

## Constitution of Faculty and Staff for Student Excellence Advisory Board (FASE Advisory Board)

### Preamble:

The Faculty and Staff for Student Excellence Advisory Board serves to compliment all OMSLD mentoring services and initiatives and will represent a comprehensive and developmental approach to understanding and enhancing the quality of undergraduate life and learning. We will encourage students, faculty, and staff to participate in a variety of initiatives supporting personal, social, cultural, academic, leadership, and professional growth. Finally, through unique contributions to the campus community and to student life, the FASE Advisory Board will be representative of the highest quality University efforts to create a stronger and more diverse campus community, better prepare students for life and work in a diverse and global society, and support a common future founded in enhanced achievement and success for all.

### Article I: Membership

- A. Members are Peer Mentors of The Faculty and Staff for Student Excellence Mentoring Program. All members are required to participate in a beginning of the year mentor training, biweekly in –service training and all events sponsored or cosponsored by the FASE Advisory Board.
- B. Active Members:
  - a. Attend two (2) general Advisory Board Meetings per month.
  - b. Serve as a leader and representative for the FASE Advisory Board.
  - c. Attend two (2) executive meetings held during general Advisory Board Meetings.
  - d. Attend two (2) monthly training sessions held during general Advisory Board Meetings.
  - e. Must serve as an official member of a sub-committee.
  - f. Must participate in one (1) community service
- C. The number of members active in the FASE Advisory Board will be limited to the number of active Peer Mentors in the FASE Mentoring Program.

### Article II: University Compliance

- A. This organization shall comply with all Indiana University regulations, and local, state and federal laws.
- B. Participation in the FASE Advisory Board 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 III: Executive Officers

### Section 1: Officers

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Historian
- F. Parliamentarian

### Section 2: Duties of Officers

#### A. President

1. Oversee all Projects that involve the entire executive board.
2. Responsible for knowing how to complete each officer's duties.
3. Responsible for keeping program advisor up to date with all information.
4. Have one (1) meeting per month with advisor and executive board.
5. Responsible for coordinating interviews for executive board positions.
6. Responsible for agendas for executive board and general meetings.
7. Serve as primary contact for organization.
8. Call emergency meetings.
9. Attend all meetings and events unless notification is sent to Secretary and Advisor within 24 hours of the meeting.

#### B. Vice President

1. Serve alongside the President in all activities and events.
2. Responsible for knowing how to complete each officer's duties.
3. Preside over an event or meeting if the President is unavailable.
4. Responsible for performing the duties of the President if the President is unavailable.
5. Attend all meetings and events unless notification is sent to Secretary and Advisor within 24 hours of the meeting.
6. Act as ex-officio member of all sub-committee.

#### C. Secretary

1. Record meeting minutes and attendance during each meeting
2. Distribute meeting minutes to all executive members after each meeting via email
3. Create the monthly mentoring newsletter and submit to the Advisor by the appointed date (The Mentor)
4. Preside over an event or meeting if the President and Vice President are unavailable
5. Attend all meetings and events unless notification is sent to the President (for executive meetings) and Advisor (for events/programs) within 24 hours of the meeting/event
6. Maintain an updated database of contact information for all current and former FASE Peer Mentors

#### D. Treasurer

1. Responsible for managing Student Organization Account.
2. Provide budget report at all executive meetings
3. Work on every event or project to insure proper funding
4. Responsible for helping to purchase any materials/supplies needed for an event/program
5. Preside over an event or meeting if the President, Vice President, and Secretary are unavailable
6. Attend all meetings and events unless notification is sent to President (for executive meetings) and Advisor (for events/programs) within 24 hours of the meeting/event

#### E. Historian (Social Media)

1. Maintain all social networking pages (Facebook, Twitter, etc.)
  - Create event pages on Facebook to invite the students
  - Post weekly updates about program and during all events/programs
2. Take pictures at all events, or appoint someone to if unable to attend
3. Collaborate with Public Relations on advertising for the FASE program and events
4. Attend all meetings and events unless notification is sent to President (for executive meetings) and Advisor (for events/programs) within 24 hours of the meeting/event

#### F. Parliamentarian

1. Responsible for ensuring proper order and decorum during all Executive Board and Mass meetings
2. Mediates conflict in Executive Board meetings and ensures that the agenda is adhered to
3. Ensure that the Constitution and Robert's Rules and Bylaws are complete and current
4. Responsible for tallying votes when necessary
5. Attend all meetings and events unless notification is sent to President (for executive meetings) and Advisor (for events/programs) within 24 hours of the meeting/event

## Article IV: Sub Committees

### Section 1: Committee Chairs

- A. Public Relations Chair
- B. Social Chair
- C. Education Chair
- D. Fundraising Chair
- E. Community Service Chair

### Section 2: Committee Duties

#### A. Public Relations Committee

1. Be responsible for all publicity coverage of all FASE events.
2. Create and distribute all press releases, fliers, radio ads, and IDS releases
3. Responsible for chalking advertisements for all events
4. Contact other organizations to collaborate on events when necessary
5. Responsible for insuring that the FASE Mentoring Program is represented at Student Involvement Fairs and other similar events

#### B. Social Committee

1. Responsible for developing and executing all social events.
2. Coordinate at least one “mentor only” event per semester to promote a sense of community
3. Create an “advice” column for The Mentor that provides details of outside events for students to take part in
4. Maintain communication with the executive board about the status of each event’s planning

#### C. Education Committee

1. Responsible for working with the advisor to develop educational programming.
2. Must implement 3-4 programs a semester.
3. Responsible for submitting a written report, of current and future activities, to the Executive Board once a Month.

#### D. Fundraising Committee

1. Responsible for creating opportunities for FAB
2. Responsible for soliciting support from mentors and protégés for fundraising activities
3. Responsible for working with the Treasurer on transferring revenue to the FAB account
4. Responsible for submitting a written report, of current and future activities, to the Executive Board once a month

#### E. Community Service

1. Responsible for helping with the planning of the volunteer event on Martin Luther King Jr. Day and SOUPer Bowl activities
2. Provide a list of community service/volunteer opportunities within the IU and Bloomington Community to be included in The Mentor each month
3. Maintain communication with the executive board about the status of each event's planning

#### Article V: Advisor

##### Duties:

1. Assist in the recruitment of IU faculty to serve as mentors
2. Facilitate the growth and development of the FASE Advisory Board (FAB)
3. Advise FAB on educational programming for retention purposes.
4. Sign off on all financial accounts.
5. Does not have voting power.

#### Article VI: Meetings

##### We will hold:

1. Two executive meeting per month.
2. Two general meetings per month.
3. Two training meetings per month.

## Article VII: Officer Selection and Training

- A. New officers shall be elected in March.
- B. All candidates must be active members.
- C. Candidates who have been recently hired are eligible to seek office.
- D. Officers candidates shall be interviewed by current executives and elected by a  $\frac{3}{4}$  majority vote of current executive board members
- E. The period of March up until the last meeting of the year will serve as the newly elected officers' training period.
- F. Elected officers will take full control of their position at the last meeting of the year.

## Article VIII: 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 IX: 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 forprofit companies if acting as a representative of a student organization.

## Article X: Statement of Non-Discrimination

FASE Advisory Board 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 XI: Amendments and Ratification

- A. The constitution and bylaws must be amended by a petition from any respective member. The petition must be approved by the executive board prior to soliciting a  $\frac{2}{3}$  majority vote.
- B. The amendment must be presented in writing at least one general membership meeting prior to the one which it is to be voted on.
- C. The revised constitution shall become effective immediately when ratified by a  $\frac{2}{3}$  majority vote.
- D. Annually the constitution and bylaws shall be reviewed by the executive board.