



IUPUI

STUDENT AND FAMILY CONNECTIONS
Division of Student Affairs

3/29/2024

Dear Society of American Archivists – National,

I am writing to confirm that Molly LaPorte, President, has completed the New Student Organization registration process here at IUPUI. Their organization, “Society of American Archivists Student Chapter”, is fully registered with our Office of Student and Family Connections within the Division of Student Affairs. They have earned all benefits associated with that recognition and are a fully registered self-governed student organization.

Please contact me if you have any questions.

Sincerely,

Ellen Stroup
Student Life Specialist
Pronouns: She/Her/Hers

Division of Student Affairs
Student and Family Connections
Campus Center 386M
420 University Blvd.
Indianapolis, IN 46202
P: 317-274-0056
E: eemarbur@iu.edu

Constitution

Society of American Archivists Student Chapter IUPUI

Founded: 2024

Article I - Name of Registered Student Organization

The official name of this registered student organization shall be the Society of American Archivists Student Chapter at IU Indianapolis (SAA Student Chapter IU Indianapolis). *Include all nicknames, acronyms, and Greek Letters. Identify if any affiliations with national, regional, etc. groups and specify what the relationship is between the local group and the other groups.*

Article II - Purpose of Registered Student Organization

Section 1. The purpose of this registered student organization is to provide professional development and social opportunities for Archives Management Specialization and Digital Curation Specialization library science students, dual degree History/LIS students, as well as any student interested in archival science by inviting experts from the LIS field to speak about their careers, and hosting social and networking events for LIS students.

Article III - Membership

Section 1. Participation in the proposed registered student organization and prerogatives of membership must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, gender identity, gender expression, marital status, national origin, race, religion, sexual orientation, or veteran status.

Section 2. Students in good standing with the University (2.0 cumulative G.P.A.) are eligible for membership after attending or participating in an organization event/meeting.

As a member, one is required to attend organization meetings regularly, pay dues if required, and actively support organization projects. Membership will be revoked by $\frac{1}{2}$ vote of officers plus $\frac{3}{4}$ vote from the general membership if actions are deemed inappropriate by the membership.

Section 3. Faculty or Staff members may participate in student organizations as associate or guest members. Associate members may participate in meetings and events, but may not hold voting rights or be considered for office. It is not required that your organization accept associate members; however, if you choose to allow them, the above policy is required. It is also required that organizations are composed of no more than 25% associate or guest members.

Article IV – Officers

Section 1. Election of officers will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held within the top two candidates that received the most votes. Members interested in becoming an officer must meet the following academic requirement: **3.0 cumulative G.P.A. and be enrolled in at least 3 credit hours at IUPUI.** One person can hold up to two positions with two exceptions: one person cannot serve as President and Treasurer in the same registered student organization. Additionally, one person cannot serve as President and Vice President in the same registered student organization.

Section 2. The officers shall be elected by ballot to serve for one year (April to April) until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected. A member may only hold an office for two consecutive terms.

Section 3. All officers shall comprise the Executive Committee of the student organization. The Executive Committee shall meet as needed by a vote of members in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organizational goals. The officers and individual duties shall be:

A. President

- Preside over all meetings
- Call on members to speak
- Act as a mediator when necessary
- Make the final decision in the case of a tie vote
- Represent the student organization on campus
- Ensure that the student organization is operating in conformity with the standards set forth by IU, IUPUI, CCSE, and The CUBE Student Organization Center
- Cosign student organization checks with Treasurer
- Maintain communication with student organization advisor
- Complete all required trainings as dictated by The CUBE Student Organization Center by the assigned deadline
- Submit semester and annual reports to The CUBE Student Organization Center by the assigned deadline
- Other duties as assigned

B. Vice President

- Preside over meetings in the absence of the President
- Oversee and support all committee heads
- Coordinate student organization promotion and publicity of events
- Complete all required trainings as dictated by The CUBE Student Organization Center by the assigned deadline
- Other duties as assigned

C. Treasurer

- Maintain accurate record of student organization transactions
- Collect dues if required
- Develop student organization budget and present to membership for $\frac{3}{4}$ vote
- Cosign student organization checks with President
- Arrange fundraising opportunities for the student organization
- Solicit additional funding if needed from the Student Development Funding Committee in conjunction with the President
- Complete all required trainings as dictated by The CUBE Student Organization Center by the assigned deadline
- Other duties as assigned

D. Secretary

- Prepare the agenda for each meeting
- Maintain an accurate record of all events, activities, and programs hosted by the student organization and make them accessible to organization members

- Maintain accurate records of meeting attendance and membership and alumni directories

E. Reservationist/Event Manager

- Correspond with prospective visiting speakers
- Submit event activity registration forms for the student organization's on and off campus events via The Spot
- Schedule meetings/events with appropriate University offices
- Notify members of the place and time of upcoming meetings
- Correspond when necessary with University administration and other registered student organizations
- Complete all required trainings as dictated by The CUBE Student Organization Center by the assigned deadline
- Other duties as assigned

F. Risk Manager

- Assess and identify the potential risks that may hinder the reputation, safety, and security of the student organization, its officers, and its membership
- Implement processes and procedures to ensure the student organization is fully prepared to deal with any risks
- Correspond with The CUBE Student Organization Center regarding risk management policies and procedures
- Complete all required trainings as dictated by The CUBE Student Organization Center by the assigned deadline
- Other duties as assigned
- Serves as the Chapter Chief Officer
 - Who acts as the liaison between the chapter and the SAA office.
 - Chapter chief officer(s) will be elected and will take office as outlined in the organizing document of that student chapter. They will notify the SAA office within thirty days following the election.

Section 5. Officers may be removed from office by $\frac{1}{2}$ vote of the other officers and $\frac{3}{4}$ of the general membership if actions are deemed inappropriate by the membership. The officer is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges. In the event of an officer vacancy, a special election will be held at the next

meeting to fill the open position.

Article V - Advisor

The Advisor shall be a faculty or staff member who is employed full-time at IUPUI. The Advisor will assume those responsibilities as outlined in this constitution. The Advisor will be selected by a majority vote of the Executive Committee and then presented to the general membership for a $\frac{3}{4}$ vote. Advisors not fulfilling responsibilities or abiding by the student organization's purpose may be removed from the position by a $\frac{1}{2}$ vote of the Executive Committee. Please note that in cases of misconduct The Dean of Students reserves the right to remove an Advisor.

Responsibilities of the Advisor are as follows:

- Attend at least one organizational meeting each semester
- Attend other on campus events hosted by the student organization
- Assist officers in general operations when necessary.
- **To inform The CUBE Student Organization Center in writing if they are no longer able or wish to serve as Advisor to the student organization (required).**
- **Serve as the registered student organization's Campus Security Authority (required).**
- **Campus Security Authorities (CSA) are those employees who have the responsibility under Clery of ensuring that information regarding a crime reported or known to them, is conveyed to the University for record keeping and reporting purposes. Student organization Advisors are considered a Campus Security Authority because they have "significant responsibility for student and campus activities."**
- **The Advisor is not to sign into any contractual agreement on behalf of the student organization; however, they should be made aware of all agreements taking place (required).**
- **Must report any allegations of sexual misconduct consistent with the duties as a responsible employee under the Sexual Misconduct policy (required).**
- **Advisors are expected to comply with all University policies and federal, state, and local laws and regulations (required)**

Article VI – Meetings

Section 1. The registered student organization shall hold regular meetings during the academic term except when holidays, examination periods or other events make meeting impractical. Organization meeting day/time will be determined in the beginning of each semester by a $\frac{3}{4}$ vote of the general membership.

Section 2. Attendance at student organization meetings is expected. If a member must miss a meeting, correspondence with the secretary/reservationist is expected. A quorum shall consist of fifty percent of the membership plus one, which must include at least one officer (*a quorum is the number of people that must be present in order to conduct business for the student organization*). Robert's Rules of Order (newly revised) shall govern all meetings.

Article VII - Finances

Section 1. The student organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and presented to the general membership for a $\frac{3}{4}$ vote. Dues must be paid by (*enter week in semester*).

Section 2. The treasurer will be required to update members of the status of the budget at the beginning of each semester. This should include a summary of expenditures and credits during the past semester.

Article VIII - Committees

Special committees shall be appointed by the President at a given time as the Executive Committee sees necessary. The Vice-President shall oversee and support committee heads.

Permanent Standing Committees:

Executive Committee

Events Committee

Finance Committee

Article IX: Individual and Student Organization Misconduct

Acts of misconduct shall subject the registered student organization, its leadership, and/or its membership to disciplinary action. Allegations of misconduct against any student organization and/or individual should be addressed and reported by submitting a report to the Office of Student Conduct.

These reports can be for personal misconduct, sexual misconduct and discrimination, harassment and related incidents.

Individual organizations may enact additional accountability measures but must not violate the Code of Student Rights, Responsibilities, and Conduct. As outlined in UA-03, the university will share the parties' information and details of the allegation only with university officials, law enforcement personnel, and other individuals who have legitimate administrative or legal reasons to be so informed.

Article X - Hazing

Society of American Archivists Student Chapter, in keeping with Indiana University's expectations for a positive academic and social environment, unconditionally opposes hazing. No individual member of our group or the group itself may engage in or plan any activity that may be defined as hazing.

Society of American Archivists Student Chapter opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule to its members or potential members. In addition, no individual or recognized organization may by physical or mental stress or by subtle or covert technique, impair, make captive, or destroy an individuals' freedom of thought and choice.

Society of American Archivists Student Chapter **understands that it is unlawful for any student to engage in hazing or to aid or abet any other student in the commission of this offense. Hazing will interfere with the status of the students involved and may result in their expulsion from the University. In addition, hazing could hinder a group from remaining a registered student organization through**

the temporary or permanent removal of the group. This could prevent the registered student organization from ever returning to IUPUI's campus. In extreme cases, lawsuits against students can occur in to the millions of dollars. For the purposes of this section hazing is defined as follows: “forcing or requiring another person, with or without the consent of the other person; and as a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury. Class B misdemeanor; Class A misdemeanor if it includes the use of a vehicle; Class D felony if it is committed while armed.” Hazing activities are defined as "any action taken or situation created, intentionally, whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule."

It is hereby incorporated as part of this constitution and will serve as a guide for action by the university and *Society of American Archivists Student Chapter* if there is an instance of hazing by this organization or any of the members of this organization. It will be the duty of the officers of *Society of American Archivists Student Chapter* to educate the membership of this policy.

Article XI – Student Organization Event Activity Registration Process

For risk management and liability purposes, all registered student organizations at IUPUI are required to submit and register their **ON campus, OFF campus, and VIRTUAL** organizational events through The Spot. In order for student organizations to hold these events, they must be approved by the appropriate campus partners and ultimately, be successfully registered through The Spot. The registered student organization’s secretary/reservationist is the designated officer responsible for ensuring the completion of this requirement. Failure to register a student organization event will lead to conduct procedures being taken against a registered student organization.

Article XII – Amendments

Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of 2/3 of the general membership is necessary.

Article XIII - Method of Dissolution of Registered Student Organization

Requirements and procedures for dissolution of the registered student organization should be stated. Should any organization assets and debt exist, appropriate means for

disposing of these assets and debts should be specified clearly and unequivocally.

Section 1. In the event that this registered student organization dissolves, it is the responsibility of the Executive Committee to notify The CUBE Student Organization Center via email (**StuAct@iupui.edu**) **within 10 business days of the organization's dissolution.**

Article XIV – Ratification

This constitution shall become effective upon approval by a $\frac{3}{4}$ vote of the membership.

Ratified constitutions must be submitted to The CUBE Student Organization Center via email (**StuAct@iupui.edu**) **within 10 business days for final approval.**

Position	Name	Email
President	Molly LaPorte	milaport@iu.edu
Vice-President	Kristin Roahrig-Malloy	kroahrig@iu.edu
Treasurer	Jenifer Blouin Policelli	jlblouin@iu.edu
Reservationist	Hannah Murphy	murphy11@iu.edu
Risk Manager	Lauren Harris	lmh1@iu.edu
Secretary	Alexandra Bradley	alsobrad@iu.edu



IUPUI

**LUDDY SCHOOL OF
INFORMATICS, COMPUTING
AND ENGINEERING**

DEPARTMENT OF LIBRARY
AND INFORMATION SCIENCE

December 7, 2023

Dear RSO management,

I am pleased to serve as Faculty Advisor for the new Society of American Archivists Student Chapter RSO. Adding this group to our campus will provide opportunities not just for these charter members, but for all students who are interested in working in archives.

I am the coordinator and instructor for archives internships in the Department of Library and Information Science as an adjunct lecturer, in addition to being a faculty member at University Library.

Sincerely,

Denise Rayman
Digital Archivist, Ruth Lilly Special Collections and Archives, University Library
Adjunct Lecturer, Library and Information Science