

Constitution

Article of Incorporation

Clause I (of the Article of Incorporation): The name of the organization is “Sankalp” (called “organization” henceforth).

Clause II (of the Article of Incorporation): This organization is a non-profit public benefit organization listed as a Student Organization with Government of Student Body (called “GSB” henceforth) at the Iowa State University Ames, Iowa USA (called “University” henceforth). The specific goals of the organizations are:

- To create awareness in local and non-local community about the problems of illiteracy, poverty, development and other related issues in India
- To sponsor and nurture developmental projects in India
- To create awareness about the work done by various organizations in India and in the USA, to tackle the social problems mentioned above and to effectively network and collaborate with other such organizations

Clause III (of the Article of Incorporation): The organization, as far as possible, shall endeavor to sponsor developmental projects in economically backward and more deserving parts of India .

Clause IV (of the Article of Incorporation): As a student organization listed with the GSB, the organization shall rigorously follow all the rules and regulations led-down by the GSB.

Clause V (of the Article of Incorporation): No part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of, or in opposition to, any candidate for public office.

Clause VI (of the Article of Incorporation): Neither the organization nor the any part of its activities shall have any religious bias and shall not support any particular religion.

Clause VII (of the Article of Incorporation): The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of the organization shall ever inure to the benefit of any office bearer or member thereof or to the benefit of any private person. On the dissolution or winding up of the organization, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this organization, shall be distributed to a nonprofit fund, foundation, or organization which is organized and operated exclusively for charitable purposes and has objectives similar to this organization's objectives mentioned in the Clause II of the Article of Incorporation, or shall be deposited with the GSB.

By-laws

Section I: Organization Office

As a student organization listed with the GSB, the organization shall request an office space in the University campus. All the rules and regulations regarding the same shall be strictly followed by the organization.

The current office bearers shall take the responsibility to maintain the office space and shall see to it that all the requirements from the GSB regarding the same are fulfilled. The organization shall also request a storage space to the GSB.

The office bearers shall inform the members of the organization regarding any change in the office address and update the members periodically about maintenance of the office.

Section II: Officer Bearers

Clause I (of Section II): Any (and only the) student(s) of the University who are volunteers of the organization can be the office bearers of the organization. Article II of Section VI shall be applicable for the definition of the term 'volunteer of the organization'. Any person aspiring to be the office bearer of the organization shall also fulfill the requirements led-down by the GSB.

Clause II (of Section II): The President, the Vice-President, the Treasurer, the Project Coordinator, the Website Manager, and the Learning and Development Coordinator of the organization shall form a “committee of office-bearers”. The tenure of each of the office bearers shall be one academic year (from August, 1st to July, 31st), unless the office bearer resigns, or is removed from the organization.

Clause III (of Section II): Other volunteers(s) of the organization shall take up the temporary positions as managers of the specific events. The event managers shall be appointed by the President in consultation with (and subsequent approval of) the committee of office bearers.

Clause IV (of Section II): Any officer may be removed by the President, with the approval of the volunteers of the organization, at any time. Any officer may resign at any time by giving written notice to the President of the organization. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein and, unless otherwise specified therein, however the acceptance of such resignation shall not be necessary to make it effective. Any vacancy caused by the resignation, removal, disqualification, or otherwise, of any officer shall be filled by the volunteers of the organization. If an office-bearer resigns from his/her post or is removed from the post by a vote of “no confidence” against the person, then the vacant position shall be filled by an election in the next meeting of volunteers. This election shall be held by a majority vote (as defined in Clause III of Section VI of the By-Laws of this organization) for that position only and the selected candidate shall complete the remaining term of the previous office-bearer. In the event of a vacancy in any office other than that of President, such vacancy may be filled temporarily by appointment by the President until such time as the volunteer shall fill the vacancy by the process of election.

Clause V (of Section II): Any office bearer of the organization can be impeached provided a 30-day notice is given to all volunteers informing about the agenda, time and location of the special urgent meeting (as defined in Article III of section IV of the By-Laws of this organization) to held to impeach him/her and the impeachment shall be passed by a absolute majority of the voting-members present in the said meeting.

Article I (of Section II): Duties of the President of the organization

The term “The President” shall mean “The President of the organization” henceforth in the constitution and By-Laws of the organization. The President shall be the chief executive officer of the organization and shall supervise and control the affairs of

the organization and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, or by these Bylaws, or which may have be prescribed from time to time. He or she shall preside at all meetings of the members of the organization. In addition to the regular meetings with the members of the organization, the President shall meet the office bearer regularly to discuss the activities and responsibilities of each of the office bearer. The President shall insure complete coordination amongst the office bearers and shall be the overall in-charge of all events in addition to the event managers. In general, the responsibilities of the President shall be (but not limited to) to follow all the relevant clauses of this constitution and subsequent By-Laws.

Article II (of Section II): Duties of the Vice-President of the organization

The term “The Vice President” shall mean “The Vice President of the organization” henceforth in the constitution and By-Laws of the organization. In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, or by these Bylaws, or as may have been prescribed at that time. The Vice-President shall discuss the daily activities of the organization with the President and shall share the overall responsibility of the organizational duties. In general, the responsibilities of the Vice-President shall be (but not limited to) to follow all the relevant clauses of this constitution and subsequent By-Laws.

Article III (of Section II): Duties of the Treasurer of the organization

The term “The Treasurer” shall mean “The Treasurer of the organization” henceforth in the constitution and By-Laws of the organization. The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the organization, and deposit all such funds in the name of the organization with the GSB; receive, and give receipt for, monies due and payable to the organization from any source whatsoever; disburse, or cause to be disbursed, the funds of the organization, taking proper vouchers for such disbursements. The Treasurer shall ensure that the rules and regulations of the GSB regarding the financial transactions, budget and all the accounting matters are strictly followed. The treasurer shall maintain detailed and accurate account of all the financial transactions of the organization and shall present it to the office bearers and/or members of the organization when requested. The treasurer shall prepare the yearly financial statements and insure that the account of financial transaction is available publicly. In general, the Treasurer of the organization shall perform all duties incident to the office of Treasurer and such other duties as may be required by law, or by these Bylaws, or which may be assigned to him/her from time to time. In general, the

responsibilities of the Treasurer shall be (but not limited to) to follow all the relevant clauses of this constitution and subsequent By-Laws. In addition to the responsibilities mentioned above, the Treasurer of the organization shall participate in the activities of the organization. As a member of the committee of office bearers, the Project Coordinator shall also be responsible for the functions of the committee of office bearers.

Article IV (of Section II): Duties of the Project Coordinator of the organization

The term “The Project Coordinator” shall mean “The Project Coordinator of the organization” henceforth in the constitution and By-Laws of the organization. The Project Coordinator shall be the overall in-charge of all the projects funded by and in consideration of the organization. The main function of the Project Coordinator shall be to act as a liaison between the Non-Governmental Organization (called “NGO” henceforth) carrying out the project in India and this organization. The Project Coordinator may appoint a volunteer of the organization as a Project Lead for the project or act as a Project Lead himself/herself. The Project Lead shall:

- Communicate with the NGO to get the details of the project, the project area and the NGO itself,
- Present the project to the volunteers and/or members of this organization, with the approval of the President,
- Note all the queries raised by the volunteers/members of the organization regarding the project and get them resolved,
- Help the President of the organization on the voting on the project,
- Coordinate with the Treasurer with the money transactions regarding the project,
- Coordinate with the Website manager to ensure that all the project documents are available to all the members of the organization and to the public in general
- Ensure periodic feedback reports from the NGO and from any other reliable sources, if possible, regarding the progress of the project

The Project Coordinator shall form a team of volunteers (called “Project Scouts” henceforth) in each semester of the academic year to actively search for deserving projects in India . The Project Scouts shall use all the resources available to search deserving projects and trustworthy NGOs at the grass-root level in India . All the projects proposals collected by the Project Scouts shall be discussed amongst the Project Scouts in presence of (and with the permission of) the Project Coordinator. The Project Scouts shall review the proposal and use their discretion to summarily reject any given proposal if it does not fulfill the objectives and goals of this organization. The Project Scouts shall make sure that the projects recommended by them to the organization are within the scope of the organization: financially, and otherwise. The Project Lead (called “PL” henceforth) shall be selected by the Project Coordinator from amongst the Project Scouts.

In addition to the responsibilities related to the projects considered by the organization, the Project Coordinator shall also participate in the activities of the organization. As a member of the committee of office bearers, the Project Coordinator shall also be responsible for the functions of the committee of office bearers. In general, the responsibilities of the Project-Coordinator shall be (but not limited to) to follow all the relevant clauses of this constitution and subsequent By-Laws.

Article V (of Section II): Duties of the Coin and Can Collection In-charge of the organization

The duties of Coin and Can Collection In-Charge shall include but not be limited to

- Discuss with the committee of office bearers and the volunteers the appropriate time for the Coin and Can Collection drive and organize the same
- Arrange for the transportation of the coins and cans from the patrons' location to a central location and ultimately to the bank and the redemption centre respectively
- Maintain an account of revenues collected by all such drives and deposit the same with the Treasurer
- Ensure that the information regarding the Coin and Can Collection drive in particular and the organization in general reaches all the members and patrons of the organization
- Increase the awareness in the local community the importance of the Coin and Can Collection to the organization

In addition to the responsibilities related to the coins and cans collection drive by the organization; the Coin and Can Collection In-Charge shall also participate in the activities of the organization. In general, the responsibilities of the Coin and Can Collection In-charge shall be (but not limited to) to follow all the relevant clauses of this constitution and subsequent By-Laws.

Article VI (of Section II): Duties of the Website Manager of the organization

The term "The Website Manager" shall mean "The Website Manager of the organization" henceforth in the constitution and By-Laws of the organization. The Website Manager shall have following duties:

- Update the organization website regularly to reflect the very current activities of the organization on the webpage
- Coordinate with other members of the committee of office bearers to ensure that the information from all the members are available on the website at the appropriate place
- Ensure that the minutes of the meetings are available on the website
- Ensure that the current activities are highlighted and old activities are periodically placed at appropriate place on the website
- Ensure that the Web log (the Blogspace) created by the organization is maintained with the latest relevant information available.

In addition to the responsibilities related to the website of the organization, the Website Manager shall also participate in the activities of the organization. As a member of the committee of office bearers, the Website Manager shall also be responsible for the functions of the committee of office bearers. In general, the responsibilities of the Website Manager shall be (but not limited to) to follow all the relevant clauses of this constitution and subsequent By-Laws.

Article VII (of Section II): Duties of the Learning and Development Coordinator of the organization

The term “The Learning and Development Coordinator” shall mean “The Learning and Development Coordinator of the organization” henceforth in the constitution and By-Laws of the organization. The learning and development coordinator shall have following duties:

- Contact persons in academia for giving talks and invited lectures
- Conduct workshops and discussion sessions on various social issues related to India and also act as an arbitrator during those sessions
- Discuss with the committee of office bearers to draw up the schedule of events for an academic semester before the start of the semester
- Update the learning and coordination link on this organization’s website in coordination with the Website Manager of the organization with the presentations and soft copy of the talk regularly
- Ensure that all such events are publicized at prominent places on University campus and also through this organization’s website and mailing list
- Ensure that all the invited lectures are archived using suitable electronic media and are publicly available in future
- Ensure that the invited speakers and the audience during the sessions are treated respectfully and appropriately

In addition to the responsibilities mentioned above, the Learning and Development Coordinator shall also participate in the activities of the organization. As a member of the committee of office bearers, the Learning and Development Coordinator shall also be responsible for the functions of the committee of office bearers. In general, the responsibilities of the Learning and Development Coordinator shall be (but not limited to) to follow all the relevant clauses of this constitution and subsequent By-Laws.

Article VIII (of Section II): Duties of the Lawn Mowing Coordinator of the organization

The term “The Lawn Mowing Coordinator” shall mean “The Lawn Mowing Coordinator of the organization” henceforth in the constitution and By-Laws of the organization. The Lawn Mowing Coordinator shall have following duties:

- Contact the faculty members of the University and the patrons, in general, of this organization and get contracts for mowing their lawns on a periodic basis
- Contact volunteers/members of this organization for participating in the activity as workers on the lawn and maintain an appropriate and correct database of the such interested volunteers/members
- Coordinate all the individual lawn mowing events by assigning appropriate number of volunteers at each patron’s lawn, and also ensure that the volunteers are trained in the work expected of them
- Ensure that the lawn mowing activity is carried out for the concerned patrons regularly and update the volunteers/members of the organization regarding the same whenever requested
- Ensure that the lawn mowing equipments owned and operated by the organization are maintained appropriately

In addition to the responsibilities mentioned above, the Lawn Mowing Coordinator shall also participate in the activities of the organization. In general, the responsibilities of the Lawn Mowing Coordinator shall be (but not limited to) to follow all the relevant clauses of this constitution and subsequent By-Laws.

Article IX (of Section II): Compensation

No compensation shall be paid to any office bearer, event manager or volunteer or any member of the organization.

Section III: Faculty Advisor to the organization

Article I (of Section III): Appointment of the Faculty Advisor

The committee of office bearers of the organization shall be responsible for appointing the Faculty Advisor for the organization subject to approval of the faculty member for the said position. The regulation led- down by the GSB regarding the appointment of the Faculty Advisor shall be strictly followed for the same. The initial tenure for the Faculty Advisor shall be one academic year, starting in August (at the start of academic fall semester) along with the tenure of the committee of office bearers. However, the tenure may be extended for any number of years subject to approval of the committee of office bearers and the volunteers of the organization.

The President and Vice- President shall also appoint Co- (Faculty)-Advisor subject to approval of the faculty member for the said position. The regulation led- down by the GSB regarding the appointment of the Faculty Advisor shall be strictly followed for the same.

Article II (of Section III): Responsibilities of the Faculty Advisor

The Faculty Advisor shall guide the organization towards its stated goals and actively participate in the organization in the advisory position. In absence of the Faculty Advisor, the Co- (Faculty)-Advisor shall perform the duty of the Faculty Advisor.

The Faculty Advisor shall be responsible to authorize all the financial transactions of the organization. The Faculty Advisor shall ask relevant queries regarding any financial transaction to the Treasurer and/ or the President of the organization if he/ she has doubts about the same. The Faculty Advisor shall use his/ her own discretion regarding the financial transaction. The Faculty Advisor shall have the sole authority to approve or disapprove any financial or otherwise activities of the organization.

In case where the Faculty Advisor is approached by any member(s)/volunteer(s) of the organization regarding the impeachment of the President of the organization, the Faculty Advisor shall appoint an investigating officer (from the committee of office bearers) to investigate the matter and then use his/ her own discretion to act on the same.

As per the regulations of the GSB, the Faculty Advisor shall be present during the general election of the organization.

Section IV: Meetings

Article I (of Section IV): Regular Meetings

Regular meetings of the volunteers of the organization shall take place on Friday evenings at 5 p.m., unless specified otherwise by the President of the organization. The President shall ensure that appropriate prior intimation is given to the members of the organization regarding the time, venue and agenda for the meetings. The President shall ensure that a detailed and accurate account of transactions during the meeting is recorded and is made publicly available to all. The President shall ensure that the requirements for the meeting for a student organization listed with the GSB are followed. If a volunteer/member of the organization is not to attend the meeting, he/she shall inform the President accordingly. The President and Vice-President shall decide the quorum for the meeting and shall use their discretion to adjourn the meeting, provided majority of the volunteers/members are not present for the meeting. The President or the Vice-President or a person authorized by either the President or the Vice-President of the organization shall preside over the meeting.

The regular meeting is the place where members of the organization meet and set the agenda for the weekly/monthly activities of the organization. Every member shall be given a chance to speak. The regular meeting shall also have certain work items on the agenda, like making posters, writing to projects or donors, etc. Important decisions like project review and support, fund-raising activities etc. shall be discussed and initiated at the regular meetings. Projects can be passed at the regular meeting by a majority vote (as defined in Clause III of Section VI of the By-Laws of this organization) after the members get a chance to ask questions and seek modifications and clarifications. The regular meeting can also empower smaller project committees and coordinators to make decisions on projects. It can also serve as a forum to introduce and train new volunteers.

In addition to the regular meetings, special meetings may be called by the President or Vice President to discuss any urgent topic.

Article II (of Section IV):

Meeting of the committee of office bearers: In addition to the regular meetings, the committee of office bearers shall meet regularly, either personally or over the telephone or communicate electronically. The primary function of these meetings is better coordination amongst the committee of office bearers. These meetings shall also serve as platform to implement the resolutions passed during the regular meetings and the annual general body meeting. Any member who is not a member of the committee of office bearers can attend this meeting only with invitation or prior approval from any of the members of the committee of office bearers.

Article III (of Section IV): Special Meetings:

Annual General Body Meeting: The organization shall also have an annual general body meeting (called “GBM” henceforth) of all the members and patrons of the organization. The President, in consultation with the committee of office bearers, shall decide the time, venue and the agenda for the same. At least one-third of the members of the committee of office bearers and also the one-third of the volunteers listed with the organization should be present in the GBM, for quorum requirements to be met. The meeting shall fail to be a GBM if the quorum requirements are not met. A GBM shall be held at least once every academic year. Some of the important functions of the GBM are as follows:

- (i) To make a special effort to reach out to more people of diverse qualities and aptitudes by inviting those who have shown interest but never attended, or who have attended occasionally in the past and offered interesting ideas,
- (ii) To give update to the members on the on-going projects and activities,
- (iii) To discuss the budget, progress and targets for the next period,
- (iv) To discuss new ideas for awareness of the organization,
- (v) To hear and respond to a periodic report by every committee of office bearer member,

Special Urgent Meeting: The President of the organization, in consultation with and subsequent approval of the Committee of office bearers, can call for a Special Urgent Meeting (called ‘SUM’ henceforth) to resolve special issues such as, amending the constitution, or approving no-confidence motion against any member of the committee of the office bearer of the organization. Any volunteer of the organization can request the President of the organization to call the SUM, however the President, after consulting with and subsequent approval of the Committee of office bearers, reserves the right to call the SUM. At least two-third of the members of the committee of office bearers and also the three-fourth of the volunteers listed with the organization should be present in the SUM, for quorum requirements to be met. Any decision taken in the SUM shall be considered null and void if the quorum requirements are not met. And any such decision shall fail to be enforceable by the organization.

Section V: Public Documents

Article I (of Section V): Annual Report

All the office bearers of the organization shall submit a written Annual Report to the new committee of office bearers and the active volunteers during the Regular Meeting within 15 days of the end of their tenure. In case an office bearer resigns or is relieved of his/ her duties before the scheduled end of the tenure year, the office bearer shall present an Interim Report to committee of office bearers and the volunteers. The new person taking charge of the position, in this case, shall present the Annual Report for the concerned position with other members of the committee of office bearers.

All the office bearers shall inform the President and the Vice- President of the organization in person about the completion of the written report. President and the Vice-President of the organization shall include the presentation of the Annual Report in the agenda for the Regular Meeting. The President and the Vice- President of the organization shall ensure that all the office bearers prepare and present the Annual Report for their respective positions.

The President and the Vice- President of the organization shall archive Annual Reports from each of the office bearers in the Organization Office for the last 3 tenure years. These documents shall be made available to any volunteer/ member of the organization on request to the President and the Vice- President of the organization. The President and the Vice- President of the organization in coordination with the Website Manager of the organization shall also ensure that the latest copy of the Annual Report from all the office bearers is available on the organization website.

Article II (of Section V): Newsletter

The President and the Vice- President of the organization in coordination with other members of committee of office bearer shall ensure that the Annual Newsletter is published at least once during an academic year. The committee of office bearers shall ensure that the copy of the Newsletter for the current year is available at the GBM and is accessible to all the members and patrons of the organization.

Newsletter shall contain articles in accordance to the stated objectives of the organization. The Newsletter shall include the financial statement of the current and previous academic year; and also shall have detailed report of the developmental projects funded by the organization during the last academic year.

The Newsletter shall not contain any political or religious propaganda material neither for nor against any personal, organizational or religious entity.

The President and the Vice- President of the organization shall appoint a person (or a group of persons) amongst the volunteers of the organization to act as the Editor (or Editorial Board) for the Newsletter. The Editor (or Editorial Board) shall have the overall responsibility for the Newsletter.

The Editor (or Editorial Board) shall make sure that all the regulations led-down by the GSB regarding the Newsletter are strictly adhered to.

Section VI: Membership of the organization

Article I (of Section VI): Members

Membership to the organization shall be open to all individuals, irrespective of their race, sex, religion, or nationality. Charitable contributions shall be sought from the community at large. People making an initial contribution shall be added to the list of members if they express interest in the activities of the organization and are willing to participate in those activities. The organization reserves the right to deny/revoke membership at any time. The list of members shall be updated periodically. If a person loses his/her membership, it shall be reinstated when the person re-involves himself/herself with activities of the organization. The committee of office-bearers shall collectively use their discretion in the re-instatement of membership of a person. There are no membership dues and the list of members is kept for the purposes of informing the members of projects, activities and needs of the organization.

Article II (of Section VI): Volunteers

A member who not only makes financial donation to the organization but also devotes time and energy for the organizational activities shall be called “volunteers”. Only the volunteers of the organization shall have voting rights. The committee of office-bearers shall make the list of volunteers for the purposes of voting.

Responsibilities of a volunteer: A volunteer of the organization shall have following responsibilities:

- i. Volunteers shall participate in all the possible activities of the organization
- ii. Volunteers shall increase awareness about the organization and its activities in the community
- iii. Volunteers shall keep themselves up-to-date with the latest activities and discussion going on through all the possible ways viz. attending the meetings, following the minutes of the meeting emails and subsequent information sharing by other volunteer/members of the organization
- iv. When any project proposal is being discussed, the volunteers of the organization shall ensure that they have all the relevant information regarding the project proposal before voting for the project. In case, where the volunteers do not have all the information, they shall not participate in the voting process for the

- concerned project. Hence, the volunteers shall make sure that they attend the meetings when the project is being discussed and also read all the project documents circulated by the Project Coordinator and/or Project Lead.
- v. Volunteers shall, as far as possible, help in planning and logistics of the events conducted by the organization, accept the responsibilities of the event manager and also serve on committees for the events

Article III (of Section VI): Financial Dues for the Volunteers

As required by the GSB, the organization shall collect membership dues (of \$10 per person per academic year) from all the volunteers of the organization. The President shall be responsible to inform the volunteers the amount and time of payment of the same and collect the amount payable. The Treasurer of the organization shall maintain detailed record of the membership dues received by the organization and shall coordinate with the President to inform the defaulting volunteers.

Clause I (of Section VI): A member who has attended at least 50% of the regular meetings shall be a volunteer of the organization and shall have the right to vote. In addition to this criterion, the committee of office bearer shall have the special rights to include any member as a volunteer depending on their subjective judgment.

Clause II (of Section VI): Motions in the meetings shall be subjected to open (or voice) vote, provided the motion is related to the topic under discussion (according to the set agenda). The person presiding the meeting has the right to allocate time duration for discussion before the motion is subjected to vote.

Clause III (of Section VI): Resolutions can be passed by the following types of votes:

Majority Vote: A majority vote for any motion shall consist of approval by more than one-half of the active-volunteers present and voting.

Absolute Majority Vote: An absolute majority vote consists of approval by at least two-thirds of all active-volunteers of the organization present and voting.

Quorum for voting: Voting on any issue shall be valid if and only if two-thirds of the volunteers registered with the organization are present during the meeting. This quorum rule shall be applicable for all voting purposes including (but not restricted to) voting for

elect the office bearers of the organization and voting to decide about funding of the project proposal.

Clause IV (of Section VI): If the President receives a petition by one-third or more of the volunteers registered with the organization within one week from the date of any decision made by any decision-making body of the organization, he/she may suspend or revoke the decision within another week. For such an action, the petition should have compelling reasons; for example, the action is entirely out-of-character of previous decisions made by the organization. The committee of office-bearers shall then work with the decision-making body whose decision has been revoked/ suspended and try to come up with a solution suitable to it and the petitioners. The decision of the committee of office-bearers shall be final in such circumstances.

Section VII: Elections

Clause I (of Section VII): The candidates for the committee of office bearers for the next academic year shall be proposed by the President and Vice-President of the organization, in consultation with (and with subsequent approval of) the committee of office bearers. Individual volunteer(s) may notify their willingness to accept the responsibility of any particular position on the committee of office bearers to the President and the Vice- President in person and/ or may also propose name of any other volunteer for the same. In case of disagreement with respect to any proposed candidate by one-third of the volunteers of the organization, general election shall be held for the positions in dispute.

Clause II (of Section VII): General elections for the president, vice-president, treasurer and any office bearers of the organization, shall be held on a suitable date at the start of the academic year in August. The elections shall be an election officer appointed by the committee of office bearers in presence (and permission) of the Faculty Advisor of the organization. The election officer shall ensure that the regulations for the election for a GSB listed organization are followed during the general election of this organization. Any volunteer of the organization can be nominated for any seat on the committee of the office bearers of the organization.

Clause III (of Section VII): All volunteers of the organization and the committee of office bearers must be informed of the date and time of elections at least two weeks in advance by the President of the organization. In the meeting, candidates shall be given 10 minutes before the election to state their views. The actual electoral process, including

the order of the election, shall be formulated by the electoral officer. The person securing the highest number of votes in his/her favor for any post shall be declared elected to that post. Transfer of power to the newly elected body shall be 2 weeks after the elections, provided there is no question on the fairness with which the election was conducted. If one-half of the volunteers of the organizations petition to the election office regarding unfair practices during the election, the election office shall consult the Faculty Advisor of the organization to order a re-election. An approval of the election officer and the Faculty Advisor shall be needed to order a re-election.

Section VIII: Amendment(s) to the laws and Bylaws

Amendments to any clause of these By-Laws can be proposed by any volunteer of the organization, with prior approval of the President of the organization. Any clause of this constitution and/or any sections of the Bylaws therein can be amended by the office bearers of the organization subject to approval of the members of the organization. To change any section of the Bylaws, minimum three-fourth of the volunteers listed with the organization should vote in favor of the amendment.

Details of the duties of the Treasurer of the organization

In addition to the above-mentioned duties, the treasurer shall also ensure that following tasks are performed:

Classify the cash inflow into the following categories:

- a. Donations
 - i. Mention specific target (if any)
 - ii. Mention the source as student, faculty, alumni and others
- b. Can & Coin collection
- c. Greeting Cards
- d. T-shirts
- e. Handicrafts
- f. Football fundraiser
- g. VIESHEA
- h. Special events
- i. GSB budget
- j. Lawn Mowing

Classify the cash outflow into the following categories

- a. Project Support
- b. Organizational activities
- c. Administrative expenses

Make sure the funds for (b) and (c) are provided in full by either GSB funds or special funds (as noted in/by the mode of fundraising) or a mixture thereof.

Details of the duties of the Project Coordinator of the organization

The Project Coordinator (called “PC” henceforth) shall also ensure that the following Project Review Procedure and Timeline are adhered to:

1. Project Introduction by PC (no more than 1 week)
 - a. Present a brief overview of the project to the volunteers of this organization
 - b. Nominate a Project Lead (PL) for the project and hand over the proposal
2. Proposal review (1 wk)
 - a. PL shall study the available information on the project
 - b. PL shall present the information in detail to the volunteers of this organization
 - c. The volunteers of this organization shall discuss and present the PL with a set of questions requiring clarification, additional information
3. Project proposal clarification – Stage I (1 – 3 wks)
 - a. PL shall correspond with the NGO to get all the questions answered to the best of his or her judgment

Steps 2 and 3 shall be repeated until the majority is satisfied with the available information to make an educated decision in Step 4. The number of such iterations shall be no more than 3 times as a norm.

4. Project funding decision (1 – 2 wks)
 - a. The volunteers of this organization shall make the following decisions based on the criteria laid down.
 - i. Funding denied
 - ii. Full funding
 - iii. Partial funding (with or without restrictions)

iv. Installment funding, where the subsequent installments of the funds approved shall be released based on the favorable feedback from the NGO regarding the previous part of the project

5. Transfer of funds (1 wk)
 - a. The treasurer shall gather the necessary information for the transfer of funds and do the needful.
6. Post funding review (duration of funding and/or project whichever is longer)
 - a. PL shall regularly correspond with the NGO to get an update on the progress of the project. Such correspondence shall be separated in time by no more than 6 months.
 - b. PL shall present the information from (a) to the volunteers of this organization.
 - c. The group shall review the progress of the project, ask for clarifications and make decisions accordingly.
7. Documentation (on a regular basis)
 - a. PC (primarily responsible), PL and the Treasurer shall communicate/exchange all the relevant information for the purposes of documentation. The PC shall prepare a report on all the projects discussed irrespective of the decision in part 4 above, and make sure that the report is publicly available.

**Amendment I - Sankalp's Plan of Action in the
Event of a Natural Calamity
[Constitutional Referral]**

Dated: Nov 18th 2005

In the event of a natural calamity or disaster in any part of the world, which requires immediate/emergency assistance, Sankalp shall decide to organize and/or participate in fundraising activities that is/are aimed towards the aforementioned purpose, adhering to the following guidelines.

a) The fundraising activity shall be decided upon by the members in the regular meeting immediately following the date of occurrence of the natural calamity.

b) The aforementioned decision should be made contingent on the availability of sufficient information regarding the type(s) of activities, requirement of man power and other resources from Sankalp gathered by office bearers/members.

c) Under no circumstances shall any of Sankalp's regular fundraising activities, whose funds are intended for project funding, which have occurred recently or might/will occur in the immediate future of the natural calamity be used as a fundraising activity for the relief effort.

- Regular fundraising activities are those which have been used at-least once before the said calamity to raise funds for project funding.

d) The aforementioned decision shall include, among other things, duration of the activity and the co-ordinator(s)/point-person for the activity. The activity duration shall be no greater than 2 month.

e) Upon completion of the said activity, the members shall vote on the sufficiency of the amount collected and the manner of disbursal of the collected funds.

f) In the event that the amount collected is not sufficient and no other relief effort has been undertaken earlier in the year, Sankalp shall donate NO MORE than 5% of the its average annual income of the last 5 years from the account termed "Sankalp Surplus".

[The annual income of Sankalp is the funds generated in the current term excluding GSB allocations, funds from previous term and any logistics expenses incurred in the current term. The annual income shall be calculated on August 31st of every year.]

Under the condition that Sankalp has already funded a relief effort earlier in this term/year by using funds intended for projects, NO FUNDS shall be taken from any of the accounts that Sankalp holds for its regular activities.

g) The decision on how to disburse the amount collected shall be made in consideration with the following criteria:

- Credibility of the organization that manages the relief efforts in the affected area.
- Possibility of feedback from the organization regarding use of the funds donated by Sankalp.
- Impact made by Sankalp's donation to the relief effort.
- In addition to the organization to which the funds are to be donated, the type of relief effort, long-term or short-term, should also be decided upon.

h) The office bearers and the co-ordinator(s)/ point person(s) for the activity should prepare and archive a report regarding the activity and the disbursement of funds.