

Constitution of Product Management Club at Indiana University

Preamble

Product Management Club (PMC) at Indiana University is an organization to serve students at Indiana University to further students' interest in product management as a viable career path through engagement via skills development, career development, and speaker series. The Product Management Club at Indiana University will provide opportunities for students to help them become more aware of product management as an industry, how to gain entry into the role, and viable skill sets that are needed to be successful in the role.

Article I: Membership

PMC 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.

There are two classes of members- voting and nonvoting. Voting membership will be open to those who have attended all meetings (with the exception of missing up to two). Nonvoting membership is open to any student. There shall be no limit on the number of members in PMC. Anyone who is interested in product management is encouraged to attend all events.

Article II: University Compliance

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

Article III: Executive Officers

The voting membership will elect eight voting members to form an executive committee to a term lasting one year. The officers of PMC shall be- PRESIDENT, VICE PRESIDENT, WEBSITE MANAGER, MARKETING COORDINATOR, OUTREACH COORDINATOR, TREASURER, COMMUNICATIONS LIAISON, and REPRESENTATIVE COMMITTEE. Members in executive office are required to the following-

- Officer must be in good standing with his/her college and a matriculated student.

- All officers serve for a term of ONE YEAR or until their successors are duly elected and qualified. Officers release their position as soon as a successor is elected.
- Attend all exec meetings (limit of missing 2)
- Rotate between taking meeting notes
- Contribute to planning and proposals
- Exhibit proper decorum and understand the representation exec members hold to the club
- Read all meeting notes and understand the objectives and goals of the club
- Any officer who during the term of their office, ceases to be a voting member, or fails to be in good standing or a matriculated student, shall be removed from his/her office and a replace shall be elected.
 - Current executive members shall elect the replacement officer. The replacement officer must satisfy all requirements listed above.

Officer Removal

Should an officer fail to uphold their responsibilities, they will first be contacted by the President to discuss the issue. If the behavior continues, the officer will be asked to leave their executive position upon a majority vote by other executive members.

Unacceptable behavior includes but is not limited to: discrimination or harmful acts against fellow members, arriving at events or meetings under the influence of drugs or alcohol, and/or not participating in active engagement during meetings and events.

The duties of the officers are as follows-

PRESIDENT

- Oversees all executive positions from a high level
- Leads weekly general member meetings
- Facilitates communication and updates with faculty advisor
- Approves and leads all PMC events and initiatives
- Creates content for workshops, skills, personal branding, and other relevant content
- Sets up speaker series talks, and coordinates with speakers accordingly

VICE PRESIDENT

- Oversees all executive positions on a deeper level
- Ensures all executives are fulfilling their roles and responsibilities
- Leads weekly general member meetings
- Approves and leads all PMC events and initiatives

- Sets up speaker series talks, and coordinates with speakers accordingly
- Facilitates communication to schedule food for events

WEBSITE MANAGER

- Manages all website content, including but not limited to- announcements, jobs, resources, meeting slides updates
- Maintains website to meet the standards and vision of the club

MARKETING COORDINATOR

- Leads all advertising efforts, including but not limited to- flyers, slides, and emails
- Social media outreach
- Uploads pictures and videos of events and workshops

OUTREACH COORDINATOR

- Manages and facilitates the relationship with Career Development and Services
- Leads outreach and recruiting events

TREASURER

- Manages all finances and spending
- Maintains updated budget of remaining funds
- Takes pictures of all receipts

COMMUNICATIONS LIAISON

- Creates all RSVP forms for speaker events
- Creates all necessary forms for initiatives and events
- Updates mailing list of all members
- Updates and maintains attendance of all members

REPRESENTATIVE COMMITTEE

- Works closely with general members to gauge feedback on initiatives, events, and workshops
- Relays all member feedback back to the executive board to ensure all initiatives are aligned with club's mission

Executive meetings are held once a week, and can be called as necessary by the President.

Officer positions are filled through an application process consisting of an application and an interview, and will be decided by the rest of the executive board.

Article IV: Advisor

PMC will have a University Advisor who shall be a full time member of the University faculty, staff, or administration. The advisor will serve to offer any advice and resources that would be of benefit to the group.

Article V: Meetings

Meetings will happen once a week, and members will be notified via email.

Article VI: Elections

Elections will be held once a year at the end of the Fall Semester and as needed for positions that are open. Any voting member can apply for office. The notification of applications will be 2 weeks prior to their release. Once applications are released, applicants will have 2 weeks to turn them in.

The application committee as mentioned in Article III will review applications.

Article VII: 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: Finances

The Treasurer is in charge of maintaining the budget, and thus will be in charge of financial affairs, under supervision of the President. The organization will not be applying for or maintaining a Student Organization bank account, and will instead be maintaining an outside bank account, which the Treasurer and President will both have access to.

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

Article X: Amendments

All proposed amendments must be first introduced to the executive board, and then the general membership at a meeting. A 2/3-presence vote of total members is required to ratify an amendment. The vote will be determined by a simple majority.

Article XI: Ratification

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

Article XIV: Transportation

If the organization will be traveling to events or activities associated with the student organization, all members of the organization agrees to abide by the travel policies and usage of personal vehicles set forth by the Office of Insurance, Loss & Control & Claims. Additionally, when the organizational members are traveling, it is necessary to have the liability waivers and the emergency contact list with members in case of an emergency.