Indian Students' Association at Michigan Technological University

Article I - Name

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

Article II - Objectives of the Organization

Our goal is to enrich the graduate student experience at Michigan Technological University (MTU), particularly for Indian international students, while fostering inclusion for students of all nationalities and cultures. Guided by our motto, "Vasudhaiva Kutumbakam" (The world is one family), we aim to:

- Promote Cultural Harmony: Foster a vibrant cultural atmosphere by organizing diverse cultural events throughout the year, creating opportunities for students to engage, celebrate, and appreciate different traditions.
- Support Student Well-being: Advocate for the community life of students by addressing their concerns and collaborating with MTU administration and other stakeholders to find appropriate resolutions.
- Expand Collaborative Networks: Partner with both on-campus and off-campus organizations that share our vision, working to strengthen and expand the international student community's network.
- Our organization will abide by all Michigan Technological University policies and guidelines, especially relating to on or off-campus activities in which our club may sponsor or in which we may participate.

Article III – Membership

A. Equal Opportunity:

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. Definition of membership, rights, and privileges

1. Regular membership is open and accessible to enrolled students at Michigan Technological University who are currently enrolled in a degree program at MTU. Regular members have voting rights and can participate in all of the events conducted by ISA, including General Body Meetings (GBMs). Only regular members have the right to hold office. The membership is open to all students including those of Indian origin who indicate an interest in the organization and are enrolled at MTU.
2. Faculty and staff form the second type of members. Associate members do not have voting rights but have complete privileges to participate in ISA events, including GBM, and

provide their inputs on ISA activities and events through feedback channels. The Faculty Advisor is nominated, and chosen from Advisory members, in the process as defined in **Article V** of this document.

3. Honorary members are faculty and students who are no longer active employees or students of MTU, and were members of ISA during its years of operation in the past, since its inception in 2015. These are associate and honorary members no longer affiliated with MTU and hence do not have voting rights or access to participate in events. These members will have access to ISA's external communication materials, access to ISA's feedback channels, and can reach out to ISA from time to time with opportunities for collaboration/mentorship/guidance, as considered appropriate and beneficial to the Regular members of ISA

D. Removal of the members

Any member may be disassociated from the association because of abusive behavior or behaviors considered destructive to the association, its member, and its purpose.

Removal of regular members can be through discretionary action of the E-board upon review of considerable evidence of misconduct. Associate members and Alumni members reserve the right to be part of ISA or request to be disassociated from ISA, by email communication to the E-Board.

Article IV – Election, Officer positions, and duties

A. Officers
1. President
2. Vice-President
3. Cultural Secretary
4. Treasurer
5. Marketing and Communications Manager
6. Media Outreach Chair
7. Logistics & Operations Chair
8. Alumni Liaison

B. Officer Qualifications

1. All officers must be regular members.

2. All officers should be enrolled in a degree program at MTU that requires them to be present on campus.

3. At the time of the election, the nominee must have completed at least one semester with a cumulative GPA of 2.25.

C. Term of office

1. Elections will be held annually during the Fall semester, during the final week of September, and no later than the first week of October each year.

2. The term of the new E-Board begins after three transition meetings after the successful completion of elections, and if all E-Board positions are filled with either existing E-Board members or new members.

3. A transition period of three weeks will be utilized for the handover of duties from existing members to new E-board members, including but not limited to transfer of login credentials, access to finance, and budget, access to social media and other communications platforms, website, etc.

4. In case of vacant E-Board positions, there will be a call for reelection. Existing E-board members will support to fill the responsibilities of the vacant E-board position.

D. Elections

- The current executive board decides the date of the elections and announces the date to the general (regular) members at least two weeks in advance. At least 1 general body meeting must be held for the elections in a year without vacancy in the 3 main E-board positions (President, Vice-president, Treasurer).

- Any regular member can either nominate himself or any other regular member for any of the officer position(s). Nominations should be sent to any member of the executive board through the nomination registration process. Any regular member can nominate for any of the eight positions. However, nominated members can run for only one position of office on the board.

- The interested nominee should be a regular member and not be in any internship program during the time of election.

- Any existing executive board member can run for reelection for a second term, and only for two consecutive academic years, upon nomination from regular members not including themselves. Self-nominations will not qualify existing board members as nominations for elections if running for a second consecutive term.

- Voting on the day of the election will be anonymous. The voting results will be made public to all members to maintain the transparency of the election process. A simple majority of votes of the regular members present at the election, at which a quorum is present, shall determine the outcome.

- In the case of draw-in votes for any of the board positions, the position will remain unfilled. A second election will be held for the specific unfilled position(s) composed of candidates from the previous election, and any new candidates that are nominated (not including the E-board members).

E. Officer Duties

President:

1. Calls and presides over meetings of the Association.
2. Speaks on behalf of the Organization.
3. Establishes the agenda of ISA for the academic year, coordinates activities, and supervises the

work of the E-Board

4. Ensures that all planned activities are executed following the scope specified in the By-laws

5. Coordinates with the Treasurer to create a budget for the year, maintain financial records, and keep the ISA financially healthy and responsible.

6. Delegate tasks for the Vice-President, Cultural Secretary

Vice President:

1. Calls and presides over meetings of the Association in the absence of the President.

2. Oversees all meeting minutes, and ensures all communication from the E-Board to the general body is up to date, accurate, and regular as decided by the board.

3. Make sure that the constitution of the association is properly followed and implemented. He/she will be responsible for reviewing the Constitution, proposing amendments, and calling for voting on the amendments.

4. He/she is responsible for the E-Board election process including but not limited to creating the call for elections, overseeing the nomination process, and conducting the voting process.

5. Supervise to ensure that records of documents are maintained according to Google Drive classifications, work with the Cultural Secretary, Marketing and Communications Manager, Media Outreach Chair, and Alumni Liaison to update records of all content created and distributed.

6. Act as the Election Chair during the Election Day.

Cultural 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.

4. Plan Event dates and Reserve rooms/ places for the event.

5. Coordinates with concerned administrative authorities on campus to create bookings, plan meetings, attend meetings, and other activities in preparation for events

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

4. Identify organizations and local businesses that can fund the association/organization.

5. Identify new sources to raise funds for specific events.

6. Should apply and present for additional funding resources.

7. Review of Budget after every event.

Marketing and Communications Manager:

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 for participation in events conducted by the organization.

4. Create material for internal communication on campus with other organizations

5. Widen the attendance of ISA events through publicity on campus

Media Outreach Chair:

1. Responsible for the maintenance of the website of the association.

2. Coordinating with the Marketing Manager for designing publicity materials like Posters/Flyers for various events.

3. Create material for external communication with other Indian organizations across other campuses
4. create opportunities for collaboration with local businesses in city

Logistics and Operations Chair:
1. Maintaining a record of all assets held with ISA
2. Ensure the upkeep and create a budget for the replacement of assets as required
3. Lead the task of purchase of raw materials for event preparation
4. Is responsible for ISA inventory and upkeep of office space at MUB

Alumni Liaison:
1. Create networking with alumni members
2. Create opportunities for donations from alumni members
3. Handle the LinkedIn page in coordination with the media outreach chair
4. Is responsible for regular and event-specific communications with alumni members

F. Executive Board

1.   The Executive Board (E-Board) is composed of the officers of the association, presided by the President.

2.   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 two officers in the E-board are not in support of a decision, the matter will be deferred to the next board meeting for voting. In case of another veto by two or more officers, the decision/matter will be taken to the Advisor and/or General Body for a vote where the decision made will be final.

4.   If any of the board members miss board meetings, the President should be informed at least 24 hours in advance, unless in case of an emergency.

5.   The Executive Board should have a minimum of 2 meetings per month. Minutes of Meeting (MOM) of all board meetings will be maintained in digital format. One MOM per month will be made available to the general body through mail communication.

6.   The time and date of board meetings will be decided by board members in the first meeting after the election, and no later than three weeks after the election is concluded.

7.   Office hours of the Board will be public information and Board meeting day and times will be open for general body members as well to communicate with the E-Board.

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

9.   Officers to the board will coordinate and support each other's duties. Communication among officers will be through an E-Board-specific mailing list.

G. 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(s)

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 - Meetings

A.   The President calls the regular executive board and general body meetings. There shall be at least one general body meeting held every semester.

B. The E-Board may call special meetings on the request of 5 officers of the E-board through a vote.

C.   The E-Board may also call special meetings/committees to plan the upcoming events e.g., Parade of Nations, Diwali Night, Holi, etc.

D. Sixty percent of the regular members should be present to constitute a quorum.

E. The parliamentary authority of the association shall be Robert's Rules of Order, which are newly revised.

F. Google Drive (isacomm@mtu.edu) shall be constantly updated with MoMs, Budget documents, and planning documents.

Article VII - Events

A. Special events can be conducted in the interests of the majority of its members.

B.   Executive working group 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.

- The Executive working group may include the following positions: Internal Affairs Coordinator, External Affairs Coordinator, Finance Coordinator, Logistics Coordinator, Marketing Coordinator, Event Coordinator, Digital Media Coordinator

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 and events should be made available to the constituents through a newsletter every semester.

Article VIII - 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 Student Leadership and Involvement (SLI)

B. Amendments

1.   An amendment proposed by a group of 5 officers of the E-Board will be taken into account for discussion.

2.   All amendments will be approved by the Student Leadership and Involvement (SLI) before being presented to the general membership. It will take effect when approved by the Office of Student Leadership and Involvement (SLI).

3.   A 2/3-majority vote of the regular members in the next general body meeting where a quorum is present, shall decide its implementation.

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 IX – 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 the executive board, with call-up on interest and then interviewing the students.
3. This committee could be responsible for, but not limited to:
   ❖ Academic Orientation.
   ❖ Career Fair Help.
   ❖ Support ISA E-board members with budget planning.
   ❖ Provide an orientation of events from previous years.
   ❖ Decision on Scholarship application.

B. Duration of advisory committee:

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

Article X – Scholarship & Emergency Funds

A. Background:

1. This is a scholarship award 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/calculators 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 the university or any other outside scholarship.
3. Students with departmental funding shall not be eligible to this scholarship.

Article XI – Budget Structure

A. **Guidelines:**

1. Every year the E-board should aim at a revenue of 20 % from the previous year.
2. Any revenue above 15% shall be split across scholarship funds 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 with medical emergencies.

B. **Benefits:**

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