

# ADOPTEE AWARENESS STUDENT ASSOCIATION AT INDIANA UNIVERSITY CONSTITUTION

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## **PREAMBLE**

MISSION: The Adoptee Awareness Student Association—hereafter referred to as “AASA” (read “A-SA”)—is a non-profit, non-partisan, and secular organization founded in 2023 for the purposes of:

- Creating and maintaining a foundation of inclusive community among student adoptees at Indiana University Bloomington (“IUB”), as well as those interested in learning about the unique adoptee experience;
- Promoting a broad-reaching awareness of adoptee/adoption-related political issues and prominent presence on this campus, the surrounding community, and beyond;
- Fostering an understanding of adoptee/adoption experiences, perspectives, and stigmas in the campus community as a whole, bridging gaps between adoptees and all peoples of this university.

VISION: AASA envisions an inclusive community, both at IUB and throughout the Midwest, that educates, accepts, and embraces adoptees and their unique experiences. AASA strives to create a student community where members can learn and expand their perspective relating to

adoption. AASA also seeks to foster an environment that is welcoming to all backgrounds and encourages positive progress of a member's self-development, their community, and beyond.

VALUES: AASA aims to embody these five core beliefs in our programming:

1. Openness: We seek to create a safe environment and welcoming community that allows students, regardless of background, to freely express themselves.
2. Community: We strive to form a community that enables genuine relationships between students based on respect and trust.
3. Communication: We value the voices of our members and are devoted to facilitating open communication among all members.
4. Awareness: We aim to teach about all adoptee experiences, related political issues, and providing a platform to advocate for adoptee voices.
5. Opportunity: We provide a means for members to learn and grow introspectively, professionally, and socially.

#### **ARTICLE I: Membership**

- A. All individuals from the Indiana University at Bloomington Campus are welcome to partake and attend AASA-affiliated events and meetings. Specified events are open to members of the Bloomington area and surrounding communities.
- B. All current and future participants in AASA-affiliated activities who are not Formal Members are considered Community Members of AASA, and are subject to AASA bylaws and Constitution.
- C. Formal membership shall be restricted to currently enrolled students of Indiana University at Bloomington (with allowances for non-enrollment during winter and summer sessions).
- D. All previous and new Formal Members must establish or renew formal membership status by paying semester/annual membership dues.
- E. A member shall be recognized as a formal, registered member ("formal member") of the AASA general body, with all the rights and privileges afforded all persons with such membership, only after paying annual dues and attending at least one AASA hosted program.
- F. Individuals must pay formal membership dues if they have attended at least two AASA hosted programs and wish to continue participation in functions. Exceptions will be given for extenuating circumstances at the discretion of the Executive Board.
- G.

#### **ARTICLE II: Statement of University Compliance**

The Adoptee Awareness Student Association at Indiana University Bloomington shall comply with all Indiana University regulations, and local, state, and federal law.

### **ARTICLE III: Board**

The Executive Board (the Board) shall consist of twelve offices, which are:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Internal Events Coordinator
6. External Events Coordinator\*
7. Membership Outreach Director
8. Marketing Design Chair
9. Marketing Technical Chair\*
10. Advocacy Chair
11. Philanthropy Chair\*
12. Freshman Representative(s)\*

\*These positions can be added at the Board's discretion based on AASA's size and increased work loads for existing offices. New positions must be passed with a 2/3 majority vote of the existing Board.

General duties:

- The Board, under the leadership of the President, bearing in mind the best interests of the membership and purposes of this organization, shall determine and execute the policies of AASA.
- Each member of the Board through his or her office shall work toward fulfilling the ideals and purposes of AASA as articulated in the Preamble.
- Each member of the Board must keep in confidence any confidential information regarding AASA that would compromise the real and/or intellectual property rights (e.g. office space, passwords, email accounts, financial accounts, and website) held by AASA.

Executive Board:

- The Executive Board composed primarily of members shall be maintained under the offices of President, Vice President, Secretary, and Treasurer.

Committees:

- Any Board officer may form a committee directly related to fulfilling the requirements of his or her office with fifty percent plus one ("majority") consent of the Board.
- Committees for alternative purposes may be formed on an ad hoc basis with the majority consent of the Board.
- Each member of the Board must oversee and utilize the efficient operation of any committee that is formed under or in relation to the office that they hold.

#### **ARTICLE IV: Powers & Responsibilities**

A. The duties of the President shall be:

- To act as the official public representative of AASA.
- To delegate responsibilities to the officers of the Board in a clear and coordinated fashion and supervise the implementation of such responsibilities.
- To ensure that any policy or action set forth by AASA upholds and conforms to the ideals and purposes stated in this constitution and any law or regulation to which AASA is legally bound.
- To oversee and coordinate the passing on of all necessary AASA operational and leadership information to the succeeding slate of duly-elected AASA leaders prior to the end of the President's term.

B. The duties of the Vice President shall be:

- To facilitate the timely implementation of all Board officer responsibilities.
- To maintain an open, constructive, and cooperative environment amongst the officers of the Board.
- To assume the responsibilities of the President in situations where the President is unable to do so.
- To assist the President and other Board members in passing on all necessary AASA operational and leadership information to the succeeding slate of AASA leaders.

C. The duties of the Secretary shall be:

- To keep a textual, accurate, and up-to-date account of all proceedings and decisions endorsed or enacted by AASA, including any motion passed or any vote taken, at all Board Meetings, and at General Meetings as deemed necessary by the Board.
  - Any motion passed or vote taken at General Meetings relating to amendments and bylaws must be accounted for by the Secretary for AASA records.
- To manage and maintain regular correspondence via AASA electronic mail on a daily basis, and any other means in an efficient and timely manner.
- To facilitate the exchange of information between the officers of the Board and between Boards from year to year, and to assist the President and other Board members in passing on all necessary AASA operational and leadership information to the succeeding slate of AASA leaders.

D. The duties of the Treasurer shall be:

- To maintain an open, accurate, and up-to-date account of AASA finances and pay all monetary obligations incurred in a timely fashion.
- To establish and maintain a balanced AASA budget (e.g., projected income, expenses and allocations, net total), which should be presented to the Board at the beginning and end of each semester and at any Board meeting upon request of the Board.
- To identify multiple sources of income and manifestly secure funds for AASA activities and organizational upkeep, which includes but is not limited to applying for grants and planning and performing fundraising activities on a regularly occurring basis.

- All expenditures posted to the AASA account must be discussed with and approved by the faculty advisor.
- To assist the President and other Board members in passing on all necessary AASA operational and leadership information to the succeeding slate of AASA leaders.

E. The duties of the Internal Events Coordinator shall be:

- To coordinate a variety of events and functions on a regularly occurring basis throughout each semester that encourage social interaction among members, including but not limited to casual gatherings, guest speakers, outdoor activities, formal dances, stage performances, and athletics.
  - In the event there is not a Philanthropy Chair, all duties and responsibilities of the Philanthropy Chair will be the obligation of the Internal Events Coordinator.
- To reserve event spaces for the use of mass meetings and other gatherings.
- To oversee families and coordinate family heads, as families are an integral part to AASA members.
- In the event there is not an External Events Coordinator, all duties and responsibilities of the External Events Coordinator will be the obligation of the Internal Events Coordinator.

F. The duties of the External Events Coordinator shall be:

- To secure co-sponsorship of certain events by various IUB student groups in order to encourage interaction between our members and others.
- To broaden member awareness of the larger (e.g., nationwide) adoptee community by encouraging interaction with students from other universities.
- To organize attendance and participation in intercollegiate activities, exchanges, and events both at IUB and at other universities.
- To strengthen ties with adoptee groups of other universities and stay informed of their actions and issues.
- To communicate AASA Executive Board plans to representatives from other organizations and reach out to potentially interesting opportunities for AASA to be further involved in other areas.

G. The duties of the Membership Outreach Director shall be:

- To oversee all new membership outreach and retention as well as creating new initiatives to bring in new members.
- To respond promptly to membership-related correspondence on all AASA platforms (social media, emails, website, etc.) and keep an up-to-date current membership list.
- To inform new members on club opportunities and the purposes of AASA.
- To monitor AASA affiliated group chats ensuring that general member behavior is within the chat rules, and responding accordingly.
- To field submitted misconduct and behavior reports and ensure that members have a respectful and safe environment in which to interact.
- To assist the Treasurer in tracking and requesting membership dues.

H. The duties of the Marketing Design Chair shall be:

- To design, disseminate, and publish in a timely manner all pertinent information regarding AASA events, activities, and functions to the intended recipients through a variety of media including but not limited to flyers, quarter sheets, chalking, newspapers, and word of mouth.
- To consistently promote general awareness of AASA among the entire campus community through insignia items or other means as deemed appropriate.
- To manage and update all social media accounts, primarily for the convenient usage of the organization and its members.
- To create an end-of-year digital or physical scrapbook commemorating major events and accomplishments of AASA during their elected term.
- In the event there is not a Marketing Technical Chair, all duties and responsibilities of the Marketing Technical Chair will be the obligation of the Marketing Design Chair.

I. The duties of the Marketing Technical Chair shall be:

- To manage and maintain the functionality of the entire AASA website and online archives, including but not limited to the event calendar, contact information, event photographs, and current news.
- To help the Marketing Chair – Design maintain social media accounts.
- To develop new features, sections, and/or designs for the AASA website as appropriate and necessary.

J. The duties of the Advocacy Chair shall be:

- To plan and perform activities and functions that explore and spread knowledge of adoptee experiences, stigmas, and impact.
- To act as the main liaison between general members and any important political, cultural, or social impacts that may be occurring across the campus, state, country or world in coordination with the president.
- To encourage discussion and awareness about current events or ongoing issues that are related to and affect the adoptee community to encourage member understanding and education.
- To develop topics regarding the adoptee community to present to members during mass meetings.
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K. The duties of the Philanthropy Chair shall be:

- To plan, coordinate, and share a variety of volunteering events occurring throughout the semester.
- At least one philanthropy event planned by AASA must be adoption related (i.e. assisting an adoption related organization directly or by fundraising and donating to an adoption related organization).
- To manage and promote outside philanthropy opportunities offered to AASA, given the opportunity coincides with AASA's core values, beliefs, and mission.

- All promotions of volunteering events by outside entities must be approved by the President.
- To encourage the participation of volunteering and philanthropy events with all general members through word of mouth, coordination with the Marketing Design and Technical Chairs, and timely communication of volunteer event details.

L. The duties of the Freshman Representative(s) shall be:

- To represent and gather suggestions from freshman members about how to improve the club and/ or events.
- Recruit new members from the freshman class.
- Provide input to the Board and observe/learn the functions of each position with the intention of campaigning for a higher position for the following years.

#### **ARTICLE V: Succession**

- If the office of the Presidency is vacated due to circumstances such as impeachment, resignation, or inability to carry out designated responsibilities, the order of succession shall be Vice President, Secretary, and Treasurer.
- If, due to similar circumstances, an office other than the Presidency is vacated, the President shall, with the majority consent of the Board, appoint a member to fill that vacancy until the elections.
- Proper resignation of any officer from an office requires two weeks formal notice to the President and/or the entire Board.
- All Board members, at the direction of the President, will facilitate the passing on of all necessary AASA operational and leadership information to succeeding AASA leaders.

#### **ARTICLE VI: Removal of Officers**

A. Grounds for Impeachment

- Consistent failure to perform assigned duties due to conscious negligence.
- Deliberate pursuit of policies contrary to the constitution and purpose of AASA.
- Any deliberate actions which compromise the integrity of AASA.

B. Procedure

- Impeachment of an officer (excepting the President, Vice President, Treasurer, or Secretary) shall require two-thirds vote of the Board.
- Impeachment of the President, Vice President, Treasurer, or Secretary shall require an open hearing. To call an open hearing, a petition containing the signature of two-thirds of the Board, shall be required. Notice of such hearing must be made to all members. The President or acting President shall preside over the hearing. An affirmative vote of two-thirds of those members present at the open hearing is required for the impeachment of the officer concerned. The quorum shall be two-thirds of the general membership.

### C. Penalty

- In cases of impeachment, penalty shall be limited to the removal of the individual concerned from office and (at the discretion of the Board) his or her disqualification from holding any AASA office in the future.

### **ARTICLE VII: Advisor**

- The responsibilities of the Faculty and/or proxy Advisor are to share words of wisdom and support and to give formal advice of AASA initiatives when needed.
- Former AASA Board members may be elected to sit as undergraduate advisors to share words of wisdom and give support to the current Board upon two-thirds agreement of the Board.

### **ARTICLE VIII: Meetings**

#### A. Board Meetings

- The meetings of the Board shall be convened by the President or acting President.
- The Board shall meet on a weekly basis, unless otherwise noted by the President, at a predetermined time and place, which shall be voted on by the Board at the beginning of each semester.
- The quorum for a Board meeting shall be the President, or acting President, and at least two-thirds of the Board. Without such a quorum, no major action may be taken.
- In decisions necessitating a vote, each officer shall be entitled to one vote.
- At least two-thirds majority vote by the Executive Board shall carry any decision unless specifically noted otherwise in this constitution.
- Special meetings of the Board may be called by the President at his or her discretion or by two-thirds agreement of the Board.

#### B. General Meetings

- General meetings of the AASA membership shall be held when possible, not less than once a month, at a predetermined time and place with sufficient notice given to all members.
- In decisions necessitating a vote, the decision shall be carried by a majority vote of those members present. The quorum is a majority of the entire membership.
- The President shall vote in general meetings only in cases where votes are equally distributed and no decision may otherwise be reached.
- Special general meetings may be called by the President at their discretion, by two-thirds agreement of the Board, or by the written request of at least five percent of the AASA membership given by Board discretion.

#### C. Committee Meetings

- Committee meetings shall be convened at the discretion of the committee chairperson and his or her committee members.

## **ARTICLE IX: Executive Board Elections**

### **A.** Election Schedule

- Formal elections shall be in the second semester of each academic year (once total for each office).
- The term of office for each officer shall extend from the time of election until end of the Spring semester

### **B.** Candidacy

- Candidates must be registered, formal members of AASA and enrolled as students of IUB during their expected term of office.
- Unless otherwise established by the Board, candidates seeking office must submit their candidacy to the Board 5 days in advance of the election in order to be placed on the ballot. In the case of vacant candidacy for office excluding the position of President, candidates may inform the Board before voting.
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### **C.** Voting & Procedure

- Every registered member of AASA is entitled to one vote for one candidate or for an abstention.
- Attendance, questions, and discussion are open to all, but only registered members may vote.
- Votes shall be cast by closed ballot and tallied by non-office seeking members appointed by the Board. Details regarding the amounts of votes shall not be disclosed to the general membership.
- Each ballot shall contain the names of candidates, options to cast an affirmative vote, or options to abstain. These options may be applicable to all offices. To cast an affirmative vote is considered a vote in support of a candidate. To abstain is considered a vote that is not counted for any or specific candidate running for a certain position.
- At a regular/general meeting prior to balloting, each candidate will have a reasonable period to present their platform to the Board and general membership.
- In the event that more than 50% of all members voting in an election abstain from casting a vote for a particular office, there is not a valid election for that office (i.e. 31 members abstain from casting a vote for Secretary when 60 members are voting in the election).
- In the event there is not a valid election, as determined by the Board or stated in this Constitution, an additional election or application process may occur to find a new candidate within the semester. The prior candidate(s) will be notified via email about the additional procedures within 48 hours of the Board's decision. According to the Board's discretion, they may disclose details regarding the polarizing amount of votes to the prior candidate. The prior candidate in question is permitted to participate, as a candidate or general member, in the additional election or application process.
- The Board shall determine any additional election procedures or details as deemed necessary.

#### **ARTICLE X: Anti-Hazing Policy**

Hazing is strictly prohibited. Hazing shall be defined as any activity 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 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. The Board shall not use funds allocated from membership dues to pay for activities not pertaining to AASA, such as leisure and meals. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

#### **ARTICLE XII: Non-Discrimination Clause**

**A.** Adoptee Awareness Student Association 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.

**B.** The organization will grant equal opportunity and equal access to all programming and benefits, save for those who have been involuntarily removed from membership or who are not currently enrolled students at Indiana University Bloomington.

#### **ARTICLE XIII: Sexual Misconduct**

A. Every member of AASA must comply with all Indiana University regulations, as well as federal, state, provincial, and local laws related to sexual misconduct. This is including, but not limited to, definitions of lack of consent, sexual violence and assault, sexual harassment, rape, domestic violence, dating violence, stalking, and sexual exploitation.

B. AASA has a zero-tolerance policy for sexual misconduct. This includes, but is not limited to, lack of consent, sexual violence and assault, sexual harassment, rape, domestic violence, dating violence, stalking, and sexual exploitation.

C. This Article applies to interactions with general body members as well as with any persons non-affiliated with AASA.

#### **ARTICLE XIV: Voluntary Member Withdrawal**

A. Any registered member of AASA can, at any time, voluntarily withdraw their membership by sending notice to the current secretary and may receive returned dues for any semesters that have not yet begun, in the same mode that they were paid at the discretion of the Executive Board.

## **ARTICLE XV: Involuntary Member Removal**

- A. The following sections apply to any general persons, community members, and registered members.
- B. In the case of an Indiana University Bloomington official sanction, removing a member constitutes an involuntary member removal.
- C. Involuntary member removal constitutes the lifelong ban of the person in question from all AASA affiliated programming and activities (including methods of digital communication). In the case of an Executive Board member removal, the removal also includes the impeachment of the Board member in question.
- D. Involuntary member removal requests may be submitted for, but are not limited to, the following reasons: general unprofessional behavior, breaching the AASA constitution, expressly going against the purposes of AASA, intentionally harming the reputation of AASA, or violations of Indiana University Bloomington policy, including the Code of Student Conduct, in effect at the time of the alleged violation.
- E. To request involuntary removal of a member, any member must submit a written request to the current president or Executive Board. Requester(s) will be given the opportunity to meet with the Executive Board and/or advisors. After which, the member in question will be served a confidential warning letter of notice discussing the matter at hand, not disclosing the requestor's identity. The member in question will be given an opportunity to appeal the removal and request a meeting with the Executive Board to contest their case. Requester(s) will be given the opportunity, but are not required, to be present at the meeting. After which, a two-thirds majority vote, composed solely of the full Executive Board members who may not abstain, is needed to remove the member. Notice of the decision will be sent via a written communication to all parties involved within twenty-four hours after the final decision is made.
- F. During the time between when the initial confidential warning letter is served to the time of the final decision notice is sent, the member in question will be placed in interim suspension. The interim suspension is defined as the prohibition of the participation in all AASA-affiliated programming and activities (including methods of digital communication) but does not require full removal.
- G. No member of the Executive Board may hear or participate in a matter in which they have a personal interest or bias. If the President or two-thirds of the Board considers for some reason a member of the Board should not hear a particular matter, notice will be given to the member accordingly. If there is any disagreement from the cabinet member or the President, a decision involving the vote of the full Executive Board and advisor(s) with two-thirds majority excluding the person in question, will resolve the matter.
- H. All parties involved are entitled to:
  - a. Be fully informed of AASA policy and procedures;
  - b. Be informed of any known resources, services, and options available to them outside of AASA;
  - c. Confidentiality of the matter to the general public, excluding University official sanctions and federal, state, provincial, and local official sanctions;
  - d. To be treated with respect by all Executive Board members and advisors.

- I. The members of the Executive Board are required to keep all proceedings, identities of the Requestor(s), and other parties confidential. The Executive Board may not disclose meeting proceedings to any party not immediately present at a meeting, excluding Executive Board members who were unable to attend, as well as Board members who have recused themselves.
- J. Any deviation from the above listed procedures may be made at Executive Board discretion of two-thirds majority vote upon consultation of the advisor.
- K. Any decisions made by the AASA Executive Board should not be considered any distribution of justice or formal ruling.
- L. The Executive Board will not disclose any matters regarding member removal to the general body and will conduct involuntary member removal affairs confidentially.

#### **ARTICLE XVI: Amendments to the Constitution and Bylaws**

##### A. Amendment Proposals

- Amendments can be proposed by any Executive Board member or the current advisor(s). Other members may also make requests for an Executive Board member or current advisor(s) to create a proposal on their behalf.

##### B. Amendment Procedures and Voting

- For passage of an amendment to the constitution, a full quorum of the Board at a meeting for this purpose must vote that sufficient grounds exist to pass the proposed amendment. The proposed amendment shall be officially enacted upon a second affirmative two-thirds vote of those present at the general meeting in which the vote occurs. Members must be notified of any changes via written communication and must vote and/or raise any issues regarding the amendment with the Board within the span of 5 days. Special Executive Board meetings will be conducted with members who have raised issues to discuss concerns.
- Every formal member of the general body will receive one vote. Members who choose not to vote within the designated time period will have their vote counted as an abstain and will not be included in the total of the votes.
- In the case of an Indiana University required amendment or addition, the amendment is automatically ratified.

#### **ARTICLE XVII: Ratification of the Constitution**

This constitution shall be ratified by the affirmative vote of two-thirds of all the Board as well as two-thirds majority of formal members for this purpose.