Informatics and Computing Consulting Association Constitution and Bylaws

Article I. Name

Section 1. The name of the organization shall be Informatics and Computing Consulting Association.

Article II. Organization

Section 1. The club will have one faculty sponsor as well as a sponsor from the School of Informatics and Computing’s office of Career Services.

Section 2. The calendar year for the club is recognized to run from the beginning of the Fall Semester until the end of the Spring Semester.

Article III. Purpose

Section 1. The purpose this organization shall be to further develop the relationship between the consulting world and Informatics and Computer Science students.

Section 2. The club aims to bring together top consulting companies and students to connect, create solutions, and further the relation of the consulting companies with the School of Informatics and Computing.

Section 3. The goal of the Informatics and Computing Consulting Association is to help students gain the skills and inside knowledge that most students would receive from an internship with a consulting firm.

Article IV. Rules of Procedure

The club shall be guided in its procedures by Roberts's Rule of Order, latest edition, when no other rules have been specifically established in the bylaws or constitution.

Article V. Membership

Section 1. Membership and Director positions are open to all IU undergraduate and graduate students. Vice President and President membership is restricted to all currently enrolled undergraduate and graduate students at Indiana University Bloomington, and is primarily meant to serve School of Informatics and Computing students.

Section 2. Members must be in good standing with the University when they are participating in club activities.

Section 3. The ability to serve as a club officer are reserved for club members only.

Section 4. Membership in the Club may terminate upon:

1. Voluntary withdrawal.
2. Violation of the bylaws.
Article VI. Officers

Section 1: Officers of the Club shall be President, Vice President of Finance, Vice President of Outreach, Vice President of Membership, and Vice President of Professional Development. Any active member of the Club that is an SoIC student, in good standing, is eligible for these offices. Officers shall be elected by applying for the Executive Board during the Spring semester and selected by the current Executive board and Staff Advisor. Newly elected officers shall assume their duties at the first meeting of the Fall semester in August.

Section 2: The President may fill vacancies in any office by appointment, subject to approval by majority vote of the executive board at an executive board meeting attending by either the faculty sponsor or the Staff Advisor.

Section 3. Duties of Officers:

President:

1. To oversee the day to day operations of the Consulting Club and its members.
2. Conduct all member and executive board meetings.
3. Create agendas for each member and executive meeting.
4. Assist executive board members in their tasks if necessary.
5. Increase club membership and head recruitment initiatives.
6. Develop and further professional relations with consulting organizations around the country.
7. Maintain relationships with the School of Informatics and Computing’s Office of Career Services.
8. Maintain relationships with faculty and staff of the School of Informatics and Computing as well as faculty and staff of the University.
9. Assist the club in portraying a professional image to any parties affiliated and not affiliated with the club.

VP of Finance:

1. Oversee financial transactions of the club.
2. Submit all records and receipts to the Student Organization Accounts office to ensure accurate financial records with the University.
3. Create a budget for the calendar year.
4. Create annual accounting reports that are similar to those created by consulting firms.

VP of Outreach:

1. Oversee the activities of the Outreach Committee, which include community involvement efforts, inter-campus outreach, and social media initiatives
2. Report activities of Outreach Committee to President
VP of Membership:
1. Oversee the activities of the Membership Committee, which includes social programming, member analytics, and recruitment & retention efforts
2. Report activities of Membership Committee to President

VP of Professional Development:
1. Oversee the activities of the Professional Development Committee, which includes corporate relations and mentorship efforts.
2. Report activities of Professional Development Committee to President

Section 4. Officer applications shall be initiated by week 12 of the Spring Semester, and elected by week 14 (assuming a 16 week Semester). The newly elected officers shall take office at the beginning of the Fall Semester following their election. Newly elected officers will also attend the final meetings of the Spring Semester in which they were elected to aid in the transition to a new Executive Board.

Section 5. Executive will have two reviews per semester to ensure fulfillment of officer duties by the career services liaison.

Section 6(a). It is the expectation of the School of Informatics and Computing, Staff Advisor, and Informatics and Computing Consulting Association that all executives handle themselves in a professional manner at all times. However, it is a given that the potential for conflict will arise. In these instances, please follow these guidelines.

1. President will address behavior with Executive Board Member (EBM).
2. If behavior is not resolved, President will meet with Staff Advisor for guidance.
3. If behavior is not resolved, Staff Advisor will serve as mediator.
   a. EBM will meet with Staff Advisor.
   b. President will meet with Staff Advisor.
4. If these steps do not resolve the conflict, and removal of EBM is deemed appropriate, a special meeting will be held with all EBM’s as well as Staff Advisor to discuss the removal of the offending EMB.

Section 6(b), Special Circumstances.
1. If any behavioral offenses involve employers and/or are detrimental to the relationship that the ICCA or Career Services has built with employers, disciplinary action will be determined by the Staff Advisor in consultation with Faculty Advisor.
2. If any EBM is found to be under the influence of/suffering from sickness related to any substance at ICCA/school events, disciplinary action will be determined by the Staff Advisor in consultation with Faculty Advisor.
3. Any instance not covered by these procedures will be addressed by the President and/or Staff Advisor in consultation with Faculty Advisor.
Article VII. Meetings

Section 1. Executives shall hold weekly meetings to plan and execute ICCA agenda activities. Responsibilities for said meetings are outlined in Article VI.

Article VIII. Source of Power

Section 1. The source of power of this club is the Dean of Students of the School of Informatics and Computing, the legal representative of the Board of Trustees, who delegates powers as are appropriate to Indiana University, which recognizes each club to conduct its power business. In accepting this constitution, Consulting Association of the School of Informatics and Computing agrees to abide by the Indiana University policies and regulations, which applies to students and student clubs.

Article IX. Amendments and Ratification

Section 1. The constitution shall be ratified by a 3/4 vote of the EBMs attending a Executive Board meeting.

Section 2. Any decisions not addressed in the Bylaws or Constitution will be decided by the executive board at an executive meeting. A majority vote will be needed to make a decision.

University Compliance

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

- 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 intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

- 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 directly from for-profit companies if acting as a representative of a student organization.

- Statement of Non-Discrimination: ICCA 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*