

Dated: 01/12/2010

Article I - Name

The name of the organization is the "Indian Students Association" hereafter, referred to as the association or organization.

Article II - Aims and Objectives of the Organization

- A. To enrich the campus of Michigan Technological University with the Indian culture by conducting ethnic and cultural events.
- B. To create an atmosphere and conduct events, where anyone interested in India and its culture can socialize.

Article III – Membership

A. Equal Opportunity:

1. In compliance with Michigan Technological University's Board of Control Equal Opportunity Policy effective 7/20/90, the Association will not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, height, weight, or marital status. The organization must also be committed to the policy of not discriminating against handicapped individuals or veterans.

B. Class of membership

1. Regular members
2. Associate members
3. Honorary members

C. Qualifications and privileges

1. Any individual who wants to be a member of the organization has to pay his or her dues as decided by the association.
2. Regular membership shall be granted to those persons who are currently enrolled students at Michigan Technological University. Regular members have voting privileges and can participate in all of the events conducted by the association. Only regular members have the right to hold office.
3. Associate membership shall be granted to the faculty and employees of Michigan Technological University. Associate members do not have voting privileges. However they can nominate and vote for an advisor for the association. They can participate in all of the events conducted by the association.
4. Honorary membership shall be granted to any person interested in India and its culture and who is not affiliated with Michigan Technological University. Honorary members do not have voting privileges. They can participate in all of the events conducted by the association.

Note: Honorary membership shall be granted to the dependents of the Regular and Associate members, if they are not affiliated to MTU.

D. Removal of the members

1. Any member may be disassociated from the association on the grounds of abusive behavior or behaviors destructive to the association, its member's and/ or its purpose.
2. Removal will require a 2/3-majority vote of regular members, at a meeting at which a quorum is present.

Article IV – Officers

A. Offices:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Public Relations Officer
6. Webmaster

B. Officer Qualifications

1. All officers must be regular members.
2. All officers must have a minimum of 2.0 cumulative G.P.A at the time of election.

C. Term of office

1. Elections will take place at the first meeting of spring semester
2. The officers will begin their term immediately following the elections and will serve through the election at the first meeting of spring semester the following year

D. Elections

1. The executive board decides the date of the elections and announces the date to the members at least two weeks in advance.
2. Any regular member can either nominate himself or any other regular member for any of the offices. Nominations should be sent to any member of the executive board by email or in person.
3. Voting on the day of the election will be by secret ballot. The ballots will be counted by a representative of the Office of the Student Activities of Michigan Technological University, who shall be present throughout the entire voting process on the day of the election.
4. A simple majority of vote of the regular members present at the election, at which a quorum is present, shall determine the outcome.

E. Officer Duties

President:

1. Calls and presides over meetings of the Association.
2. Speaks on behalf of the Organization.
3. Establishes the special committees.

Vice President:

1. Calls and presides over meetings of the Association in the absence of the President.
2. Oversees all committees.
3. Makes sure that the constitution of the association is properly followed and implemented. He/she is also responsible for making revisions and updates when necessary.
4. Act as the Election Chair during the Election Night.

Secretary:

1. Records and preserves the minutes of all general body and E-Board meetings.
2. Maintains a record of the actions taken and correspondence received by the EBoard
3. Inform the members of the decisions taken by the E-Board

Treasurer:

1. The treasurer shall keep records of all income, expenditures and other financial matters

2. Prepare and present a budget for the fall semester as well as the spring semester.
3. An annual financial report should be presented while passing over the office to the new treasurer

Public Relations Officer:

1. Shall publicize all organizational events and facilitate positive exposure of the organization.
2. Maintains a friendly and cooperative relationship with all other campus organizations.

Webmaster:

1. Responsible for the maintenance of the website of the association/organization.
2. Coordinating with the Public Relations Officer for designing publicity materials like Posters/Flyers for various events.

Note: The Executive Board will decide any additional and special duties of the officers.

F. Executive Board

1. The Executive Board (E-Board) is comprised of the officers of the association, presided by the President.
2. The Advisor shall serve as an Ex-officio member of the E-board i.e. he has a say in the E-board meetings but has no vote.
3. If more than one officer (of the association) in the E-board is not in support of a decision, the matter will be taken to the General Body for vote where the decision made will be final.
4. Appoints committee chairs, committee members. All suggestions by the committees thus setup shall be duly considered, decided and implemented.
5. If any of the board members shall miss board meetings, the President should be informed at least 24 hours in advance, unless in case of an emergency.

G. Filling vacancies

1. If a vacancy arises in any of the offices, the E-Board shall nominate a candidate until the next general body meeting, when the date for re-election shall be decided.

H. Impeachment

1. An officer can be removed from the office on the grounds of malfeasance, misfeasance or nonfeasance of their duties by a 2/3-majority vote of regular members, at a meeting at which a quorum is present.
2. A group of at least 5 regular members, who feel the necessity of impeachment, can initiate the process.

Article V - Advisor

- A. The advisor shall be a member of the faculty or staff of the University. He/she maintains continuity, offers guidance, serves as a sounding board, assists officers, and is an allaround resource person.
- B. The Advisor will be sought from among interested persons who are faculty or staff working full-time for the University. The membership will then select and or approve the person they wish to serve in this capacity by a majority vote.
- C. Their name will then be submitted to the Office of Student Activities, which then appoints an advisor, who may or may not be the elected advisor.
- D. The advisor may serve for one or more years with their consent and the approval of the membership and the permission of the Office of Student Activities.

Article VI - Dues

- A. The dues for the year will be decided at the first general body meeting after the elected committee assumes the office.
- B. Dues must be paid to the treasurer by the end of the semester in which the dues for the year are decided.

Article VII - Meetings

- A. The President calls the regular executive board and general body meetings. There shall be at least one general body meetings held every semester.
- B. The E-Board may call special meetings on the request of 5 voting members.
- C. The E-Board may also call special meetings to plan the up-coming events e.g. Graduation Dinner, Parade of Nations, Diwali.
- D. Sixty percent of the regular members should be present to constitute a quorum.
- E. Parliamentary authority of the Association shall be Robert's Rules of Order-Newly Revised.

Article VIII - Events

- A. Special events can be conducted in the interests of majority of its members.
- B. The E-Board or a Special Committee, appointed by the E-Board for the purpose of the special event shall decide on the cultural and other programs that go into the event.
- C. It is required that members be informed about special events ahead of time and have an opportunity for input regarding the cultural and other programs that go into these events.

Article IX – Committees

A. Participation in USG civil rights committee

Whereas it is in the best interest of Indian Students Association that it participates in the USG civil rights committee for the purpose of increasing the quality of civil rights education on campus and increasing the collaboration with the like minded student groups, Indian Students Association will send two representatives to the USG civil rights committee to serve as associate members on that committee during the school year to coordinate activities between Indian Students Association, the USG civil rights committee, and the other students groups represented on the committee.

Article X - Constitution

A. Adoption

1. This constitution must be ratified by a 2/3 majority of the voting members.
2. It will take effect when approved by the Office of Student Activities.

B. Amendments

1. An amendment proposed by a group of 5 voting members will be taken into account for discussion.
2. A 2/3-majority vote of the regular members in the next general body meeting where a quorum is present, shall decide its implementation.
3. It will take effect when the Office of Student Activities approves it.
4. It is mandatory to review the constitution at least every 4 years. The executive board in office shall decide the process for the review.