

Indian Students' Association at Michigan Technological University

Dated: 10/03/2019

Article I - Name

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

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 February 24, 2011, the Association will not discriminate based on race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information, or marital status. In addition, the organization is committed to the policy of not discriminating against disabled individuals and veterans.

B. Class of membership

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

C. Qualifications and privileges

1. 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.

2. 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 of the association. They can participate in all of the events conducted by the association.

3. 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
7. Fundraiser Chair
8. Department Representatives

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 E-Board
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.
3. Reach out to the graduate and undergraduate students equally to ensure equal opportunity of participation in events conducted by the organization.

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.

Fund Raising Chair:

1. Identify organizations and local businesses which can fund the association/organization.
2. Identify new sources to raise funds for specific events.

Department Representative:

1. Reach out to staff, faculty and students at Tech.
2. To address concerns of ISA members in their respective department.
3. Extend support to incoming students in grooming them for Tech.
4. Co-ordinate between the students and the department authorities.
5. Point of contact for E-Board and ISA members in the department.
6. Responsible for marketing all ISA events in the department.
7. Send out mass emails to students and faculty in the department.
8. Should be part of ad-hoc committees formed for specific events.

No. of representatives per department:

1. Mechanical Engineering-Engineering Mechanics	2
2. Electrical & Computer Engineering	2
3. Chemical Engineering and Chemistry	1
4. Civil & Environmental Engineering	1
5. Biological Sciences, Geological/Mining Engineering & Sciences, Biomedical Engineering, Physics, Mathematical Sciences, Kinesiology and Integrative Physiology, Materials Science & Engineering, Forestry	1

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.

6. Executive Board should have a minimum of 2 meetings per month and the Minutes of Meeting (MOM) should be made available to the entire community, through email or shared cloud drive.

7. More than 2 uninformed absences/semester of any board member can call for his/her suspension. This shall be decided by the majority of executive board.

8. The E-Board members, department representatives and students in Advisory board must have good academic standing.

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 all-around 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. Graduate Felicitation, Parade of Nations, Diwali Night.
- 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.
- F. Google Drive (isacomm@mtu.edu) shall be constantly updated with MoM's, Budget documents, planning documents.

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.
- D. Communication on Budget standing, events should be made available to the constituents through newsletter every semester.

Article IX – Committees

A. Participation in USG civil rights committee Whereas it is in the best interest of Indian Students Association that is 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.

Article XI – Advisory Committee

A. Formation and Roles:

1. Formation of an advisory committee consisting of 2-3 faculty and 4-5 PhD/Post-Doc students.
2. This committee will be formed by executive board, with call up on interest and then interviewing the students.
3. This committee will be responsible for:
 - ❖ Academic Orientation.
 - ❖ Career Fair Help.
 - ❖ Support ISA EBM with budget planning.
 - ❖ Provide an orientation of events from previous years.
 - ❖ Decision on Scholarship application.

B. Duration of committee:

The students in this committee will serve for 2 consecutive years, whereas faculty has their freedom to withdraw or continue.

Article XII – Scholarship Funds

A. Background:

1. This is an award of scholarship from ISA.
2. There is a hedge fund named Indian Student Endowed Scholarship.
3. This can provide approximately \$400 every semester.
4. This fund could help the student to purchase books/calculator..etc.

B. Award Decision:

1. The criteria for this scholarship should be determined by the advisory committee.
2. This scholarship should be allocated to students with no financial support from university and any other outside scholarship.
3. Students with departmental funding shall not be eligible to this scholarship.

Article XIII – Budget Structure

A. Guidelines:

1. Every year the E-board should aim at a revenue of 20 % from previous year.
2. Any revenue above 15% shall be split across scholarship fund and emergency student support.
3. 50% of the additional revenue should be sent to the endowed fund
4. 50% of the remaining should be sent to the emergency student fund to help him/her on medical emergencies.

B. Benefits:

This would help to keep the community intact and also help have constant renewal of memberships.