



Students In Free Enterprise

BY-LAWS

I. ELECTIONS

10/13/2003

- A. Elections for the five officer seats, President, Vice President, Treasurer, Secretary, and Public Relations shall be held in December and April. The exact dates of the elections shall be determined at least three weeks before the election by a majority of the SIFE members in attendance along with the SIFE advisor.
- B. Elections held in December are to select spring semester officers. Elections in the April will select the fall semester officers. In the event that not all seats are filled in either election, adjustments shall be made to ensure all seats have the corresponding officer at all times.
- C. In the event of a tie-vote in any of the elected offices, those candidates receiving the same number of votes will have a runoff election, whereby the advisor casts a vote.
- D. All elections shall be made by secret ballot.

II. QUALIFICATIONS

- A. Candidates for any office seat shall make their interests heard during a regularly scheduled SIFE meeting at least two weeks prior to the election. This shall give SIFE members time to think about whom to cast their vote to.
- B. Candidates for all office seats shall stand before SIFE members during a regularly scheduled meeting to briefly explain why they want to run for a particular office seat. This must be done prior to elections.

III. OFFICERS DUTIES AND RESPONSIBILITIES

- A. The President shall serve as Chief Executive Officer (CEO) of the SIFE group. The President shall serve as a member of ALL committees and responsibilities associated with SIFE. The President, along with the particular Project Leader, shall oversee each project to ensure progress is being made and to aid in anyway possible. The President shall specifically serve as a liaison between key stakeholders at the university including faculty, the Chancellor, students, and potential donors within the community. The President will see that the appropriate budget requests are submitted to Student Activities.
- B. The Vice President shall oversee all fund raising projects, community service projects, and media relations. The Vice President shall be available to aid in any ongoing projects.
- C. The Treasurer shall be responsible for all funds of SIFE and its committees. The Treasurer shall be responsible for keeping up to date accounts of all fund

raising activities at all times. The Treasurer shall report to the SIFE group twice a month with relevant information about fund raising activities and balances.

- D. The Secretary shall serve as a group parliamentarian and aid in communication among SIFE members. The Secretary shall record the roll and minutes of each SIFE group meeting as well the secretary shall track member's activity hours during the semester. The Secretary shall bring to the floor any unfinished business from prior meetings with any new relevant developments occurring in any of the ongoing projects.
- E. The Public Relations (PR) person's job is one of documenting the activities of the SIFE team. For each project the PR will collect pictures/videos, names of SIFE members involved, their hours, their hometowns, names of other persons or entities involved, the impact statistics for the project, and will help write these up into press releases for area newspapers. This person will serve as a liaison with the office of Media Relations at IU Kokomo.

IV. OFFICER REMOVAL

- A. In the event that an officer has failed to comply with his/her duties and responsibilities, any (all) SIFE member(s) shall petition for a special meeting whereby consideration of the matter shall be discussed. The officer(s) in question must be notified of the meeting one week in advance. Any allegations made against an officer shall be accompanied by evidence.
- B. In the event whereby dereliction of duty has been observed, such the officer shall be removed by three-quarters of the vote of all SIFE members.

V. RESIGNATION

- A. In the event that an officer chooses to resign, he or she must submit a typed and signed letter of resignation. This letter must include a brief explanation of their reasoning.
- B. The original letter of resignation must be kept in the SIFE records and a copy must go to the Student Activities Office.

VI. COMMITTEES

- A. All committees will be formed from volunteers. In the event more members are needed the SIFE President will appoint them.

VII. APPOINTMENT OF INTERIM OFFICERS

- A. Upon the removal or resignation of an officer, an interim officer will be appointed by a three-quarters vote of all SIFE members, pending the acceptance of the nomination by the appointee.
- B. In the instance that there is no accepting member, an executive chain of command shall ensue.
- C. In the event of the implementation of the executive chain of command, the President shall designate the distribution of the duties from the vacant office among the other officers.

VIII. AMENDMENTS

- A. The method for amending the by-laws and the construction shall be approved by a three-quarters vote of the SIFE members present. Voting shall be held during a regularly scheduled meeting, with one weeks notice.

IX. APPROPRIATIONS

- A. Expenditures of the amounts under \$25 must be approved by the SIFE Advisor and President. Verbal pre-approval is sufficient. The Treasurer shall note such expenditures in his/her report. Anticipated expenditures in the amount over \$25 must be brought to a three-quarters vote of the SIFE members present for appropriation before expenditure. A three-quarters vote shall constitute approval.