

The Innovative Digital Technology Association Constitution

Article I: Name

The name of this organization shall be the **Innovative Digital Technology Association at UW-Stout**.

Article II: Purpose

The purpose of the Innovative Digital Technology Association at UW-Stout shall be:

- a. To provide opportunities for students to pursue their personal, professional and academic goals with real world experience and guidance, in a passionate student-led organization.
- b. To connect students with industry professionals, to strengthen their digital marketing skill sets.
- c. To work together to foster industry-focused community and business connections, which we can work with to exercise and improve our talents.
- d. To provide students with opportunities to further their education by attending industry conferences and summits, when appropriate.

Article III: Membership

Membership is open to all registered on-campus students in good standing at the University of Wisconsin-Stout. All student organization members must maintain, at minimum, a 2.0 grade-point average (on a 4.0 scale) to be eligible for participation in a Recognized Student Organization.

The Innovative Digital Technology Association at UW-Stout will not discriminate against membership of any individual based upon race, gender, religion, ancestry, age, veteran status, marital status, sexual orientation, income, physical ability or political ideology, unless specified in the governing document of the organization or pursuant to an exception recognized by University, local, state or federal laws / ordinances.

- A. The Innovative Digital Technology Association at UW-Stout defines *active members* as members that attend one or more meetings each month in which meetings are held.
- B. Membership to the Innovative Digital Technology Association at UW-Stout offers the potential for full or partial funding for professional conferences and industry events, direct connections with employers for potential internships, and direct interaction with industry professionals.
- C. The Innovative Digital Technology Association will extend partial membership to interested, currently enrolled customized-instruction students.
 - a. Partial Membership is structured as such that:
 - i. Participation in discussions and attendance at free speaker events via telecommunications, or in-person when appropriate is encouraged.
 - ii. Partial members are responsible for raising their own funds to attend conferences or paid community events, and will not be aided by any segregated-fee-funded equipment or resources.
 - iii. They will not be given voting rights in the annual IDMA elections.

iv. They cannot be elected to the executive board.

D. Community members interested in the industry of digital marketing will be permitted and encouraged to participate in discussions, but will not be extended membership.

Article IV: Officers

A. Officers of the Organization shall be as follows:

- President
- Vice President
- Treasurer
- Secretary
- Graphics Director

B. Duties of Officers.

President:

- Organize and coordinate meetings
- Meet bi-weekly with the organization advisor and vice president
- Chair executive board and member meetings
- Collaborate with other executives in coordinating next year's election schedule
- Work with other executives on creation and posting of all social media and public relations initiatives
- Renew organization recognition with the Organizational Affairs Committee of the Stout Student Association in September of each year, and ensure all paperwork is submitted for renewal
- Complete the officer agreement form in September of each year

Vice President

- Meet bi-weekly with the organization advisor and president
- Work with secretary to coordinate outreach for potential speakers/events
- Perform duties of the president in their absence
- Work with other executives on creation and posting of all social media and public relations initiatives
- Create all marketing materials for promotion of organization
- Responsible for completing the officer agreement form in September of each year

Treasurer

- Perform the duties of the president if both the president and vice president are absent
- Establish and keep record of funds in organization's bank account
- Organize, collect and deposit member dues into organization's bank account
- Get estimates of the cost for all trips, speakers, and other paid organization activities
- Work with other executives on creation and posting of all social media and public

relations initiatives

- Collaborate with other executives in coordinating next year's election schedule
- Responsible for completing the officer agreement form in September of each year
- Submit budget requests to the Financial Affairs Committee of the Stout Student Association as needed

Social Media Director

- Shall send alerts of meeting time and location to all members twenty-four hours in advance of any meetings.
- Take and keep record of membership and attendance
- Record and distribute meeting minutes to all members
- Record and file all motions, recommendations and election results
- Give written notice to members that have accumulated two absences
- Work with the vice president to publicize and announce elections of executive board position
- Maintain and keep updated Connect page
- Check and respond to all emails
- Work with other executives on creation and posting of all social media and public relations initiatives
- Coordinate the next year's election schedule in consultation with the other members of the executive board.
- Manage the organization email account

Graphics Director

- Supervise and direct the creation of new videos on industry topics every other Tuesday. The purpose of these videos shall be:
 - To provide students with updates on industry trends
 - To offer resources to students interested in digital marketing
 - To assist the Innovative Digital Technology Association at UW-Stout with achieving brand recognition and awareness for recruitment
- Manage the creation of videos to promote our organization
- Work with other executives on creation and posting of all social media and public relations initiatives
- Review and track the analytics on our published videos to identify areas for improvement
- Coordinate interviews with relevant people and industry professionals for videos

C. Election of Officers

a. Election Schedule

- i. Elections will be held at least three weeks prior to the beginning of the spring semester evaluation week.
- ii. The election schedule for the year will be determined by the executive board within three weeks of the beginning of the spring semester, and distributed to all active members.

b. Voting Eligibility

- i. All members that attend one or more meetings a month for the semester in which elections occur will be eligible to vote.
- c. Candidate Eligibility
 - i. Members who have been involved in the organization for a minimum of one year, and have attended one or more meetings a month are eligible to campaign for election to one of the officer positions.
- d. Election Rules
 - i. Members interested in campaigning for election will be given a two-week period prior to elections in which they may campaign.
 - ii. Members interested in running for office must acquire twenty-five signatures of endorsement from the student body in order to be placed on the ballot.
 - iii. All other eligible members may run as write-in candidates without acquiring the twenty-five signatures.
 - iv. In case of a tie, the top two candidates as determined by number of votes will be given another five minutes to present to the members again, and another vote will be taken.
 - 1. In case of another tie, members of the current executive board will interview the tied candidates and select the best fit by majority vote.
 - v. Candidates must be willing to submit a letter of good academic standing.
- D. Officer Terms
 - a. Officers shall take office at the beginning of the fall semester and shall serve for a period of one year.

Article V: Removal of Officers

- A. Officers failing to fulfill the given responsibilities and duties may be removed by the active members of the Innovative Digital Technology Association at UW-Stout.
- B. The removal of an officer requires a 60% vote of a quorum following the notification of the officer in question. Such notification shall be provided in writing no less than seven working days prior to the vote.
- C. The officer accused shall be given the opportunity to defend their position if they send written notification of this request no less than three working days prior to the vote.
 - a. This hearing will be chaired by the president, unless the president is the accused or accuser. In that case, the duty would fall on the Vice President.
 - b. This hearing will take place prior to voting, and both the accused and the accuser will be offered five minutes to present their sides. They will also be allotted one minute to respond after hearing their opposition's argument.

Article VI: Replacement of Officers

- A. In the case where the Presidential Office is vacant, the Vice President will immediately fill the position.
- B. All other executive board positions found to be vacant shall be filled by appointment from the President, and confirmation by voting members immediately.

Article VII: Advisor

- A. The advisor of the Innovative Digital Technology Association at UW-Stout must be a faculty or staff member of the University of Wisconsin – Stout.
- B. The student organization advisor serves in a voluntary or assigned capacity to the recognized student organization and provides guidance, direction, advice, and continuity to the members of the organization.
- C. The advisor will be selected by the newly elected executive board members prior to the end of the spring semester.

Article VIII: Meetings

- A. A regularly scheduled general meeting shall be held at least twice per month. The officers may call additional meetings when the need arises.
- B. A quorum shall consist of 50% of the regular members.
- C. A quorum shall be present in order for any official business to be conducted. Official business shall include election of officers, setting of dues, and any other major decisions that affect the Innovative Digital Technology Association at UW-Stout.

Article IX: Amendments

- A. All amendments to this constitution require notice of one month prior to being discussed and voted upon.
- B. All amendments require a 2/3 vote of a quorum for adoption.

Article X: Finance

- A. Dues
 - a. The amount of dues will be determined by the second meeting of the fall semester, and brought forth to be voted on by the members.
- B. The treasurer is responsible for all organizational monies the organization must comply with all university and SSA policies.
- C. The Innovative Digital Technology Association at UW-Stout shall set up a university bank account to handle all organization funding.
 - a. The treasurer will keep record of every person granted access to the bank account and ensure the advisor is an authorized user.