

SIMA Constitution

ARTICLE I: Name

The official name of this organization shall be the School of Information Masters' Association (SIMA) of The University of Michigan.

ARTICLE II: Mission & Purpose

The purpose and aim of this organization shall be:

- To provide official representation and a method of communication for School of Information masters students within the university.
- To ensure effective communication among School of Information masters students, and between the student body and the Administration.
- To develop, in conjunction with other groups, professional attitudes in School of Information masters students from the beginning of their association with the profession by:
 - Providing activities to stimulate in the members an awareness of the scope and the ramifications of the profession outside the university.
 - Encouraging involvement in activities beyond the classroom.
 - Scheduling activities and functions whereby the Administration, faculty, staff, and masters students of the School of Information of The University of Michigan may become better acquainted.

ARTICLE III: Affiliations

SIMA is a sponsored student organization affiliated with the School of Information's Office of Student Affairs.

ARTICLE IV: Membership

All graduate students currently registered in the School of Information of The University of Michigan shall be voting members of this organization. All officers and committee members must be currently registered in the School of Information.

SIMA is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual

orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations.

Upon joining the organization, all members agree not to undermine the purpose or mission of SIMA.

ARTICLE V: Officers

Officers of the organization shall include a President, Vice President, Treasurer, Information Manager, Diversity Coordinator, Event Coordinator, Alumni Relations Officer, and MHI Representative. These eight officers shall constitute the Executive Board of the organization.

The responsibilities of this board shall be:

- To formulate and make public bylaws which they will operate under during the term in office (responsibilities of committees, appointment of committees, etc.);
- To appoint any individuals or committees needed to represent the organization, or to carry out its functions;
- To convene the Student Officers Council (SOC), which is comprised of officers of all student organizations, for the purpose of coordinating activities of student organizations;
- To carry out additional responsibilities as specified in the document entitled: SIMA Officers' Responsibilities.

The **President** shall be the first executive officer of the organization. They shall have the ultimate responsibility for the functioning of the organization and acting as an administrative liaison to the School. The President, if still enrolled as an SI student upon leaving this office, may become an ex-officio member of the Student Officers Council, serving in an advisory capacity.

The **Vice President** shall be the second executive officer of the organization. The Vice President shall assume the duties of the President in the latter's absence, and shall assume the office of President if it be vacated (by other than graduation). The Vice President will be responsible for working with the various SI student representatives throughout the University (i.e. faculty hiring student representative, MSA/RSG representatives, SI Curriculum Committee student representative, etc.). The Vice President will also be responsible for coordinating all SIMA related elections and overseeing the Edmon Lowe election process.

The **Treasurer** shall be the third executive officer of the organization. The Treasurer shall have full responsibility for any financial matters pertaining to the organization and will provide a financial report at the end of every term or as needed.

The **Information Manager** shall be the fourth executive officer of the organization. They take and distribute the minutes of both the Executive Board and Student Officers Council meetings. The Information Manager will also be responsible for maintaining the SIMA website and communication with students and SI student groups.

The **Diversity, Equity, and Inclusion (DEI) Coordinator** shall be the fifth executive officer of the organization. They shall have full responsibility for making sure the voices of all students are represented and heard at the SIMA level and that those concerns are being carried up via SIMA to the administration. They also ensure effective communication between all students and SIMA and encourage diverse involvement in SI activities beyond the classroom. The Diversity Coordinator will also act as the Student Representative for the SI DEI Committee, at the discretion of the DEI Committee.

The **Event Coordinator** will be the sixth executive officer of the organization. The Event Coordinator shall act as the SIMA representative for the planning of all school-wide events. Regular duties will include coordination of the State of the School, Town Hall, SI Prom and any other event such as student/dean forums. The Event Coordinator will also be charged with maintaining the spirit of SIMA and all MSI/MHI students through various social events throughout the year.

The **Masters of Health Informatics (MHI) Student Representative**, elected by HISO, for the School of Information Master's Association, has the primary responsibility of making sure that the voices of the MHI students are represented and heard at the SIMA level and that those concerns are being carried up via SIMA to the administration. They also ensure effective communication between HISO & SIMA, encourage MHI involvement in SI activities beyond the classroom, and other responsibilities as necessary.

The **Alumni Relations Officer** is the eighth and newest officer for the School of Information Masters Association. This SIMA officer will be responsible for coordinating with the Career Development Office to spearhead and manage events that involve the relations between alumni and current students. This officer will also work with other officers to build and foster a community between incoming, current, and graduated SI students. Finally, the Alumni Relations Officer will be responsible for encouraging second-year students to opt into continuing relations with current students after graduation.

ARTICLE VI: Election of Officers

Elections shall be held as necessary. Election processes are outlined in the Elections Guidelines Document. It shall be the responsibility of the Vice President to arrange for the election of officers. If a member of the Executive Board is a candidate for a new position, she/he will not be involved in the counting of ballots. In the event that all officers are candidates, an election committee shall be appointed and charged with the running of elections and the counting of ballots. Election of officers shall be by ballot. Voting shall be on a platform selected at the Vice President's discretion. Vacancies in executive offices shall be filled first by a general election or, if need be, by appointment of the Executive Board until the next general election which will be in the next academic term. No elected position shall extend beyond one calendar year without standing for re-election. In general, elections will be staggered with the President, Diversity Coordinator, Treasurer, Alumni Relations officer, and MHI Representative being elected each April and the Vice President, Event Coordinator, and Information Manager being elected each December. Graduating officers will be replaced as necessary by the method outlined above.

ARTICLE VII: Committees

Members of committees will volunteer or, if needed, be appointed by the Executive Board.

ARTICLE VIII: Procedures and Voting

Routine business involving the members may be carried out at convocations or business meetings. Each member of the SIMA Executive Board shall have one vote. The Executive Board may, at its discretion, present any question for a vote of the members in the manner of an election. The vote must be publicized at least one week in advance. All questions requiring a vote by members of the organization will be decided by a simple majority of votes cast, except votes on amendments to this constitution, which shall be conducted as specified in Article IX - Amendments. The members may at any time initiate a referendum by presenting the Executive Board with a petition containing the signatures of 10 percent of the voting members.

Article IX: Removal of Officers or Members

Section 1: Removal of Officers

Any officer of SIMA in violation of SIMA's purpose, constitution, or who fails to fulfill their

responsibilities as outlined in Article IV, may be removed from office by the following process: a) A written request by at least three members of the organization. b) Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak. c) A three-fifths majority vote of eligible voting officers is necessary to remove the officer. The officer in question will not vote. d) If an officer is removed and there is less than one semester left in their term, SIMA has the option to leave the position unfilled. If there is more than one semester left in the removed officer's term, SIMA will hold an election for the empty office.

Section 2: Removal of Members

Any member of SIMA in violation of SIMA's purpose, constitution, or who fails to meet the membership requirements as outlined in Article IV, may have their privileges as a member revoked through the following process:

- a.) A written request by at least three members of the organization must be sent to the Executive Board of the organization.
- b.) Written notification to the member in question, asking the member to be present the next Executive Board meeting and prepared to speak.
- c.) A unanimous decision by the Executive Board members, in consultation with the advisor, to remove the member from the organization.

Article X: Ratification of the Constitution

This constitution must be ratified by two-thirds (2/3) vote of all active members to take effect and shall be reviewed every 3 years.

Article XI: Amendments

Section 1: This constitution is binding to all members of SIMA but it is not binding unto itself. Amendments to the constitution may be proposed in writing by any voting member of SIMA at any meeting at which a quorum is met. The amendments will be placed on the agenda for the next regular meeting and voted on at that time.

Section 2: Proposed amendments will become immediately effective following approval of two-thirds (2/3) vote of all active officers.