

Indiana University Kokomo
STUDENT UNION BOARD
CONSTITUTION

Article I: Name

The organization's name, responsible for campus programming (non-athletic events) at Indiana University Kokomo, hereafter referred to as IUK, shall be "IUK Student Union Board," hereafter referred to as SUB.

Article II: Purpose

SUB's purpose is to increase student involvement in campus activities by providing social, cultural, and educational enhancement programs.

Article III: Membership

Section 1. Eligibility

Membership in SUB is open to all members of IUK's student body who are in good academic standing, as defined by the current IUK student handbook. To be qualified for membership you must attend the meetings as scheduled and help out with the different programs during the semester.

Section 2. Director

The Director of SUB, whose official title is Vice President of Programming, shall be elected by the student body. This election procedure, term of office, and line of succession shall be set forth in the Student Government Association Bylaws and Constitution.

Section 3. Board Meetings

- A. All members shall attend board meetings.
- B. The board meetings are open to any IUK student, faculty, or staff members, and their guests.
- C. The Presiding Officer of the meeting will be the Director, in whose absence the Assistant Director will preside. In the absence of the Assistant Director, the officers shall elect from among themselves a Presiding Officer.
- D. At the discretion of the Director, the Order of Business shall be:
 - 1. Call to order
 - 2. Roll call
 - 3. Approval of previous minutes.
 - 4. Officers reports
 - 5. Committee reports
 - 6. Unfinished Business
 - 7. New Business
 - 8. Programming
 - 9. Adjournment
- F. The Presiding Officer shall have the power to institute parliamentary procedure at any time during the meeting. The parliamentary text will be the most recent edition of *Robert's Rules of Order*.

Section 4. Attendance Policy

Members may only miss twenty-five percent (25%) of the scheduled Board meetings during each semester. Meetings must be scheduled and posted at the beginning of each semester. Members must communicate anticipated absences to the Director twenty four hours in advance. Other absences must be communicated to the Director in order to be considered excused by SUB Officers.

Section 5. Voting

- A. The voting members of SUB include all members (excluding the Director). The Director shall cast a tie-breaking vote when applicable.
- B. At the Director's discretion, if any meeting exceeds fifteen (15) voting members, the meeting may be split into groups when settling issues or taking a vote on a matter.

Section 6. Duties

Each member shall:

- A. Govern activities and conduct of members, guests, and organizations during SUB meetings, activities, and events.
- B. Promote and foster social, cultural, and educational events and campus activities.
- C. Represent IUK in dealings with other organizations responsible for other campus programming.
- D. Increase campus activity involvement.
- E. Attend all SUB events possible.
- F. Assist Publicity Director in aspects of event promotion.

Section 7. Advisors

Staff from the Office of Student Activities shall be the advisor(s) to SUB.

Article IV: Officers

Section 1. Officer Titles

SUB's officers shall be the Director, Assistant Director, Correspondence Director, Publicity Director, and Halloween Open House Coordinator.

Section 2. Term of Office

The term of office of the Assistant Director, Correspondence Director, Publicity Director, and Halloween Open House Coordinator shall be one year. Should any office other than the Director become vacant, SUB must hold elections for a new officer within thirty (30) days.

Section 3. Limited Service

No person shall concurrently hold more than one position in SUB.

Section 4. Duties

- A. Director
 - 1. Annual Budget: With Assistant Director, develop a proposed budget to send to IUKSGA.
 - 2. Board Meetings: Schedule and coordinate a minimum of two monthly meetings during Fall and Spring semesters and two summer meetings to conduct business.
 - 3. Programming: Select appropriate programming activities to present to

board.

4. Using all appropriate leadership abilities, oversee the implementation and coordination of programming activities.

5. Act as a liaison between SUB and IUKSGA.

6. Maintain and preserve all records of financial transactions.

B. Assistant Director

1. Act as liaison between members and director.

2. Help director in preparing proposal budget to present to IUKSGA.

3. Aid in the selection of programming activities to present to board.

4. May oversee the heads of committees.

C. Correspondence Director

1. Maintain and preserve written records of the meetings and other official records.

2. Prepare a visual collage/scrapbook of previous activities, to document the history of SUB.

D. Publicity Director

1. Manage the design and distribution of publications, flyers, posters, etc. used to advertise upcoming SUB events.

2. Coordinate efforts to publicize SUB events to the desired audience.

E. Halloween Open House Coordinator

1. Will coordinate all efforts regarding the Halloween Open House and recruit volunteers and organize the event.

Section 5. Officers Meetings

A. The Officers shall have a minimum of one meeting a month during the fall and spring semesters and two during the summer sessions.

B. The Officers meetings are only open to Officers unless an invitation is given to someone by an Officer, and is approved by the Director.

C. The Presiding Officer will be the Director, in whose absence, the Assistant Director will preside. In the absence of the Assistant Director, the Officers will elect an Officer to preside over the meeting.

Article VI: Election Procedure

Elections for Officers for the following year shall be held no later than two meetings before the end of the spring semester.

A. Elections shall be by secret ballot.

B. Candidates must meet membership requirements at time of candidacy and maintain those requirements throughout their term.

Article VII: Impeachment and Removal

Section 1. Impeachment

A. Removal may occur for any SUB member for conviction of a violation of the Student Code of Ethics, a violation of the SUB Constitution, conviction of a criminal felony, and dereliction of duty.

B. Articles of Impeachment may be brought before the SUB voting membership

by any active SUB member if and when a petition is signed by one-third of the voting membership of SUB. The petition must be presented to the Director. If the articles of impeachment are targeted at the Director, the petition must be presented to the Assistant Director. The petition must be accompanied with verifiable evidence and a witness.

C. Impeachment shall be effected upon two-thirds vote of the voting SUB Membership.

Section 2. Appeal Process

Impeachment may be appealed to IUKSGA Supreme Court.

Article VIII: Amendments

Proposals to amend this document must originate from the SUB voting membership and require a majority vote to be considered. Once the vote to amend the Constitution has been obtained, the proposal shall be discussed, distributed to, and voted on by all members present.

- A. At the next meeting, a second and final vote shall be taken to ratify the Amendment.
- B. Amendments require a majority vote from SUB membership to pass. All Amendments take effect immediately upon passage.

Article IX: Enactment

This Constitution shall have full force following passage by majority vote of the voting membership of SUB. This Constitution shall supersede and replace previous SUB Constitutions.