BY-LAWS

FRANCOPHONE STUDENT ASSOCIATION
at Indiana University Purdue University Indianapolis (IUPUI)

ARTICLE I – Parliamentary Authority

The rules contained in “Robert’s Rules of Order” shall govern the organization in all cases in which they are applicable, and in which they are not inconsistent with the constitution or by-laws of this organization.

ARTICLE II – Membership

Section 1 – Voting Membership:

All voting members are expected to uphold the IUPUI “Student Code of Conduct.” In order to claim membership for a particular academic year, a voting member is required to attend at least one general meeting and two activities/events during a regular academic year and submit a membership form. Should a voting member completely withdraw from IUPUI, transfer to another university or Indiana University Campus, and/or graduate, the person’s voting privileges will be revoked. In order to encourage academic achievement, voting members shall be considered in “good academic standing” by IUPUI. For organization activities and special events that supplement the costs of an individual’s participation (such as eating out at a restaurant or the purchase of admission tickets) only voting members may benefit from this subsidized cost. Membership is free and must be renewed on an annual basis.

Section 2 – Honorary members:

Honorary members may not vote on organization business or matters. However, they may attend general meetings and participate in activities and events. In order to claim membership, an honorary member is required to attend at least one general meeting and two activities/events during a regular academic year. Membership is free and must be renewed on an annual basis.

Section 3 – Members’ Rights:

Members are granted full participatory rights as accorded by the articles of the Constitution and the By-laws, their respective membership category, and “Roberts Rules of Order.”
Section 4 – Resignation Process:

Any member may resign from her or his membership at any time through a written letter addressed to an officer.

Section 5 – Expulsion procedures/termination of membership:

Part A – Conditions for termination of voting membership:

A voting member will meet the conditions of membership termination if she or he:

- Falls into academic probation; or
- Is found guilty of violating the IUPUI Student Code of Conduct; or
- Does not attend the required number of general meetings and activities/events without an acceptable excuse. The acceptable excuses are personal illness, a personal/family emergency, and transportation difficulties; or
- Refuses to abide by the current “Constitution” and “By-Laws.”

Part B– Conditions for termination of honorary membership:

An honorary member will meet the conditions of membership termination if she or he:

- Is found to have collaborated with another IUPUI student in violating the IUPUI Student Code of Conduct; or
- Does not attend the required number of general meetings and activities/events without an acceptable excuse. The acceptable excuses are personal illness, a personal/family emergency, and transportation difficulties; or
- Refuses to abide by the current “Constitution” and “By-Laws.”

Part C– Termination procedures of general membership:

Should any voting or honorary member meet any of her or his respective conditions for termination of membership, the President of the organization with an adviser co-signature will write an official letter to the member explaining that she or he has met at least one of the conditions for termination of membership. At the subsequent general meeting, the general member may present her or his case from a written statement explaining why she or he has met at least one of the conditions. Whether the member is present or not, all voting members present at this general meeting will then vote by method of secret ballot on whether or not to terminate this person’s membership. Termination shall require a majority 51% vote. At least one officer, one voting member, and one honorary member shall count the votes. If the vote is in favor of terminating the membership, the
decision shall be final. However, the individual will be able to reapply for subsequent academic years.

**ARTICLE III – Officers**

**Section 1 – Qualifications:**

An officer may be from any school at IUPUI and should represent at least one of the following qualifications: 1) Currently completing a major in French, French Education, or a dual major that includes French; or 2) Currently completing a minor in French; or 3) be of francophone origin. In order to encourage academic achievement, officers shall be considered in “good academic standing” by IUPUI.

**Section 2 – Conditions & Process for Replacement and Resignation:**

**Part A – Conditions for Replacement:**

An officer will meet the conditions of replacement if the she or he:

- Falls into academic probation; or
- Is found guilty of violating the IUPUI Student Code of Conduct; or
- Does not attend at least 75% of the officer’s meetings without an acceptable excuse. The acceptable excuses are personal illness, a personal/family emergency, and transportation difficulties; or
- Refuses to abide by the current “Constitution” and “By-Laws.”

**Part B – Process of Replacement:**

In the event that an officer meets at least one of the “conditions for replacement,” a temporary “FSA Officer Replacement Committee” will be established. It will be chaired by the FSA adviser and be composed of one officer, one voting member, and one honorary member. (Total of 4 people) The temporary “FSA Officer Replacement Committee” will oversee all official FSA business regarding the proposed replacement of the officer.

- 1st Step: Written notification from the temporary “FSA Officer Replacement Committee” shall be presented to the officer and the general membership. Written notification will clearly explain the reasons and offer proof for the proposed replacement. At the subsequent general meeting, the officer will be free to address the general members and explain her or his conduct. Then, a secret ballot vote shall be taken from FSA voting members who are present at the meeting. A majority 51% vote will be required to replace the officer. The officer facing proposed replacement shall be issued the results of
the vote in written form. If the vote is in favor of replacement, she or he shall have one month in order to complete the steps under “Part C-Process of Resignation,” except for issuing a written statement to the general membership. If the vote is not in favor of replacement, then the officer may continue the rest of her or his elected term but will be banned from serving in officer positions in subsequent academic years.

2nd Step: (Conditional) If the officer disagrees with the decision of the voting membership, a written letter of grievance may be filed with the temporary “FSA Officer Replacement Committee”. The adviser will then propose a secret ballot vote on the letter of grievance before the IUPUI School of Liberal Arts Student Council. A majority vote of 51% from voting council members who are present at the meeting is required to accept the grievance. The officer facing proposed replacement shall be issued a written response from the temporary “FSA Officer Replacement Committee” on behalf of the IUPUI School of Liberal Arts Student Council. If the grievance is rejected, the termination decision will be final and the officer shall have one month in order to complete the steps under “Part C-Process of Resignation” except for notifying the general membership through a written statement. If the grievance is accepted, then the officer may continue the rest of her or his elected term but will be banned from serving in officer positions in subsequent academic years.

Part C – Process of Resignation:

An officer is free to resign from her or his position at any moment during her or his elected term. However, the officer should complete the following actions before the resignation will be complete:

- Notify the general membership in a written statement;
- Return any organization resources, files (hard copy or electronic), or funds to the officers; and
- Settle any outstanding financial debts/obligations either owed to the organization and/or IUPUI.

An officer who resigns will still be considered a voting member, as long as she or he has completed or will complete attendance requirements.

Part D – Election of Replaced or Resigned Officers:

In the event of a replacement or resignation of an officer, all candidates for the officer position shall officially declare their interest in writing to the current officers and voting members at the subsequent general meeting. At this time, a
vote by secret ballot will be taken among those voting members present. The newly elected officer shall serve out the remainder of the academic year. Organizational leadership shall notify all applicable IUPUI authorities and the general membership about the newly elected officer within five days.

Part E – Specific duties and responsibilities of each officer position:

**President:**
- As necessary, attends IUPUI School of Liberal Arts Student Council meetings and, if applicable, Undergraduate Student Government meetings;
- Leads all officer’s and general meetings according to the agenda.

**Vice President:**
- Manages event financial logistics in coordination with other FSA officers and members;
- Purchases and/or acquires learning resources and event supplies;
- Coordinates food set-up and hospitality amenities for activities and events;
- Acquires food quotes and coordinates food pick-up/delivery services;
- Schedules/acquires all rooms for FSA events and meetings, including attaining applicable log-in information in order to use A/V equipment;
- Coordinates “Cube” set-up logistics in the Campus Center.

**Treasurer:**
- Performs the following financial management duties:
  - Tracking of all FSA budget expenditures;
  - Works directly with School of Liberal Arts and/or other official IUPUI funding representative(s);
  - Collects, photocopies, and tracks all receipts from expenditures;
  - Passes-on all receipts from expenditures to the appropriate official IUPUI funding representative;
  - Submits all appropriate financial documentation to the appropriate IUPUI authorities; and
  - Oversees the proper use of FSA funds.
- Develops ethical financial management guidelines for FSA, including how decisions should be reached on budget expenditures;
- As necessary, provides brief financial reports to FSA officers and general membership.
Secretary:
- Transcribes the minutes of all officer and general meetings and distributes those minutes by email in a PDF document;
- Makes appropriate edits to the minutes of all officer and general meetings;
- Manages all official, non-financial documents/files, such as membership forms, attendance forms, the Constitution, and the By-laws;
  - Hard copies;
  - Electronic files;
  - Coordinates with Public Relations Officer to insure that Oncourse files are up-to-date;
  - Coordinates with Website and Documentation Officer to insure that all website files are up-to-date;
- Coordinates and manages the attendance records for all meetings, activities, and events;
- Develops and manages the official calendar;
- Schedules special guests for officer meetings.

Public Relations (PR) Officer:
- Distributes all official electronic communications;
- Coordinates marketing for meetings, activities, and events with the Department of World Languages and Cultures (WLAC) secretary;
- Promotes events in a timely, efficient, and professional manner;
- Develops and manages the distribution of marketing/promotions materials;
- Manages the organization’s email account and Oncourse account;
- Assists in providing web-site content to Website and Documentation officer.

Website & Documentation Officer:
- Develops and makes approved edits (as appointed by the organizational leadership) to all official organization documents;
- Creates officer and general meeting agendas for the President;
- Develops, creates content, and/or manages FSA website in coordination with input from the Public Relations (PR) Officer.
ARTICLE IV – Election of Organization Leadership, Term Details, FSA Election Committee, Absentee Ballots, Declaring Candidacy

Section 1 – Election Month:

OFFICERS shall be elected each April by the voting membership. Elections shall be advertised by normal communication methods starting at least two months before the election date.

Section 2 – Term Details:

All officers are elected to a one-year term and begin official leadership duties on May 1st of each calendar year. If the need arises, replacement officers shall assume their responsibilities immediately upon appointment by the organizational leadership and will serve the rest of her or his term up until April 30th.

Section 3 – Temporary “FSA Election Committee”:

A temporary “FSA Election Committee” made up of one officer, one voting member, and one honorary member shall be formed and be chaired by the FSA adviser. This committee will oversee and coordinate the elections. A member of this committee may not be a candidate for the following year. Specific duties include but are not limited to recording candidates, preparing voting ballots, overseeing secret ballot/absentee ballot logistics, counting and recording votes, and reporting election results. Election results shall be reported in an official email to all members through the FSA Public Relations (PR) officer. Results will be issued within three days of the vote. The committee will be formed at least two months before the election date in order to properly accept candidates’ declarations. Once the election results have been reported, the temporary “FSA Election Committee” will be officially disbanded.

Section 4 – Absentee Ballots

In order for an absentee ballot to count, a voting member must request an absentee ballot within 7 days of the proposed vote. Absentee ballots shall be submitted to a representative of the “FSA Election Committee” before the vote is taken.

Section 5 – Declaring Candidacy:

Candidates for officer positions will be able to declare their candidacy starting two months and up to seven days before the election date. Candidates should declare their candidacy in a written letter to a representative of the “FSA Election Committee.” Candidacy declaration letters should include the following details:

- Brief biographical information;
- Name of the officer position;
• Brief explanation of the reasons for wanting to become an officer.

**ARTICLE VI – Executive Committee**

An executive committee does not exist at this moment.

**ARTICLE VII – Standing and Temporary Committees**

Standing and temporary committees shall be created for the purposes of upholding the FSA mission and the articles of both the Constitution and the By-laws.

**ARTICLE VIII – Adviser’s Responsibilities**

- As needed, provide morale support and advice to the officers and general membership of the organization;
- Meet with all of the officers at least two times during an academic year;
- As needed, act as a liaison between the voting membership and IUPUI faculty/administration;
- Share information about the French language or Francophone cultures that may be useful to the organization;
- Attend at least one general meeting during an academic year;
- As needed, chair a temporary committee for FSA purposes as contained in either the Constitution or By-laws;
- As needed, assist in settling disputes among general membership;
- Act in a professional manner towards the general membership.

**ARTICLE IX – Meeting Requirements (including quorum numbers)**

**Section 1 – Officer Meetings:**

Officer meetings will last at least 30 minutes and no longer than 90 minutes. In addition, these meetings shall follow a set agenda and will be led by the President. All meetings will take place at the IUPUI downtown campus. Locations, meeting dates, and times will be made available on the official calendar, as well as issued to all general members at least 2 weeks in advance of the meeting date. Meetings will not be held during the summer months. A quorum of at least four officers must be present in order to hold a meeting.

**Section 2 – General Meetings:**
General meetings will last at least 30 minutes and no longer than 90 minutes. In addition, these meetings shall follow a set agenda and will be led by the President. On-campus activities, events, or group outings are not included as “general meetings.” All meetings will take place at the IUPUI downtown campus. Locations, meeting dates, and times will be made available on the official calendar, as well as issued to all general members at least 2 weeks in advance of the meeting date. Meetings will not be held during the summer months. A quorum of at least 10 general members must be present in order to hold a meeting.

**ARTICLE X – Method of Amending By-Laws**

**Section 1 – Proposals:**

Anyone from the voting membership may introduce an amendment by reading from a written letter during a general meeting. The amendment will be voted upon during the same general meeting in which it is first introduced. As soon as an amendment is proposed, a temporary “FSA Amendment Committee” made up of one officer, one voting member, one honorary member, shall be formed and be chaired by the FSA adviser. *(Total of 4 people)* A copy of the amendment proposal shall be given to the temporary “FSA Amendment Committee”

**Section 2 – Voting Requirements:**

Only voting membership may vote on the amendment. Voting on the proposal will be done by secret ballot. The temporary “FSA Amendment Committee” will coordinate, count, and report the results of the vote in an official email to all members through the FSA Public Relations (PR) officer. Results will be issued within three days of the vote.

**Section 3 – Conditions for Amending:**

Amending the by-laws shall require a majority 2/3 vote from the voting membership present at the general meeting in which the vote was taken.

**Section 4 – Recording Amendments:**

If an amendment has passed, an FSA officer shall issue an edit-capable electronic version of the current by-laws to the “FSA Amendment Committee.” The amendment will be written into the by-laws by the “FSA Amendment Committee” and the wording that has been amendment will be deleted. The part of the by-laws that has been amended shall state the clause “Amended and the date of the amendment” in the following format: [AMENDED mm/dd/yyyy]. Subsequently, an updated version of the by-laws shall be issued to all FSA general membership, the appropriate FSA officer, all appropriate IUPUI authorities, and updated on any official FSA public relations outlets within 5 days of the
amendment. Once the amendment has been fully presented and updated, the temporary “FSA Amendment Committee” will be officially disbanded.

**ARTICLE XI – Privacy Policy**

It is the policy of the Francophone Student Association (FSA) at Indiana University Purdue University Indianapolis (IUPUI) to securely guard the personal information of all members, including but not limited to student identification numbers, phone numbers, email addresses, home addresses, and grade reports. The FSA will not share, sell, or distribute the personal information of any general member except where obligated by IUPUI, a court of law, or as required in a police investigation. Information that is requested from general members will only be used for the purposes of the FSA and to verify conditions for membership. Hard copies of membership forms will be securely stored under lock and key and will only be accessible by FSA officers. Electronic files and information will be securely stored with the respective FSA officer.