

***Constitution of the Student Advisory Board of the  
Department of Comparative Literature (SABCMLT)***

**PREAMBLE**

The main purposes of the Student Advisory Board of the Department of Comparative Literature (hereafter called SABCMLT) are to foster greater awareness of students' academic interests among fellow students, to create more opportunities for social and professional exchanges among students and faculty, to improve communications between faculty and students, and to promote comparative studies in general.

**Article I: MEMBERSHIP**

- 1) Participation in the SABCMLT is 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.
- 2) All graduate students who major or minor in the Department of Comparative Literature hold the status of full membership in the SABCMLT. Holding full membership means that students can vote in SABCMLT elections. Moreover, we maintain that only graduate student majors (or double majors) shall hold executive board positions in the organization.
- 3) Associate membership in the SABCMLT is open to all interested persons, including undergraduate students, and all university faculty and staff who are interested in the promotion of comparative studies. Associate members do not vote in SABCMLT elections.

**Article II. UNIVERSITY COMPLIANCE**

**This organization shall comply with all Indiana University regulations, and local, state and federal laws.**

**Article III. EXECUTIVE OFFICERS**

The Executive Committee of the SABCMLT is composed of 2 Chairpersons (hereafter called Chairs), 1 Treasurer, 1-2 Academic Coordinators, 1-2 Social Coordinators and 1 G.P.S.O. Representative. The section below further describes the responsibilities of the officers.

- 1) The Co-Chair of Faculty Affairs:
  - a) Shall act as a special liaison with the Department administration and the Faculty. More specifically, this co-chair is required to attend the monthly faculty meetings.
  - b) Shall hold the responsibility of auditing the account books of the SABCMLT with the Treasurer.
- 2) The Co-Chair of Student Affairs:
  - a) Shall act as a special liaison with the students in the department and the greater university community and its organizations.
  - b) Shall be the contact person for student consultation with the SABCMLT.

3) Shared duties of the Co-Chairs:

- a) Both Chairs will organize the Academic and Social Coordinators, and the GPSO representative for the department.
- b) For the regular meetings of the SABCMLT and Executive Committee, the Chairs will alternate in the role of meeting leader.
- c) The Chairs will coordinate the communication of all pertinent information, and they will divide up these responsibilities as they deem fit.

4) The Treasurer:

- a) Shall maintain the financial and administrative records of the activities of the SABCMLT, in consultation with the Chairs. These duties include management of the Student Organizational Financial Account books and the organization's e-mail account.

5) The Social Coordinator(s):

- a) Shall foster a collegial environment within the department and I.U. community by organizing events, which enable the students and faculty to collectively interact in diverse activities. These activities may consist of events that connect solely students from varying departments or events that connect faculty and students. Moreover, the Social Coordinator is responsible for recruiting student participation and organizing events for those visitors who are prospective students or potential faculty hires.

6) The Academic Coordinators(s):

- a) Shall foster a scholastic environment within the department and I.U. community by organizing events, which enable the students and faculty to advance their shared intellectual pursuits. More specifically, the Academic Coordinators organize and delegate responsibilities for the C. Clifford Flanigan Memorial Colloquium for late March and the Ilinca Zarifopol Johnston Memorial Colloquium for the full academic year. It is also encouraged that the academic coordinators attend the faculty meetings.

7) The G.P.S.O. Representative of the Department of Comparative Literature:

- a) Shall serve as a liaison between the CMLTSAB and the G.P.S.O., and acts as a voting member on the SABCMLT Executive Committee.

8) The Responsibilities of the Executive Committee:

- b) The Executive Committee will assume the responsibility for advancing and developing the aims and purposes of the SABCMLT.
- c) The Executive Committee will meet at monthly meetings and will present reports for consideration by the full membership as needed.

- d) The Executive Committee will propose the SABCMLT's budget to the full membership for consideration. Thereafter, the Executive Committee will vote on matters of the budget.
- e) In the case that an office is vacant due to a lack of candidates, the Executive Committee may decide whether to divide the responsibilities of that office, or directly appoint a replacement to hold the office until the next election in the spring semester.

#### **Article V: VOLUNTEERS FOR THE SABCMLT**

Full members of the SABCMLT may serve as volunteers for the SABCMLT. These volunteers do not act as full executive committee officers per se, but they do serve to advance the activities and goals of the organization. For example, these volunteers are not required to attend monthly meetings, but they are encouraged to do so.

#### **Article VI: FACULTY COMMITTEE REPRESENTATIVES**

As the student representatives of the department, the SABCMLT facilitates the elections of those graduate students who serve on Faculty Committees. These committee members are also regarded as Volunteers for the SABCMLT, and also, SABCMLT officers may hold these positions if they choose to do so. For the Graduate Affairs, AI Affairs, Undergraduate Studies, Comparative Arts, Translation, and Development Committees, graduate student participants will be accepted for participation based on self-nomination. In all cases where more than one participant is nominated, a graduate student vote will decide the participant. In those instances when no student receives a nomination, the current SABCMLT members will collectively recruit students for that position based on merit. For the Admissions Committee, the faculty will choose these graduate student representatives.

#### **Article VII: ADVISOR**

The Advisor reviews and signs all financial documents, recommends additional funding and advertising sources, and helps in the organization of the annual conference. The Advisor cannot be the serving Department Chair and if the nominated advisor is a member of Adjunct Faculty, their appointment is subject to approval by the SABCMLT executive committee. All advisors serve for one academic year. Lastly, if the board cannot resolve a matter through voting, the advisor can serve as a tie-breaker in the vote.

#### **Article VIII: MEETINGS**

- 1) Regular meetings of the SABCMLT Co-Chairs will be held at the Co-chairs' mutual decision, and Executive Committee officers need only attend ONE meeting per month. If the Co-chairs deem that a meeting is unnecessary for a given month, they will inform the executive committee in advance. Moreover, a monthly meeting is to be convened during a time that is mutually acceptable for the executive committee. The only absentee to the meeting will be in the case of an executive committee member attending the departmental Faculty meeting. This will be done on a rotating basis, so that one member is not always absent from the executive committee meetings. SABCMLT officers must attend these monthly meetings in order to retain their positions.
- 2) The Chairs set the agenda for meetings. Any officer, member or faculty member may propose to put issues on the agenda, but these items shall be submitted 2 days ahead of time to the Chairs.

- 3) Upon due notice in writing, the chairpersons may call a special meeting of the SABCMLT as needed. The SABCMLT will also give whatever support it can to special meetings or conferences supported by its students and the department. Additionally, any meetings between executive board members is at the discretion of the members in question.
- 4) Voting in Meetings: For those votes that do not involve elections, only officers of the Executive Committee may vote upon an issue.

### **Article IX: ELECTIONS**

- 1) Elections will be held once a year during the final months of the spring semester. The graduate students will be informed of these events through e-mail messages. As a general guideline, we have prepared the following schedule for SABCMLT elections:
  - In the 6th week of spring semester, we solicit nominations for SAB elections.
  - In the 10th week (i.e., week after spring break), nominations are due.
  - In the 11th week, if multiple candidates exist for the same position, personal statements will be distributed to the student body as a means to identify merit, etc.
  - In the 12th-13th week, the voting will occur.
  - In the 14th-15th week, new officials meet with the old officials to plan transition.
  - On August 15th or as otherwise decided by officers, new people take office.
- 2) Any graduate student – who is majoring in the Department of Comparative Literature – may nominate themselves or other graduate student majors for an officer position. Moreover, it is encouraged that 2<sup>nd</sup> year students serve as executive officers, and it is required that the offices of chairpersons be held by an experienced graduate student, preferably one who has held a previous position in SABCMLT. In effect, 1<sup>st</sup> year students can be nominated for officer positions for the following academic year since elections are held in the spring.
- 3) Comparative Literature students (i.e., full members) vote in elections by sending an e-mail message to the Comparative Literature e-mail account ([complit@indiana.edu](mailto:complit@indiana.edu)), or via sealed envelope to a ballot box in the department. Voters have one week to send their vote to the dept. e-mail account or a ballot box in the CMLT offices. If multiple candidates exist for the same position, candidates will write up a personal statement to be e-mailed to the listserves. The vote will be tallied by the Advisor or office staff, and the results will be announced.
- 4) Once the elections have been finalized, the current Executive Committee officers will train the incoming officers on the responsibilities of their position. If the current officers cannot do so, the Chairs will train the incoming Officers.

### **Article X: NON-HAZING**

**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.**

### **Article XI: DUES AND BUDGETS**

- 1) There are no dues charged for officer positions in the SABCMLT.

- 2) All budget issues are to be voted upon by the SABCMLT Executive Committee officers.
- 4) By and large, the Department of Comparative Literature allocates a certain amount of funding for SABCMLT activities. These departmental funds must be requested and approved through the department's administrative assistants and departmental chair beforehand. The department typically requests that the SABCMLT officers themselves purchase necessary materials, such as food items, and then provide the receipt for reimbursement. From there, the Department of Comparative Literature will apply for a check from the university for the individual(s) who originally purchased the items.
- 5) In addition to departmental funding, certain entities on campus provide funds for student organizations in order to enhance the activities and interactions of student organizations. One example of these groups is I.U.S.A. AID: <http://www.indiana.edu/~iusaaid/>.

#### **Article XII: FINANCES**

- 1) The Executive Committee is in charge of organizing financial affairs, but the Chairs and Treasurer are largely responsible for the minutia of these items.
- 2) The SABCMLT has a Student Organization Account with Indiana University, and the Treasurer is the officer who monitors the account.

#### **Article XIII: AMENDMENTS**

- 1). Any member may propose to amend the constitution and by-laws. Proposals may be submitted at any time through any medium and will be discussed by the Executive Committee. Additionally, the proposed amendment will be sent to the Comparative Literature student listserves as a means of gaining student input.
- 2) Once the Executive Committee gathers student input and discusses the proposal, they will vote on whether to either ratify the amendment or to seek consultation with the Advisor.
- 2) Proposed amendments are ratified by a two-thirds majority of those officers voting. Officers away from campus will be given due notice of proposed amendment votes and may return absentee ballots, which must be received by the time in which the voting is to occur.