

**Indiana University Kokomo  
Educational Student Advisory Committee (EdSAC)**

**Constitution**

**Article I Name**

A. This organization shall be called Indiana University – Kokomo Educational Student Advisory Committee. (IUK EdSAC)

**Article II Purpose**

A. The purpose of this organization is to act as a support group for students in education. This includes a book lending program, and a vehicle of communication which entails programs counseling, feed-back during methods, students-faculty interaction, and other projects as needed. This organization will serve as a representative of the Education Division on suitable occasions.

**Article III Officers and Duties**

A. Officers of EdSAC shall be: President, Vice President, Secretary, bulletin board, publicity, membership, exploring teaching. In the case of the absence of the president the officers will fill in for him in the order they are listed below.

a. Duties of president

- i. Act as executive officer of the organization
- ii. Preside at all meetings of the organization
- iii. Act as chairman of the executive committee
- iv. Exercise general leadership and supervision over the affairs of the organization, implementing its purpose.
- v. Assign other duties for members/officers to complete as necessary.

b. Duties of Vice-President

- i. Serve as member of executive committee
- ii. Will take over in the absence of the president.
- iii. Insure that members are signed up to work at EdSAC events.
- iv. Will assume duties of membership office in absence of that office.

#### c. Duties of secretary

- i. Execute the duties essential to the recording of the happenings of all general meetings and all meetings of the executive committee.
- ii. Keep a permanent book of the minutes of all meetings.
- iii. Cooperate fully with his successor by turning over up-to-date records within thirty days of his retirement from office.
- iv. Circulate proposed amendments to the members.
- v. Absorb the duties of publicity in the absence of a publicity officer.

#### d. Duties of publicity

- i. Send announcement to all EdSAC members prior to EdSAC meetings or events.
- ii. Make posters and flyers for all meetings and events
- iii. Have announcements posted by student activities for all EdSAC events and meetings.

#### e. Duties of bulletin board

- i. Update the EdSAC bulletin board at the beginning of each semester.
- ii. Create any bulletin boards relevant to upcoming events.
- iii. Keep bulletin board updated.
- iv. In absence of this office, duties will be absorbed by executive committee, to a appointed committee.

#### f. Duties of membership

- i. Keep an accurate record of total membership, including latest email address.
- ii. Have membership forms for EdSAC members
- iii. Update membership agreements as needed.

## **B. Appointed offices**

### **a. Duties of Benchmark representatives**

- i. There shall be a representative for each benchmark in early childhood and elementary education programs.
- ii. Report to cohort about EdSAC events and meetings after each meeting.
- iii. Report to EdSAC about events within their benchmark.

### **b. Duties of exploring teaching.**

- i. Meets with the contact for exploring.
- ii. Sets up dates for meetings with high school students.
- iii. Sets up activities for the explorers to participate in.
- iv. Runs the activities.
- v. Recruits college students to interact with the explorers.

## **C. Elections**

- a. All terms will run throughout the semester
- b. Elections will be held at the last EdSAC meeting of the year.
- c. Absentee ballots must be turned in prior to this meeting.
- d. Voting at the meeting will be done and put into a ballot box.
- e. Counting is to be done by the faculty advisors.

## **Article IV Executive Committee**

A. Function – The executive committee shall exercise general supervision over the affairs of the organization. It shall have the general power to administer the affairs of the organization between general meetings and shall report its actions to the next general meeting. Its action shall have the approval of the members at a general business meeting.

B. Composition- The executive committee shall consist of the president, vice-president, secretary, chairpersons of the standing committees, one freshman, one sophomore.

C. Meetings- The executive committee shall meet at least once a month or as called by the president

D. Quorum – A quorum for a meeting of the executive committee shall consist of at least half of the executive committee.

## **Article V Assembly**

- A. Composition of the assembly – The assembly shall consist of the executive committee and all other members of the council
- B. Function- to fulfill the purpose of EdSAC, stated in Article II
- C. Quorum – a quorum shall consist of a majority of those present and eligible to vote in the assembly
- D. Meetings- meetings will be held monthly or as needed.
- E. Notification of meetings – See article III, d, 1.
- F. Amendments to the bylaws – The assembly shall have the power to amend these bylaws as provided in Article IX.

## **Article VI Committee**

- A. The executive committee shall form the committees at necessary.

## **Article VII resignation and or removal from office**

- A. If any elected officer resigns or is removed from office: In the Case of the President  
Vice-President will function as the interim President until an election can be held.
- B. In the case of all other officer, the President will appoint a person to fill out the remainder of that term. This appointment is to be approved by the assembly.
- C. If any officer fails to meet his obligations and/or responsibilities as stated in these  
Rules and... he/she may be removed from office upon written notification of action taken by the Executive Committee. At the next meeting of the assembly, the officer may be removed from his office by the approval of 2/3 of the voting members of the assembly .

## **Article VIII Amendments**

- D. These Rules and Bylaws shall be subjected to amendment at any regular or special meeting of the Assembly so that notice can be sent to all active members at least ten days prior to such meetings. A 2/3 vote of the members present shall be required to approve the amendment.
- E. Amendments must be submitted to the assembly at least one month prior to such meeting.