

INDIAN STUDENTS' ASSOCIATION

Iowa State University

Article I (Name)

The name of the organization shall be INDIAN STUDENTS' ASSOCIATION of Iowa State University, hereafter referred to as ISA.

Article II (Purpose and Goals)

Section One:

The Association shall be a non-profit organization with the following objectives:

1. To promote, advance and spread awareness about India and its fascinating heritage.
2. To promote international understanding and goodwill among the students and the staff of Iowa State University and the community of Ames, through educational and cultural activities.
3. To address the challenges encountered by the members of the association.
4. To coordinate and cooperate with other organizations on campus and in the city of Ames in activities of mutual interest.

Section Two:

ISA abides by and supports established Iowa State University policies, State and Federal Laws.

Article III (Membership)

Section One:

The membership to Indian Students Association is open to anyone who shares the goals listed in Section One of Article II of this constitution subject to the condition that the aspiring member is "related" to Iowa State University. The term "related" refers to registered students and staff of Iowa State University including faculty, and spouses of any of the above. ISA shall follow guidelines of Iowa State University and shall not discriminate on the basis of race, color, age, religion,

national origin, sexual orientation, gender identity, sex, marital status, disability or status as a U.S. Veteran.

Section Two:

The executive committee of ISA is empowered to take decisions regarding the membership fee. All members are required to pay annual membership fee, which is currently \$20 per academic year, and is not to exceed \$25 unless amended by the committee. (See Article VI on amendments below) Active membership in the ISA gives members the power to voice their opinion and concerns regarding the activities of ISA. All members of ISA have equal rights. The executive committee members function as a liaison between the members of ISA and also as representatives of ISA.

Article IV (Executive Committee)

Section One:

ISA shall be governed by a committee of elected representatives, hereby referred to as the "Executive Committee" which will be composed of the following positions:

President, Vice-President, Secretary, Treasurer, Events Coordinators (2), New Students Coordinators (2), Food coordinator, Public Relations Officers (2), and Web Developer. It is mandated that one of the Public Relations Officers be an undergraduate student and the other a graduate student in order to reach out to a wide student body.

Each member of the executive committee shall be elected by a majority vote of the members, run-off elections will be held whenever necessary. Elections shall be held once a year during the spring semester in the month of February. Free and fair polling preceded by a period of active campaigning within a specified time frame must be adhered to. It is disallowed to commence electoral procedures unless and until all the eight executive committee member posts are not unopposed. Under special circumstances, the unanimous ascension by any aspiring candidate shall be left to the discretion of the executive members of the committee.

The Executive Committee is formed on the basis of 'ONE PERSON, ONE POST' principle.

Section Two:

To be eligible for contesting elections for a position in the Executive Committee, the member/s must meet the following requirements:

1. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate students, the minimum cumulative GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
2. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in 1 and 2 above.

Section Three:

Members of the Executive committee shall have (but not limited to) the duties, responsibilities, and powers stated in this constitution.

President:

By virtue of this office, the President shall:

Serve as a leader of the committee and representative of the association, and assume full administrative and authoritative responsibilities for ISA's activities.

Preside at all meetings (agenda setting) and conduct the elections.

Oversee external functions of the organization.

Maintain communication with organization adviser.

Serve as the official spokesperson for ISA.

Strive to instill the sense of good citizenship among ISA members.

Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.

In addition, have a vision for the organization.

Vice-President:

The duties of Vice-President shall be to:

Preside at meetings and activities of the association in the absence of the president or as designated by president

Oversee internal functions of the organization.

Serve as the ISA representative on the International Students Council.

Work with the treasurer on budgeting for events.

Create sub-committees when necessary.

Be in charge of the alumni relations and maintenance of the alumni data base.

Secretary:

The duties of secretary shall be to:

Organize committee meetings, prepare the agenda, and record minutes of meeting.

Serve as designated representative of the President and Vice President in their absence at meetings.

Maintain inventory of all ISA property. Make sure the requisite items are purchased and added to the inventory before and/or after each event.

Maintain the ISA listservs, which include current students and alumni.

Work with the vice president on alumni relations and maintenance of the alumni data base.

Gather and compile reports on ISA events.

Compile an annual report using information provided by all committee members.

Prepare informational material to assist the committee.

Interface with the university offices to facilitate ISA activities.

Serve as the ISA representative on the International Student Council in absence of the vice President.

Be responsible for membership management, including membership drives and collection of membership dues (the last, in coordination with the treasurer).

Treasurer:

The duties of Treasurer shall be to:

Maintain accurate knowledge of ISA's financial accounts.

Assume responsibility for processing payments to vendors and reimbursing organizational expenses in a timely fashion.

Allocate funds only upon sanction of other committee members

Cosign checks along with the adviser.

Prepare and present the budget in a timely manner to be submitted to the Finance Committee and Government of the Student Body.

Be responsible for collection of membership dues.

Work with the PRO to manage fund raising efforts.

Work closely with the President and Vice President to ensure effective management of the ISA budget.

Events Coordinator:

The duties of Events Coordinator shall be to:

Be in charge of all events organized and sponsored by ISA.

Coordinate events and special programs as needed and manage the resources for all ISA events.

Schedule meetings/events with appropriate university offices, especially ISU Dining.

Work closely with PROs to ensure maximum publicity to all.

Assist New Students Coordinators to ensure programming for new students each semester.

New Students Coordinator:

The duties of New Students Coordinator shall be to:

Serve as a liaison for new students who have been accepted by Iowa State University

Maintain the yahoo groups listserv for new students.

Respond to new students queries in a timely manner.

Coordinate travel arrangements for students from India as well as Indian Americans during fall, spring and summer sessions by organizing pick-up from Des Moines airport and ensuring initial accommodation with host students/families.

Work in collaboration with Office of International Students and Scholars and New Student Programs to ensure that new students are comfortably transitioned to Iowa State University.

Work closely with the Web Developer to update the ISA website with information relevant to new students.

Organize events specific for new students each semester in consultation with the Events Coordinators such as but not limited to: 1) Welcome Informational; 2) New Student Social; 3) Membership Drive.

Food Coordinator:

The duties of the food coordinator shall be to:

Be in charge of planning/arranging/cooking/serving of food in all the events that involve food organized and sponsored by ISA.

Schedule meetings/events with appropriate university offices, especially ISU Dining in order to carry out smooth functioning of the events that involve food.

Work closely with the events coordinators to ensure the proper management of the events that involve food.

Public Relations Officer:

The duties of PRO shall be to:

Promote ISA events and activities in the Iowa State University community and around Ames community.

Serve as the liaison between ISA and the student body as well as the community.

Be responsible for advertising/publicizing/marketing ISA sponsored events.

Serve as primary fundraisers for the organization with assistance from the rest of the ISA Executive Committee.

Work closely with Events Coordinators to plan and publicize all ISA sponsored events.

Design, develop, and print all publicity material for ISA events such as ads, flyers, email communications.

Work closely with the Web Developer to update ISA website about ISA sponsored events.

Web Developer:

The duties of Web Developer shall be to:

Design and manage the contents of ISA website. Work closely with the PROs to publicize events online.

Provide computer based and Internet based solutions that facilitate smooth functioning of other committee members' tasks.

Interface with Iowa State's IT organization in technical matters concerning mail server, news server, web server and other computer related services.

Execute other relevant tasks as assigned by the President in consultation with the ISA Executive Committee.

Manage and administer ISA's database.

All executive committee members are committed to work as a team as per the work at hand to make events successful irrespective of their individual responsibilities and duties.

Faculty Adviser:

The duties of Faculty Adviser shall be to:

Maintain communication with the Executive Committee regularly.

Be aware of and approve financial expenditures.

Ensure that ISA is operating in conformity with the standards set forth by Iowa State University and Student Activities Center.

The adviser shall be appointed by the president within one month after he/she is appointed.

Section Four: (Term)

The term of office shall be for a period of one year.

A member cannot hold office for more than 'TWO' consecutive terms.

A current office bearer can contest only one more time.

Section Five: (Vacancy/Termination)

Termination Policy: This policy is to terminate non-functioning and non-active ISA committee members from their office.

A committee member can be terminated from his office when there is a 2/3 majority within the committee supporting his/her termination.

If a committee member does not function according to his duties in the constitution and five written complaints against his incompetence to hold office are filed with the faculty advisor, it calls for the committee to meet and observe Rule 1 after scrutinizing the claim and defense.

The committee member can voluntarily give up on his/her office by calling a committee meeting and the committee along with the faculty advisor gives their consent.

To fill a vacancy on the Executive Committee, a special election must be held at the first regular meeting of the ISA following the notification of a vacancy. All members of ISA are eligible to run for the vacant office. However, no one individual may hold more than one office on the Executive Committee.

Article V (Finances)

Section One:

The Treasurer shall be the ISA representative in matters concerning the

organizations finances. He/She shall attend any university meetings related to financial activities.

Treasurer will not sign any financial transaction without the final approval of the President.

He/She shall inform the Executive Committee of every financial matter/transaction.

The Treasurer shall keep an account notebook in which he/she should record all the incomes and expenses involving the ISA, along with detailed explanations.

The treasurer shall obtain and keep a receipt for each expense incurred. However, the Treasurer has authority to spend up to a maximum of fifty US dollars (\$50.00) during his/her term without obtaining any receipts.

The Treasurer shall issue a receipt for each income the ISA receives; the counterfoils of all such receipts, giving the date of the transaction, the amount and the source, shall be retained by him/her. The income to the ISA includes membership dues, donations to ISA, advertisement revenues, funding obtained from Iowa State University and other sources.

The Treasurer shall prepare a statement of revenues and expenses for each month during his/her term and send copy of that to the President and Faculty Advisor.

The Faculty Advisor shall review and approve the financial statement mentioned in 7 of Section One of the Article V of the Constitution of ISA, for each month.

The Treasurer shall prepare a statement of revenues and expenses at the end of his/her term.

At the end of the term of the Executive Committee, but no later than one month after a new Executive Committee takes office, the outgoing Treasurer shall obtain a statement of funding approved for the ISA by GSB of Iowa State University and this statement shall be furnished to the incoming Treasurer and the Faculty Advisor.

If the organization was to be dissolved, the savings will go towards any unpaid bills and the remaining will be given to charity.

Section Two:

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must

receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 24 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

Article VI (Ratification and Amendments)

Section One:

Ratification:

1. This constitution must be ratified by a 2/3 majority of the Executive Committee.
2. It will take effect when approved by Student Activities Centre of Iowa State University.

Section Two:

Amendments:

1. Amendments to the constitution may be proposed by any member of ISA. Such proposals should be submitted in written form to officers one week prior to the meeting in which the amendment is voted on.
2. Duly proposed amendments shall be submitted to a vote of the board panel quorum. A 2/3 majority vote in favor shall be required for adoption of such amendments.
3. It will take effect when the Student Activities Centre approves of it.
4. It is mandatory to review the constitution at least once every 4 years. The executive board in office shall decide the process for the review.