ISA E-Board Guidelines

Preamble

The Indian Students' Association (ISA) at Michigan Technological University (MTU) is committed to fostering a diverse and inclusive environment that promotes academic excellence, leadership development, and community engagement. To ensure the effective functioning of the Executive Board (Eboard) and the continuity of its leadership, the following guidelines are established:

Eligibility and Nominations

- **Preferred Qualifications:** Nominees for the positions of Vice-President and Treasurer are preferably PhD candidates but not limited to PhD students.
- **Presidential Nomination:** It is suggested by the ISA community that the presidential nominee could be a PhD student at the time of election and enrolled for at least two more semesters at MTU.
- **Female Representation:** At least one nomination should be filed by a female graduate student who is a regular member of the ISA.

Officer Responsibilities and Conduct

- **Academic Integrity:** Eboard officers are expected to adhere to the highest standards of academic integrity and conduct. This includes following MTU's academic honesty policies, avoiding plagiarism, and maintaining ethical research practices.
- **Campus Community Engagement:** Eboard officers should actively participate in campus community events and initiatives. This includes attending student government meetings, representing ISA at university-wide events, and collaborating with other student organizations.
- **Leadership and Collaboration:** Eboard officers should demonstrate strong leadership skills, including the ability to delegate tasks, motivate team members, and make effective decisions. They should also foster a collaborative and inclusive environment within the Eboard and the broader ISA community.
- **Communication and Transparency:** Eboard officers should maintain open and transparent communication with ISA members, faculty advisors, and other university stakeholders. Regular updates and feedback are essential for building trust and maintaining accountability.

Ethical Conduct and Conflict of Interest

- **Ethical Standards:** Eboard officers must conduct themselves in a manner that upholds the highest ethical standards. This includes avoiding conflicts of interest, respecting confidentiality, and acting with integrity in all interactions.
- **Conflict of Interest Disclosure:** Any potential conflicts of interest should be disclosed to the e-board and addressed appropriately.
- **Ethical Decision-Making:** Eboard officers should make decisions based on the best interests of the ISA and its members, avoiding personal gain or favoritism.

Advisor - E Board participation

- The position of advisor(s) will be sought through mail communication to the faculty mailing list, and/or through direct mail communication to any faculty member.
- The regular term for faculty advisor(s) begins in August and ends in July. The E-board will consult with the faculty advisors at the end of the spring semester to confirm their willingness to continue in the upcoming term. In case of a faculty advisor filling a vacancy, this rule does not apply
- At the start of each semester, the E-board will meet with the faculty advisor(s) to plan the semester and establish a communication plan.
- For events such as Independence Day, Diwali, and other occasions where the guest list includes the President, Provost, or Deans of the university, the E-board will notify the faculty advisor(s) well in advance.
- The E-board has the option to select a faculty advisor of their choice. However, they must inform and discuss their intentions with the current faculty advisor(s) by the end of the spring semester. This allows time to plan the transition.
- Regarding reviewing of applications for Award of Student Endowment Scholarships and/or Emergency Loan, the E-Board and Advisor(s) can form a committee of external members from faculty as required.