KELLEY STUDENT GOVERNMENT
BYLAWS

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ARTICLE I – KELLEY & UNIVERSITY POLICY

Section 1.1 Student Organization Marketing

Kelley School of Business Undergraduate Program Office and Kelley Student Government recognizes the following policy on submission for the two bulletin boards on the second floor of Hodge Hall.

1) Eligibility
   a) Submissions must be on behalf of a registered Kelley School of Business student organization or Kelley School of Business department.
   b) Kelley School of Business self-governed student organizations must be in good standing with Kelley Student Government according to the Article VIII of the Kelley Student Government Constitution.

2) Standards for posted marketing material
   a) Submission Requirements
      i) Requested bulletin board marketing must be submitted through the Kelley Student Government website or Kelley Undergraduate Program Office e-Newsletter website via the KSG Marketing Form at least two weeks prior to the date of the event.
      ii) All submitted material must be standard 8.5x11 landscape-oriented PowerPoint slides.
      iii) Submission maximum word count shall be fifty words.
      iv) Submission must contain the name of the advertising entity, a title, a date, and a location.
      v) Submitted material must as a landscape-oriented PowerPoint (.ppt) or .PDF file.
      vi) The Kelley Undergraduate Program Office requests will have priority status over other organization requests.
      vii) A maximum of two slides at a time can be displayed per self-governed Kelley student organization or Kelley department.
      viii) Final discretion is at the hands of the Kelley Undergraduate Program Office for approved submissions.
   b) Kelley Undergraduate Program Office Duties
      i) All submitted material will be printed in color in the Kelley Undergraduate Program Office.
      ii) The Kelley Undergraduate Program Office will update the board weekly.
      iii) The Kelley Undergraduate Program Office is required to take down expired events at the next update time.
      iv) No submission shall cover other information of another submission.

3) Duration of Submissions on the Bulletin Boards
   a) Submissions displayed will follow a first-come first-serve basis.
      i) No submission(s) can be displayed for more than a two-week period.
      ii) During high volume advertising seasonality, submission will be posted for a maximum of a week. Seasonality is defined as the week before the start date of the fall semester through October 1st.
ARTICLE III—MEMBERSHIP

Section 3.1 General Delegates and Organization Representatives

1) General Assembly Attendance Policy
   a) Members of the General Assembly must notify the Vice President of Membership in advance of the meeting for an absence to be considered excused.
   b) General Delegates
      i. All General Delegates are allotted one excused and one unexcused absence per semester.
      ii. A General Delegate in breach of this policy shall be placed on probation for the following semester, as outlined below.
      iii. The General Delegate in breach of policy shall spend one semester on probation. At the conclusion of this probationary period if the member maintains compliance of membership policies outlined in the Constitution and Bylaws, the member will regain good standing within the General Assembly.
      iv. If General Delegates breach the aforementioned attendance policy, it is grounds for review and removal by the Executive Officers.
      v. The Executive Committee reserves the right to excuse absences for extenuating circumstances.
   c) Organization Representatives
      i. Organization Representatives are allotted one absence per semester, with exceptions at the discretion of the Executive Committee.
      ii. Organization Representatives are permitted to send a proxy from their organization twice per semester if they will be absent from the meeting.
      iii. If an organization breached the aforementioned attendance policy, the breach will be grounds for probationary status for the following semester.
      iv. The Executive Committee reserves the right to excuse absences for extenuating circumstances.

2) Organization Representative Appointment
   a) Executive Officer Clause
      i. All Organization Representatives must be serving as an Executive Officer of their organization throughout the semester for which they are appointed.
      ii. Organizations must appoint their representative by the date set forth by the Executive Committee.
          1. Breach of this policy is grounds for penalties at the discretion of the Executive Committee.

3) Other Organization Representative Duties and Powers
   a) Collaboration
      i. Organization Representatives are able to utilize KSG as a platform to spur collaboration between organizations.
   b) Communication of Relevant Information
      i. Organization Representatives are responsible for transmitting relevant information from their organization to the KSG General Assembly as
well as communicate information from the KSG General Assembly to their organization.

**Section 3.2 Organization Status Review**

1) **Mission of Student Organizations**
   a. Kelley School of Business Student Organizations shall exist and function to build and add differentiated value to the community, educate student members through experiential learning opportunities, and to operate with integrity and longevity.

2) **Causes for Organization Status Review, prompting a probationary period the following semester**
   a. Breach of the General Assembly attendance policy established in the bylaws.
   b. If an organization advisor is not present at workshops held by the Undergraduate Office.
   c. Violation of the Kelley Honor Code.
   d. Failure to submit current roster during organization registration

3) **Causes for Immediate Probation**
   a. Official sanctions by Indiana University.
   b. Misappropriation of funds from KSG.
   c. Failure to attend the Kelley Club Kickoff.

4) **Probation Process**
   a. Notification of cause for status review will be given following infraction of the aforementioned causes for Organization Status review.
   b. The Executive Offices and KSG Advisor shall audit the offending organization to determine whether or not probation is justified for the organization.
   c. Following the audit of the organization, the offending organization will be notified by the Vice President of Membership of their probationary status either immediately or the following semester, depending on the nature of the infraction.
   d. An organization with probationary status shall be monitored for any further infractions during their period of probation. If further breach of policy occurs, the organization shall move on to the organization review process.

5) **Organization Review Process**
   a. Organizational review
      i. Removal of Kelley Status
         1. Organizations in breach of the aforementioned policies during their probationary period will lose their status as a Kelley Organization at the discretion of the Student Organization Review Committee.
      ii. Sanctions
         1. In lieu of loss of Kelley status, an organization in breach of probation may be sanctioned by the Student Organization Review Committee.
   b. Any Kelley Organization receiving either removal of Kelley Status or sanctions may appeal the decision via the Undergraduate Program Office Senior Leadership.
   c. Following loss of Kelley Organization status, student organizations may reapply for Kelley designation following a one semester period.
ARTICLE IV – LEADERSHIP

Section 4.1 Requirements to become an Executive Officer

1) Requirements to Become an Executive Officer
   a) Each officer must be an admitted student of the Kelley School of Business.
   b) Each office must have at least a 2.5 cumulative grade point average.
   c) Each officer must be in good standing with Indiana University.
   d) Each officer must serve a full year term, with the following exceptions:
      i) The Executive Vice President may serve a semester only if they will be studying abroad. Under this circumstance, a replacement must be appointed as outlined in the bylaw concerning elections.
      ii) The VP of Finance, VP of Membership, and VP of Outreach may serve a semester term only if they will be studying abroad. Under this circumstance, a replacement must be elected as outlined in the bylaw concerning elections.
   e) Executive Officers will attend Executive Committee meetings
   f) Executive Officers must have no more than two unexcused absences at general meetings.

Section 4.2 Description of Executive Officer Duties

1) Description of Executive Officer Duties
   a) Shared Duties
      i) Communicate and guide assigned Committee Director(s) as Executive Liaison.
      ii) Ensure the productivity of assigned committee(s).
   b) President Duties
      i) Determine date and times of Executive Committee and Executive Officer meetings.
      ii) Maintain relationships with all KSG representatives, faculty, and administration.
      iii) Attend monthly meetings with the Undergraduate Chairperson to discuss ongoing KSG and Kelley activities.
   c) Executive Vice President Duties
      i) Serve as a liaison for sharing information between the Kelley School Administration and the rest of the school.
      ii) Appoint one representative to serve on the Undergraduate Student Organization Review Board.
   d) Vice President of Membership Duties
      i) Distribute minutes to KSG members following general meetings.
      ii) Monitor communications between the Executive Committee and General Assembly.
   e) Vice President of Outreach Duties
      i) Maintain relationships between KSG and Kelley organizations.
      ii) Establish and maintain relationships between Kelley and other IU schools.

Section 4.3 - Elections

1) Election Rules
   a) The filing deadline and the election dates will be determined by the Executive Committee by the last meeting of the fall semester.
   b) The Executive Committee will notify KSG members by email with the date of the election and candidate filing details at least one week prior to the election.
   c) The election process will take place over two consecutive meetings. In the first meeting the general assembly will elect the new President and Executive Vice President, the
following meeting the general assembly will elect the Vice President of Finance, Vice President of Membership, and the Vice President of Outreach.

d) All candidates must meet with the KSG advisor prior to their prospective election.

e) Candidates shall not attempt to bribe, manipulate, or collude during the campaigning time period. Additional restrictions may be enacted by the undergraduate office.

2) Election Process for President and Vice President
   a) The President and Executive Vice President shall run on a single ticket. Should President/EVP candidates lose the election, they may run again for one of the Vice President positions.
   b) Each ticket shall present statements in front of the general assembly lasting no more than ten minutes total. Both candidates on a ticket may be present for each other’s statements, however, other tickets must wait outside the room during these statements.
   c) After a ticket has presented their statements, five minute question-and-answer (Q&A) session will commence, led by the sitting president.
      i) If the current president is running for re-election, the advisor will lead the Q&A session for all candidates.
      ii) Questions will be formed by the undergraduate office with input from the KSG general assembly
   d) Following all statements for each position, members of the general assembly will have time to speak on behalf of the candidates. Executive Officer candidates running for the position being voted on will not be present.
   e) Upon conclusion of the discussion of candidates, ballots will be cast. If a candidate receives the majority of votes on the first ballot, they win. If a candidate does not receive a majority of the votes cast, the top two tickets for the President and EVP will have a run-off. Thus, the winner of the position must receive a majority of votes.

3) Election process for the Vice Presidents of Finance, Vice President of Membership, and Vice President of Outreach
   a) Election Process for the Vice Presidents
      i) Candidates for Vice President Officers may only run for one position.
      ii) Each ticket shall present statements in front of the general assembly lasting no more than five minutes total. Candidates are to be outside the room while other candidates running for the same Executive position are speaking and as the votes are cast and counted.
   b) Following all statements for each position, members of the general assembly will have time to speak on behalf of the candidates. Executive Officer candidates running for the position being voted on will not be present.
   c) Upon conclusion of the discussion of candidates, ballots will be cast. If a candidate receives the majority of votes on the first ballot, they win. If a candidate does not receive a majority of the votes cast, the top two candidates for the Vice President position will have a run-off. Thus, the winner of the position must receive a majority of votes. If the run-off results in a tie after two rounds of voting, the current President will choose the new Vice President member.

4) Transitions
   a) Incoming Executive Officers will be sworn in at the third to last meeting of the spring semester.
   b) New officers assume responsibilities and duties at the second to last meeting of the current semester.
   c) If a Student Organization Representative is elected to the Executive Committee, they will no longer be considered a Student Organization Representative and the Student Organization must choose a new representative.

5) Executive Member Replacement Process
a) Should the office of President become vacant, the Executive Vice President automatically assumes the role of President for the remainder of the term. When the Executive Vice President assumes the role of President, they shall appoint a new EVP. Appointment of this EVP must be confirmed by a majority vote by the KSG general assembly.

b) In the event the Executive Vice President cannot assume their position, resigns their duties, or is removed from office, the President shall appoint a new EVP. Appointment of this EVP must be confirmed by a majority vote by the KSG general assembly.

c) In the event the VP of Finance, VP of Membership, or VP of Outreach cannot assume their position, resigns their duties, or is removed from office, a new Executive Officer will be appointed by the Executive Committee.

ARTICLE V: COMMITTEES

Section 5.1 Standing Committees

1) Academic Experience
   a) The mission of the Academic Experience Committee is to expose students to the various academic opportunities within the Kelley School of Business alongside postgraduate academic opportunities. The Academic Experience committee will also build connections between Kelley and other IU campus to promote academic diversity of thought and widen the knowledge of Kelley students.
   b) Led by the Director of Academic Experience

2) Cross Cultural Development
   a) The mission of the Cross Cultural Development Committee is to seek inclusive programs within the Kelley School aimed at uniting the domestic and international communities. The committee aims to bridge the gap between our international and domestic students by creating an environment where students with many different backgrounds can collaborate.
   b) Led by the Director of Cross Cultural Development

3) Ethics and Social Responsibility
   a) The mission of the Ethics Committee and Social Responsibility is to enhance students’ awareness of the ethical dimensions of business decisions and their ability to make reasoned judgments about them. The committee aims to give students an opportunity to see how business can be used for social impact and link Kelley to the greater Bloomington Community.
   b) Led by the Director of Ethics and Social Responsibility

4) Marketing
   a) The mission of the Marketing Committee is to create a strong brand for Kelley Student Government and promote initiatives of Kelley Student Government Committees.
   b) Led by the Director of Marketing

5) Professional Development
   a) The mission of the Professional Development Committee is to utilize the resources of Kelley Student Government to give business students an advantage in becoming a business professional. Initiatives are designed to foster a better understanding of what it means to be a Kelley Professional through career focused events and connecting students with Kelley Alumni.
   b) Led by the Direct of Professional Development

6) Student Life
   a) The mission of the Student Life Committee is to promote a positive, social, and philanthropic environment in the Kelley School of Business by boosting undergraduate
morale. This will be achieved through lighthearted events designed to allow students to escape from the typical rigors of life in Kelley and enjoy the great camaraderie that makes up the school.

b) Led by the Director of Student Life

7) Undergraduate Chair’s Initiatives
   a) The mission of the Undergraduate Chair’s Initiatives Committee is to conduct semester-long research regarding key questions of the Undergraduate Program and Kelley Student Government, focused on academic experience and student life. The committee will compose a report at the conclusion of each semester explaining its findings and recommendations.

   b) Led by the Executive Vice President.

8) Alumni Development and Engagement Initiatives
   a) The mission of the Alumni Engagement Committee is to work with the Office of Development and Engagement to provide strategic guidance in engaging alumni of the Kelley School of Business through speaker events, informational interviews, signature events, and other initiatives to foster an ongoing relationship with the Office of Development and Engagement and Kelley Student Government.

   b) Led by the Alumni Engagement Committee Director.

   c) The advisor will be appointed by the Office of Development and Engagement.

Provisional Committee Members

1) Definition
   a) Kelley Student Government members who seek to start an initiative outside the scope of their committee may make a motion to become a provisional committee member of a KSG committee in order to implement their initiative

   b) Provisional Committee Members may not be involved with any additional committee initiatives or other committee business

2) Eligibility
   a) Provisional Committee Member Petitions must be made at a KSG meeting and be approved by a majority of the Executive Board as well as the Director of the committee in which the member desires to become a Provisional Committee Member.

Section 5.2 Funding Committee

1) Duties and powers of the Funding Committee
   a) Review all student organization funding requests.
      i) Approve student organization funding requests totaling $499 or less.
      ii) Deliver a funding recommendation to the KSG General Body for requests totaling over $500, to be approved by majority vote of the General Body.

   b) Membership of the Funding Committee
      i) The Funding Committee shall consist of eight voting members serving two-semester terms.

   c) Meetings
      i) The Funding Committee shall meet weekly.
      ii) All KSG members shall have the right to speak during Funding Committee meeting
      iii) Meeting minutes shall be made public and minutes pertaining to a funding recommendation shall be distributed to the KSG general body prior to the next General Meeting.

   d) Duties and powers of the Director of the Funding Committee
      i) Preside over Funding Committee meetings
      ii) Call a special committee meeting at any time
iii) Vote in Funding Committee meetings only in the event of a tie
iv) Appoint and remove members of the Funding Committee, in consultation with the Executive Board
e) Duties and powers of the Assistant Director of the Funding Committee
   i) Assume the duties of the Director of the Funding Committee upon the Director’s absence or request
   ii) Record minutes at all Funding Committee meetings
   iii) Vote in Funding Committee meetings
f) Funding eligibility requirements for student organizations
   i) Registered Kelley Student Organization in good standing
   ii) The organization is not directly funded or supported by the Kelley School of Business
   iii) The Funding Application must be submitted on or before the deadline specified by the Funding Committee
   iv) All applicable sections of the Funding Application must be completed accurately
g) Funding guidelines
   i) The program benefits the majority of the Kelley Student Body.
   ii) The program encourages collaboration among Kelley organizations.
   iii) The program enhances the reputation of the Kelley School of Business.
   iv) The program promotes student engagement
   v) The program adheres to the Kelley values
   vi) The program presents a unique/creative opportunity

Section 6.1 Meeting Policy

1) Meeting Agenda
   a) Notice of the time and place of the meeting together with a proposed agenda and all available, pertinent material shall be delivered to each member of the general body not less than two days before a general meeting.
   b) Any person who wishes to bring a matter to agenda may do so by submitting such communication in writing to the President not less than three days prior to a general meeting for approval by the President.
2) The minutes of all regular and special meetings of the Executive Officers shall be kept by the Executive Vice President. Such minutes, following approval, shall be open to the public.
3) The President will provide an opportunity for public comment at each regular meeting. The President is authorized to determine how and when such comments will be taken and may place reasonable limits on the length of such comments.