

# IU Volunteer Corps

## Bylaws

Last amended March 23, 2021

### **Article I. NAME**

The name of this University Sponsored Student Organization shall be the: IU Volunteer Corps

### **Article II. CLUB PURPOSE/MISSION**

**Volunteer Corps** is a community of students dedicated to volunteerism that seeks to identify opportunities to strengthen our university's culture of service, break down barriers, and create meaningful change. To be a part of **Volunteer Corps** is to help create an inclusive environment that enables every IU student to serve, grow, and thrive through service and volunteering. **Volunteer Corps** members can get involved by participating in group service projects, professional development workshops, research, lectures, and more. **Volunteer Corps** also provides non-monetary support to individual students and student groups that engage in volunteerism through peer-to-peer mentorship, strategic planning, and publicity. **Volunteer Corps** members are the campus's leading advocates for volunteerism and actively communicate the importance of service and service opportunities available to students.

**Volunteer Corps** is proud to be sponsored by **IU Corps**. **IU Corps** develops and maintains relationships and resources to foster a campus environment that supports becoming engaged, productive, and responsible members of society.

### **Article III. MEMBERSHIP**

#### **General Membership:**

It is open to any interested students at Indiana University Bloomington, as long as they enroll in BeInvolved. General members will be strongly encouraged to attend all mass meetings and attend two Volunteer Corps events per semester. Attendance will be tracked via BeInvolved by the Board of Volunteer Corps.

If general members are interested in increased involvement, they may take on a more active role as well as reach out to partner with any Directors. This partnership will be approved at the discretion of the Executive Board and Directors.

Attendance and Involvement will be considered when applying for open Board positions.

#### **Director Membership:**

It is open to any interested students at Indiana University Bloomington based on a selective application process. Every spring, as board members graduate or discontinue their membership, spots will become available that will need to be filled every August of the following academic year.

There will be a uniform number of 13 members always seated on the board. If a spot should become vacant mid-year, there will be selections through interviews conducted as soon as possible through a renewed application process.

We consider the diverse perspectives and unique academic experiences of each applicant in reference to their ability to serve and represent the student population. It is of the utmost importance that the board is representative of all factions of the IU community.

### **Executive Board Membership:**

It is open to any interested Directors at Indiana University Bloomington who have served on the Board of Volunteer Corps for one semester or more, barring extraordinary circumstances. Every January, current board members must express intent to run for Executive Board. Elections will take place over the month of February. Upon election, officers-elects of the Executive Board will work alongside current officers to wrap up school year, plan for next year's calendar, and recruit for the board, alongside the director membership.

### **Article IV. MEMBERSHIP REQUIREMENTS**

It is expected that general members attend all mass meetings, held at least once at the time determined at the beginning of each semester in conjunction with the schedule of the office.

If elected to serve on the Board of Volunteer Corps, it is expected that members attend all general meetings and board meetings, held at the time determined at beginning of each semester in conjunction with the schedule of the office.

Barring extenuating circumstances, it is expected that board members will attend in person. If there are health concerns, a virtual option through Microsoft Teams will be considered. Should a member have an academic examination, or other requirement with a specified time commitment conflicting directly with a meeting time there will be allowances made for absence. The member will be expected to coordinate with a staff member in the IU Corps office to review meeting notes.

It is expected that members contribute an average of 4 hours per week toward general board requirements and director responsibilities, not including general or board meetings.

If elected to serve on the Executive Board of Volunteer Corps, it is expected that members attend all general meetings, board meetings, and weekly executive meetings, held at the time determined at beginning of each semester in conjunction with the schedule of the office.

Barring extenuating circumstances, it is expected that board members will attend in person. If there are health concerns, a virtual option through Microsoft Teams will be considered. Should a member have an academic examination, or other requirement with a specified time commitment conflicting directly with a meeting time there will be allowances made for absence. The member will be expected to coordinate with the graduate assistant in the IU Corps office to review meeting notes.

### **Article V. ORGANIZATION**

Structure: The IU Volunteer Corps will be structured with an Executive Board, Directors, and General Members.

#### **Executive Board:**

1. Chair
  - a. The Chair shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization, and shall prepare the agenda for meetings. The Chair must be an undergraduate student, preferably a junior. The Chair shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The Chair has jurisdiction over all director positions

and shall be a member of all committees. The Chair shall have such further powers and duties as may be prescribed by the organization. The Chair must attend weekly Executive Board meetings.

2. Vice-Chair

- a. The Vice-Chair shall preside at organization meetings in the absence of the Chair. The Vice-Chair shall perform all legal duties assigned by the Chair. The Vice-Chair shall assume the position of Chair if the office becomes vacant. The Vice-Chair must attend weekly Executive Board meetings.

3. Treasurer

- a. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. The treasurer must be an undergraduate student. Said records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall apply to, collect, and deposit all funding, dues, and fees. The Treasurer must also coordinate any spending activities with the Director of the Office of IU Corps.

4. Secretary

- a. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall schedule all meetings for the Executive Board and Board of Volunteer Corps. The Secretary must attend all Executive Board meetings. The Secretary shall maintain membership records and the technology information channel for the organization.

**Directors:**

○ Director of Events & Trainings

- a. The Director of Events & Trainings must plan and facilitate at least 8-15 volunteer and educational events per semester.
- b. The Director of Events & Trainings must contact potential partners, alongside the Director of Community Relations to organize events, trainings, speakers, etc.
- c. The Director of Events & Trainings must organize the Yearly Retreat of the Board of Volunteer Corps.
- d. The Director of Events & Trainings must help train new Members and Directors of Volunteer Corps.
- e. The Director of Events & Trainings must coordinate with the Treasurer to organize funding for events, trainings, speakers, etc.
- f. The Director of Events & Trainings must meet regularly with the Director of Communications, Director of Membership, Director of Community Relations, Director of International Engagement, and Director of Volunteer Coordination.
- g. The Director of Events & Trainings can help promote the Million Hours Tracker by assisting members of Volunteer Corps in logging hours for all group volunteer events.
- h. The Director of Events & Trainings can plan social events for the Board of Volunteer Corps.
- i. The Director of Communications must meet regularly with Executive Board to review plans for events, trainings, speakers, etc.

○ Director of Membership

- a. The Director of Membership must regularly check and update the BeInvolved page.
- b. The Director of Membership must reach out to welcome new members through email, with the following included:
  - i. Link to join organization's preferred channel of information

- ii. New member's IU email, year school year, desired role (leadership or general membership), and interest in each of the categories of involvement in need of members.
  - c. The Director of Membership must communicate with other Directors to determine where, when, and how to place new members.
  - d. The Director of Membership will preside over the recruitment process for the Board of Volunteer Corps.
    - i. Attend all interview for new board members.
  - e. The Director of Membership should conduct short evaluations every 8 weeks (about 2 months) to assess the involvement and current position of members and directors.
  - f. The Director of Membership should meet regularly with the Director of Communications & the Director of Events & Trainings to provide support in promoting events, volunteer opportunities, meetings, or activities.
  - g. The Director of Membership should meet regularly with the Executive Board to provide updates on membership and recruitment.
- o Director of Communications
  - a. The Director of Communications must collaborate with Director of Events & Trainings to understand event details and create social media posts/stories for each event, training, speaker, etc.
    - i. Follow-up with survey participation and feedback on events in comments, stories, etc.
    - ii. Design Instagram posts/stories encouraging students to utilize Million Hours Tracker.
  - b. The Director of Communications must connect with other student organizations to promote events, trainings, speakers, etc. with paper flyers or digital advertisements.
  - c. The Director of Communications must regularly update the Volunteer Corps tab on the website of IU Corps.
  - d. The Director of Events & Trainings can help promote the Million Hours Tracker by assisting members of Volunteer Corps in logging hours on the website of IU Corps.
  - e. The Director of Communications can facilitate open digital interactions between students, student organizations, and community partners about volunteerism.
  - f. The Director of Communications must meet regularly with Executive Board to review plans for promotion, website additions, social media post, etc.
  - g. The Director of Communications must meet regularly with IU Corps social media intern for collaboration and approval on social media posts.
- o Director of Community Relations
  - a. The Director of Community Relations must host/co-sponsor at least 2 volunteer events per semester.
  - a. The Director of Community Relations must create and maintain a list of community partners.
  - b. The Director of Community Relations must provide points of contact for community partners.
  - c. The Director of Community Relations can help advertise events for community partners.
    - i. Contact must be made through organization's preferred channel for information.
  - d. The Director of Community Relations must coordinate community volunteer opportunities with the Director of Events & Trainings.
  - e. The Director of Community Relations must meet regularly with the Director of Events & Trainings, Director of Research & Development, Director of International Engagement, and Director of Volunteer Coordination.
  - a. The Director of Communications must meet regularly with Executive Board to review plans for community relations, volunteer strategies, and future engagement.

- b. The Director of Communications must meet regularly with IU Corps diversity and inclusion intern.
- o Director of International Engagement
  - a. The Director of International Engagement must host/co-sponsor at least 2 volunteer events per semester.
  - b. The Director of International Engagement must create and maintain a list of international student organizations and community partners.
  - f. The Director of International Engagement must provide points of contact for international partners.
  - g. The Director of International Engagement can help advertise events for international partners.
    - i. Contact must be made through organization's preferred channel for information
  - h. The Director of International Engagement must coordinate international or cultural volunteer opportunities with the Director of Events & Trainings.
  - i. The Director of International Engagement must meet regularly with the Director of Events & Trainings, Director of Research & Development, Director of Community Relations, and Director of Volunteer Coordination.
  - a. The Director of International Engagement must meet regularly with Executive Board to review plans for community relations, volunteer strategies, and future engagement.
  - b. The Director of International Engagement must meet regularly with IU Corps diversity and inclusion intern.
- o Director of Diversity, Equity, and Inclusion
  - c. The Director of Diversity, Equity, and Inclusion must regularly update and monitor the university's DEI initiatives and maintain Volunteer Corps compliance with the university standards.
  - d. The Director of Diversity, Equity, and Inclusion must host/co-sponsor at least 2 volunteer events per semester.
  - e. The Director of Diversity, Equity, and Inclusion must create and maintain a list of DEI student organizations or potential community partners.
  - j. The Director of Diversity, Equity, and Inclusion must provide points of DEI contact.
  - k. The Director of Diversity, Equity, and Inclusion can help advertise events with DEI.
  - l. The Director of Diversity, Equity, and Inclusion must coordinate DEI volunteer opportunities with the Director of Events & Trainings.
  - m. The Director of Diversity, Equity, and Inclusion must meet regularly with the Director of Events & Trainings, Director of Research & Development, Director of Community Relations, and Director of Volunteer Coordination.
  - a. The Director of Diversity, Equity, and Inclusion must meet regularly with Executive Board to review plans for diversity, equity, and inclusion with regard to communication, events, public relations, and mission statement.
  - b. The Director of Diversity, Equity, and Inclusion must meet regularly with IU Corps diversity and inclusion intern.
- o Director of Research & Development
  - a. The Director of Research & Development must engage with all other Directors to perform a variety of research and development tasks.
  - n. The Director of Research & Development must create and maintain a research database.
  - o. The Director of Research & Development will oversee the Microsoft Team channels.
  - p. The Director of Community Relations will stay up-to-date on all volunteer and community information as well as platforms of engagement.

- q. The Director of Community Relations can assist the Director of Storytelling with research tasks for articles.
- r. The Director of Community Relations must meet regularly with the Director of Events & Trainings, Director of Research & Development, Director of Community Relations, Director of International Engagement, and Director of Volunteer Coordination.
- a. The Director of Communications must meet regularly with Executive Board to review information found through research and development tasks.
- b. The Director of Communications can meet regularly with the Director of IU Corps.
- o Director of Volunteer Coordination
  - a. The Director of Volunteer Coordination will oversee the organization's preferred channel of information as administrator.
  - b. The Director of Volunteer Coordination must plan and facilitate at least 8-15 volunteer and educational events per semester, assisting the Director of Events & Trainings.
  - c. The Director of Volunteer Coordination Trainings must contact potential partners, alongside the Director of Community Relations to organize events, trainings, speakers, etc.
  - d. The Director of Volunteer Coordination will help organize the Yearly Retreat of the Board of Volunteer Corps.
  - e. The Director of Volunteer Coordination must help train new all members in best volunteer practices.
  - f. The Director of Volunteer Coordination must coordinate with the Treasurer to organize funding for events, trainings, speakers, etc.
  - g. The Director of Volunteer Coordination must meet regularly with Director of Membership, Director of Events & Trainings, Director of Research & Development, Director of Community Relations, and Director of International Engagement.
  - h. The Director of Volunteer Coordination can help promote the Million Hours Tracker by assisting members of Volunteer Corps in logging hours for all group volunteer events.
  - i. The Director of Volunteer Coordination can plan social events for the Board of Volunteer Corps.
  - j. The Director of Volunteer Coordination must meet regularly with Executive Board to review how to best exemplify the mission of Volunteer Corps.
- o Director of Storytelling
  - a. The Director of Storytelling must schedule and conduct interviews and write 6-8 compelling articles and social media posts primarily focused on the mission of Volunteer Corps each semester.
  - b. The Director of Storytelling must describe the role of Volunteer Corps on campus through the monthly blurb, clocktower newsletter, volunteer recaps, etc.
  - c. The Director of Storytelling must coordinate news opportunities with the IDS and Media School.
  - f. The Director of Storytelling must create and maintain a list of media connections.
  - s. The Director of Storytelling can help advertise events.
  - t. The Director of Storytelling must coordinate volunteer publications with the Director of Events & Trainings.
  - u. The Director of Storytelling must meet regularly with the Director of Events & Trainings, Director of Communications, and Director of Volunteer Coordination.
  - a. The Director of Storytelling must meet regularly with Executive Board to review plans for diversity, equity, and inclusion with regard to communication, events, public relations, and mission statement.
  - d. The Director of Storytelling must meet regularly with IU Corps writing and special projects intern.

## **General Members:**

There can be as many general members as possible, as long as enrollment on BeInvolved.

## **Graduate Assistant:**

The Graduate Assistant of the Office of IU Corps, as a faculty or staff member by Indiana University Bloomington, to assist Volunteer Corps in whatever capacity possible. They shall serve at the request of the Director of IU Corps, and be the university's main point of contact for Volunteer Corps. The Graduate Assistant shall serve on an academic year basis, prior to graduation, or until their successor has been selected.

The Graduate Assistant will never have control of the organization or its finances. It will only be a conduit between Volunteer Corps and the Office of IU Corps.

## **Article VI. MEETINGS**

Section 1. General Meetings shall be held at least once a semester. These will be planned at beginning of the year.

Section 2. Board Meetings shall be held bi-monthly, at the time determined at beginning of each semester in conjunction with the schedule of the office. Meetings must be held on evenings of: Tuesday, Wednesday, or Thursday.

Section 2a. A member may be expelled from the group for missing consecutive meetings, or more than one per month without explanation. A member may also be expelled for failure to attend or communicate with subcommittees after the team coordinator has organized a plan of action. This will be put to a vote requiring a 2/3 majority and staff agreement.

Section 2b. All meeting information will be communicated through Microsoft Teams in addendum to a pre-agenda email the Monday before the general meeting.

Section 2c. Any meeting information labeled *High Priority* requires a response from specific members within 48 hours.

Section 2d. Board Meetings will be led by the *Chair* and *Vice Chair* on a monthly basis. Their responsibility will be to coordinate the board agenda and facilitate the meetings.

Section 3. Executive Board Meetings shall be held weekly, at the time determined at the beginning of each semester in conjunction with the schedule of the office.

Section 3a. A member may be expelled from the group for missing consecutive meetings, or more than one per month without explanation. A member may also be expelled for failure to attend or communicate with subcommittees after the team coordinator has organized a plan of action. This will be put to a vote requiring a 2/3 majority and staff agreement.

Section 3b. All meeting information will be communicated through Microsoft Teams in addendum to a pre-agenda email the Monday before the general meeting.

Section 3c. Any meeting information labeled *High Priority* requires a response from specific members within 48 hours.

Section 3d. Executive Board Meetings will include Chair, Vice Chair, Secretary, Treasurer, and Graduate Assistant.

Section 3e. Executive Board must hold bi-monthly meetings with Director of IU Corps to update the progress of Volunteer Corps.

Section 3f. Chair, Vice Chair, and Graduate Assistant must hold monthly meetings with Student Organization Coordinator at the Student Involvement and Leadership Center.

#### **Article VII. DISBURSEMENT OF FUNDS**

Section 1. All disbursements for the Board's activities must be approved by the proper authority in the IU Corps office.

Section 2. Any additional funding will be requested from IU Funding Board by the Treasurer.

Section 3. The Executive Committee shall propose an annual budget to be voted upon no later than the second regularly scheduled meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by membership and Office of IU Corps. When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures after discussing with the Director of IU Corps.

#### **Article VIII. DISCIPLINE OF MEMBERS**

Section 1. When a member believes that another member has engaged in conduct that is detrimental to the organization, a written charge may be filed with the Executive Board and Graduate Assistant. The Executive Board shall review the charges and may conduct a preliminary investigation if deemed appropriate.

Section 1a. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Board shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours' notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Board of Volunteer Corps shall determine whether misconduct occurred. The Board of Volunteer Corps then has the right to propose an appropriate punishment that must be ratified by the Executive Board and Office of IU Corps.

Section 2a. If it determines that misconduct did occur, Executive Board along with the Graduate Assistant and Director of IU Corps, shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from board membership, or an additional decision by the Director of IU Corps.

#### **Article VIII. STATEMENT OF UNIVERSITY COMPLIANCE**

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

#### **Article X. 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 intimate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

#### **Article XI. 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 from for-profit companies if acting as a representative of a student organization.

#### **Article XII. PROGRAMS INVOLVING CHILDREN**



This organization, when working with children, will be aware of and abide by the university's Programs Involving Children (PIC) Policy.

**Article XIII. INTERNATIONAL TRAVEL**

This organization, when traveling internationally, will coordinate their travel through the Office of Overseas Study.

**Article XIV. AMENDMENTS TO THE CONSTITUTION**

Section 1. Amendments to this constitution may be made at any time by a majority vote of the board.

Section 2. There will be two Directors appointed each semester following the initial drafting and ratification that will remain on detainer to draft bylaws should the need arise. A subcommittee, appropriately titled Bylaws, will be formed to satisfy the requirement of amendments.

**Signatories.**

Ellie Score	Ryan Geller	Tess Cortopassi	Ashley Morford
Paris Sang Bawi	Mikele Suman	Ben Richardson	Gabbie Black
Gabrielle De Vries	Owen Patrick Jay	Charity Holmes	Mary Moser
Abbie Dobricky	Madison Koehler	Liam Wojciechowski	Grace Ann Sarrazin
Youal T Solomon			