee, you are responsible for staying connected with students and distributing information regarding the purpose and goals of SACNAS and help build a community of the next generation of emerging scientists.

### **Section 1. Resignations**

1. An officer may resign from office at any time, by giving written notice to the president or vice president. The written notice of resignation must be received and acknowledged by the governing body of officers.
2. During a meeting when a resignation is presented, nominations will be taken to fill the vacancy and voting procedures will be conducted as stated in Article V with the exception of Section 3.1.

### *Article IV: Advisor*

1. The advisors must include a permanent Indiana University – Bloomington faculty/staff member and said person can co-advise with a graduate student with dissertator status or a postdoctoral researcher who may take the “lead” advisor responsibilities.
2. The advisor may not vote but can offer advice to the organization.

### *Article V: Quorum, Meetings*

#### **Section 1. Quorum:**

A quorum must consist of at least forty percent of all membership and a majority of the officers.

#### **Section 2. General Meetings:**

1. All members are required to attend regular meetings, in order to maintain voting rights.
2. Meeting agendas shall be prepared by the president and secretary.

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

#### **Section 1. Nominations:**

1. Individuals seeking nomination must be active chapter members.
2. The Secretary shall record nominations and make available for all active members to consider the candidates.
3. Nominations shall be held no later than one month prior to the last meeting of the academic year.

#### **Section 2. Elections/Voting:**

1. Elections shall be held three weeks prior to the last meeting of the academic year.
2. All active members are eligible to vote.
3. Voting shall be conducted as a secret ballot and tally shall be conducted in the absence of the said candidates.
4. Ballots shall be tallied by the advisor(s), unless the advisor is unable to perform the tallying during the appointed time period, or chooses to delegate the task to a member in good standing that is not a nominee. In the case of a tie, the top candidates will participate in a run-off election, to be held the same day or within one week of tally count.
5. Officer terms shall be one academic year, beginning in the summer to facilitate planning for the next year when they will serve.

#### **Section 3. Unfilled positions:**

1. Special nomination and voting sessions can be held to fill open positions at any time, provided they follow the usual procedure of open nominations, and voting held open to all voting-eligible members.

### ***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***

#### **Section I Dues:**

1. Dues are not required for chapter level membership however in order to be recognized as a member at the national level each member must pay annual dues.
2. Members shall pay dues to the national organization. See details: <http://sacnas.org/get-involved/membership/benefits>

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

1. The treasurer and president shall be responsible for preparing a budget every academic year.
2. All distributions of funds shall be approved by the president and treasurer.

### ***Article X: Personal Gain Clause***

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

### ***Article XI: Amendments***

Amendments must be submitted in writing one-week prior to voting at a regularly scheduled meeting. By-laws may be amended at any regular meeting with a two-thirds vote.

These by-laws may be amended at any regular business meeting of the organization by two-third votes of active members, provided it has followed Article X.1.

### ***Article XII: Ratification***

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