

# Sankalp - Constitution

## **Article I Name:**

The name of this organization shall be Sankalp at Iowa State University (called “organization” henceforth).

## **Article II Purpose:**

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

- To sponsor and nurture developmental projects in India – with an emphasis on providing funds raised through volunteering efforts toward educational initiatives by NGOs and sustainable Self-help groups (SHGs) in rural communities in India.
- To create awareness about work done by these various organizations in India and to effectively network and collaborate with them
- To create a greater sense of community awareness for international students via an involvement in volunteering initiatives carried out in Ames, Des Moines, and other counties close to the University.
- To contribute in cash, given the availability, to relief or rehabilitation efforts set up by NGOs or Government agencies in response to natural calamities.

## **Article III Statement of Compliance:**

Sankalp abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Sankalp agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required)

## **Article IV Non-Discrimination Statement:**

Clause I: Iowa State University and Sankalp do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran

Clause II: No part of the activities of this organization shall consist of carrying out propaganda, or otherwise attempting to influence legislation. 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 III: Neither the organization nor any part of its activities shall have any religious bias and shall not support any particular religion.

## **Article V Membership:**

### Clause I: General membership

Membership at Sankalp is open to all students enrolled at Iowa State University and any other interested parties. Any applicant for membership obtains the same by having his or her name listed in the roster of Sankalp members maintained by the Student Organizations Database, Iowa State University.

### Clause II: Active members

Active members shall be those members who have participated in the activities of the club. For the purpose of this definition, activities of the club shall include Football volunteering, Daawat, and any other such activity as decided by the President. Participation should be within the term of the committee. President shall be the final authority on conferring active membership to a member.

## **Article VI: Risk Management:**

*All recognized student organizations at Iowa State University must identify a risk management officer and state the officer's duties in their constitution.*

The role of the risk management officer is to

1. Help minimize potential risks for club activities,
2. Recommend risk management policies or procedures to (name of student organization),
3. Submit documentation to ISU's Risk Management Office and
4. Ensure that Iowa State University policies are followed at all of the organization's events and
5. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable)

## **Article VII Officers:**

Discuss officer duties, terms of service, dates for elections, method of election, minimum cumulative GPA for officers, impeachment, and replacement of officers. At minimum, each student organization is expected to designate one officer as the chief student leader (usually titled "president"), one officer authorized to deal with the organization's finances (usually titled "treasurer") and one officer who provides general oversight to the group ensuring that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center (usually titled "advisor"). The titles of these positions may vary according to the needs of the organization, but the three separate job functions must be provided for in this article.

## Clause I: Officer Duties and Term of Service

Sub-clause I: The President, the Vice-President, the Treasurer, the Project Coordinator(s), the Website Manager, the Public Relations Officer, the Football Coordinator(s), the Food Coordinator(s) and the Daawat Coordinator(s) 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, 1<sup>st</sup> to July, 31<sup>st</sup>), unless the office bearer resigns, or is removed from the organization.

### Sub-clause II: Duties of the President

The term “The President” shall mean “The President of the organization” henceforth in this constitution. The President shall

1. Be the chief executive officer of the organization and shall supervise and control the affairs of the organization and the activities of the officers.
2. Perform all duties incident to his or her office and such other duties as may be required by law, or by these By-laws, or which may have to be prescribed from time to time.
3. Preside at all meetings of the members of the organization.
4. Shall meet the office bearers regularly to discuss the activities and responsibilities of each of the office bearers.
5. Ensure complete coordination amongst the office bearers and shall be the overall in-charge of all the events, in addition to the event managers.
6. Attend ISC-GA meetings (taking turns with the Vice-President and Treasurer of the organization) and provide meeting minutes to the committee. Shall maintain a list of active members as defined in Clause II of Article V.
7. Follow all the relevant clauses of this constitution.
8. Participate in the activities of the organization.

### Sub-clause III: Duties of the Vice-President

The term “The Vice President” shall mean “The Vice President of the organization” henceforth in this constitution. The Vice President shall

1. Perform all the duties of the President in the absence of the President, or in the event of his or her inability or refusal to act, and when so acting, shall have all the powers of, and be subject to all the restrictions on, the President.
2. Discuss the daily activities of the organization with the President and shall share the overall responsibility of the organizational duties.
3. Attend ISC-GA meetings (taking turns with the President and Treasurer of the organization) and provide meeting minutes to the committee.
4. Follow all the relevant clauses of this constitution.
5. Participate in the activities of the organization.

#### Sub-clause IV: Duties of the Treasurer of the organization

The term “The Treasurer” shall mean “The Treasurer of the organization” henceforth in this constitution. The Treasurer shall

1. 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 SG; 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.
2. Ensure that the rules and regulations of the SG regarding financial transactions, budget and all accounting matters are strictly followed.
3. Follow all the relevant clauses of this constitution and subsequent By-Laws.
4. Classify the cash inflow into the following categories:
  - a) Donations
  - b) Football fundraiser
  - c) Event Sponsorship
  - d) SG budget
  - e) Daawat fundraising
  - f) Handicraft auction at Daawat
5. Classify the cash outflow into the following categories
  - a) Project Support
  - b) Organizational activities
  - c) Administrative expenses
6. Ensure that the funds for 5(b) and 5(c) are provided in full by either SG funds or special funds (as noted in/by the mode of fundraising) or a mixture thereof.
7. Attend ISC-GA meetings (taking turns with the President and Vice-President of the organization) and provide meeting minutes to the committee.
8. Follow all the relevant clauses of this constitution.
9. Participate in the activities of the organization.

#### Sub-clause V: Duties of the Project Coordinator(s) of the organization

The term “The Project Coordinator(s)” shall mean “The Project Coordinator(s) of the organization” henceforth in this constitution. The Project Coordinator(s) shall

1. Be the overall in-charge of all the projects funded by and in consideration by the organization.
2. Act as a liaison between the Non-Governmental Organization (called “NGO” henceforth) carrying out the project in India and Sankalp.
3. Communicate with the NGO to get the details of the project and the NGO itself,
4. Present the project to the members at weekly meetings after deciding on a date to present details with the President
5. Note all the queries raised by the members of the organization at weekly meetings regarding the project and get them resolved,

6. Help the President of the organization with regard to organizing the voting process on projects shortlisted for final consideration towards funding
7. Coordinate with the Treasurer on monetary transactions regarding selected projects in an academic year
8. 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
9. Ensure periodic feedback reports from the NGO and from any other reliable sources, if possible, regarding the progress of the project.
10. Shall maintain a list of volunteers who have volunteered for Projects and shall provide this information to the President.
11. Follow all the relevant clauses of this constitution.
12. Participate in the activities of the organization.

#### Sub-clause VI: Duties of the Football Coordinator(s) of the organization

The term “Football Coordinator(s)” shall mean “The Football Coordinator(s) of the organization” henceforth in this constitution. The Football Coordinator shall

1. Coordinate all activities related to volunteering at the home football games during the Fall session of the academic year as a fundraising initiative.
2. Discuss and plan for the home game schedule at Jack Trice Stadium with the committee of office bearers and the members on how volunteers (Sankalp office bearers and members) can participate and raise funds.
3. Contact office bearers and student members from the organization to volunteer for football games
4. Obtain ISU ID details from members volunteering for football and provide the list to the organization in charge of security for Football.
5. Coordinate with security authorities in charge of Game day preparations to notify them of a confirmed list of volunteers from the organization, after contacting interested members.
6. Coordinate with transport coordinators regarding who can pickup game day volunteers and also drop them off at the end of the day.
7. Coordinate with the treasurer on refreshments during the game for volunteers and arrange for a location where volunteers can gather and have food after their respective duties have been discharged.
8. Ensure checks are sent to the appropriate mailing address to then be deposited by the Treasurer in the University account maintained for the organization.
9. Attend ISC-GA meetings in the Spring semester and provide meeting minutes to the committee.
10. Shall maintain a list of volunteers who have volunteered for football games and shall provide this information to the President.
11. Follow all the relevant clauses of this constitution.
12. Participate in the activities of the organization.

#### Sub-clause VII: Duties of the Website Manager of the organization

The term “The Website Manager” shall mean “The Website Manager of the organization” henceforth in this constitution. The Website Manager shall

1. Update the organization website regularly to reflect the very current activities of the organization on the webpage
2. 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
3. Ensure that the minutes of the meetings are available on the website
4. Ensure that the current activities are highlighted and old activities are periodically placed at appropriate place on the website
5. Ensure that the Web log (the Blogspace) created by the organization is maintained with the latest relevant information available.
6. Follow all the relevant clauses of this constitution.
7. Participate in the activities of the organization.

#### Sub-clause VIII: Duties of the Public Relations officer of the organization

The term “Public Relations Officer” shall mean “The Public Relations Officer (PRO) of the organization” henceforth in this constitution. The PRO shall

1. Design effective strategies to increase awareness about Sankalp in the student community and facilitate in membership drives
2. Represent the organization and its goals at student group gatherings, at the International student council (ISC) and if necessary to the SG.
3. Actively seek possible sponsorships and fundraising events that could increase Sankalp’s presence on campus and in Ames and Des Moines.
4. Follow all the relevant clauses of this constitution.
5. Participate in the activities of the organization.

#### Sub-clause IX: Duties of the Daawat Coordinator(s) of the organization

The term “Daawat Coordinator(s)” shall mean “The Daawat Coordinator(s) of the organization” henceforth in this constitution. Daawat is Sankalp’s annual fundraising dinner held in the Spring semester. The Daawat Coordinator(s) shall

1. Coordinate meetings for Daawat, under the guidance of the President.
2. Scout for venues for holding the fundraising dinner and planning the events of Daawat day, under the guidance of the President.
3. Organize various teams of members to delegate other tasks for the fundraising dinner – including planning for audio-visual equipment, cultural performances, project presentations, decorations, renting stages if necessary and last but not least coordinating with the design team on brochures and other paraphernalia for the event.

4. Be chiefly in charge of organizing the menu for Daawat, planning a schedule around which various dishes will be cooked at various volunteers' homes, seek members to help in the cooking process and coordinate transport for Daawat.
5. Seek members to handle the Handicrafts auction during Daawat – with Handicrafts brought over from India by patrons and members.
6. Shall maintain a list of volunteers who have volunteered for Daawat related activities and shall provide this information to the President.
7. Attend ISC-GA meetings in the Fall semester and provide meeting minutes to the committee.
8. Follow all the relevant clauses of this constitution.
9. Participate in the activities of the organization.

Sub-clause X: Duties of the Transport Coordinator of the organization

The term “Transport Coordinator” shall mean “The Transport Coordinator of the organization” henceforth in this constitution. He/she shall:

1. Oversee and arrange transport for football volunteers during Football to and from the stadium
2. Organize transport for other Sankalp volunteers for events that require travelling to venues outside the City of Ames.
3. Plan a transport schedule for Daawat to ensure food and other essentials are effectively brought to the event venue.
4. Shall maintain a list of volunteers who have volunteered for transportation and shall provide this information to the President.
5. Follow all relevant clauses of this Constitution
6. Participate in the activities of the organization.

Sub-clause XI: Duties of the Newsletter Coordinator of the organization

The term “Newsletter Coordinator(s)” shall mean “The Newsletter Coordinator(s) of the organization” henceforth in this constitution. He/she shall:

1. Prepare and coordinate the compilation of necessary articles and updates about Sankalp for newsletters to inform patrons and members about the progress of the organization.
2. Provide regular updates to the committee on the newsletter and incorporate important feedback from officers and members into final versions of the newsletters
3. Keep other officers and members in the loop on deadlines for submission of articles ahead of preparing the newsletters.
4. Follow all relevant clauses of this Constitution
5. Participate in the activities of the organization.

Clause II: Method of election of officers—Elections held at the end of July, ahead of the new academic year are carried out by a show of hands by a simple majority of active members of Sankalp as defined in sub-clause II of Article V. A special meeting of the active members should be convened for the elections. Any person enrolled as a student at Iowa State University or other

interested parties are eligible to be nominated or nominate herself or himself for any of the officer roles listed above. The president shall inform the Sankalp body of the openings by email and other social media platforms and shall seek nominations. Elections shall be held at least one week after the email seeking nominations is sent. The date and time of the election shall also be conveyed to the Sankalp body at least one week before the set date for the elections. In the case of a contested election for any of the posts, the active members can seek the views of contesting nominees in order to decide on their vote.

Clause III: Date(s) for election of officers—Elections are carried out in the last week of July every year to select the new committee at the weekly Sankalp meeting.

Clause IV: Impeachment/Removal of officers

Sub-clause I: Resignation of an officer

Any officer may resign at any time by giving written notice to the President of the organization. Any such resignation shall take effect on 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.

Sub-clause II: Impeachment of officers

Any officer may be removed by the President, with the approval of the members of the organization, at any time. Any office bearer of the organization can be impeached provided a 30-day notice is given to all members 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 be held to impeach him/her and the impeachment shall be passed by an absolute majority of the voting members present in the said meeting.

Clause V: Replacement of officers

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 a vacancy may be filled temporarily by appointment by the President, the temporary time not extending one month, before which the position shall be filled by an election.

Clause VI: Minimum Cumulative GPA for Officers

The President and Treasurer of this organization must meet the following requirements:



(a) 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.

(b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. For this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

#### Clause VII: 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.

### **Article VIII Adviser:**

#### Clause I: Adviser Duties

1. 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.
2. 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.
3. In the 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.
4. As per the regulations of the SG, the Faculty Advisor shall be present during the general election of the organization.

#### Clause II: Method of election/selection of adviser(s)

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 SG regarding the appointment of the Faculty Advisor shall be strictly followed for the same.

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

### Clause III: Adviser(s) Term of Service

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 members of the organization.

Clause IV: Impeachment/Removal of Advisers— Any member can nominate a faculty adviser for impeachment. Nomination for impeachment needs to be done one meeting in advance. In the meeting after the nomination for impeachment, the officer will have a chance to speak in front of the members and committee. All members and committee will take a vote. The officer will be removed from his post if 2/3 of votes are in favor of impeachment. Missing 3 consecutive meetings, showing bias among members, misuse of funds collected etc. are few reasons why impeachment proceeding may be initiated.

Clause V: Replacement of Advisers— The President and treasurer shall decide on the replacement of Adviser.

## **Article IX Finances:**

Clause I: 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 48 hours after collection.

Clause II: Barring incurred expenses towards organization-related activities, 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 be utilized to the benefit of any office bearer or member thereof or to the benefit of any other individual. 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 Clause II of the Article of Incorporation, or shall be deposited with the SG.

Clause III: Only NGOs that comply with The Foreign Contribution Regulatory Act, 2010 (FCRA) shall be eligible for receiving any monies from Sankalp.

Clause IV: Description of dues – The organization doesn't stipulate dues and membership is open to everyone. Most of the organization's income is raised through volunteering efforts geared towards fundraising and donations from members and patrons.

## **Article X: Meetings**

Weekly meetings are held on Friday, except during dead week and finals week every semester, and are open to all members and patrons.

## **Article XI: Public Documents**

### Clause I: Annual Report

Sub-clause I: 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.

Sub-clause II: 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.

Sub-clause III: 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.

### Clause II: Newsletter

Sub-clause I: Under the guidance of the President the committee shall guide the Newsletter coordinator in the effort to publish an annual newsletter to inform patrons and members of the events of the year carried out by Sankalp. The committee of office bearers shall ensure that the copy of the Newsletter for the current year is available at the General Body Meeting 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 members 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 laid down by the GSB regarding the Newsletter are strictly adhered to.

## **Article XII: Amendments & Ratifications**

Amendments to any clause of these By-Laws can be proposed by any member 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. Prior to acquiring approval by office bearers and members/volunteers of the organization, the committee will notify everyone regarding a specific meeting date on which the consensus will be arrived at by a show of hands. To make final changes to any section of the Bylaws, a minimum of three-fourth of the members attending the scheduled meeting to address this should vote in favor of the amendment.