

CONSTITUTION Indian
Student Association ISA
Committee 2014-15
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INDIAN STUDENT ASSOCIATION

University of Georgia
Athens, GA

CONSTITUTION

Article I. General Objectives

- 1.1. The official name of the organization shall be Indian Student Association (ISA).
- 1.2. The organization shall operate as a non-profit, non-political, and non-religious organization.
- 1.3. The organization shall abide by the applicable rules and policies of the University of Georgia (UGA) pertaining to student organizations.
- 1.4. The primary objective of the organization shall be to promote, advance, and spread awareness about India and its cultural heritage.
- 1.5. Organization shall foster international understanding in a social atmosphere through interchange of views, customs, and cultural exchanges.
- 1.6. Shall organize Indian cultural events (such as dance, music, and lectures) to promote social understanding and interaction with Americans and other Internationals.
- 1.7. Shall promote a feeling of community for new students from India and help them adjust to living and working at UGA.

Article II. Membership

- 2.1 Membership shall be open to the students of UGA regardless of color, race, religion, language, sex, sexual orientation, age, physical disability, or political affiliation.
- 2.2. Membership shall also be open to non-student members of the Athens community. However, only the students of UGA shall have the right to vote.
- 2.3. Membership shall be determined by the payment of annual dues; which shall be determined by the executive committee.
- 2.4. The organization reserves the right to deny/revoke membership with the consent of 2/3rd of the executive committee members.

Article III. Officers

- 3.1. The Administrative Committee of ISA shall consist of five Executive Officers, six to ten Executive Committee Members, and one/two Webmasters.
- 3.2. Executive Officers
 - President
 - Vice-president
 - Secretary
 - Treasurer
 - Public relations officer
- 3.3. The Administrative Committee shall appoint, as Faculty Advisor and/or Faculty Co-advisor, any faculty or staff of UGA.
- 3.4. All Administrative Committee members must be currently enrolled as Students of UGA.
- 3.5. The duties of the Administrative Committee members and the Faculty Advisors are as follows

President

- The President shall be the chief executive officer of the ISA and shall take responsibility to supervise all activities of ISA.
- He/She shall call and provide structure to all executive and general meetings.
- He/she shall be the official representative of the ISA and shall call the executive council meeting as and when necessary.
- He/She shall stand as a non-partisan leader.
- He/She shall uphold the articles of association of ISA to the letter and the spirit.

Vice President

- He/She shall assume responsibilities of the President when in absence.
- He/She shall succeed the president if he/she were unable to complete his/her term.
- He/She shall be responsible for maintaining order in each general meeting.
- He/She shall recognize speakers and keep discussions on track and to the point in general meetings.

Secretary

- The Secretary will be responsible for scheduling all executive council meetings.
- He/She shall keep minutes of all executive and general meetings in writing and forward a copy to the Public Relations Officer for circulation among the members by email.
- He/She shall work with the President on the final check list for up-coming events and shall formulate letters and announcements in consultation with the executive committee members.

Treasurer

- He/She shall manage the account books, keep petty cash, and handle all deposits and withdrawals in the ISA's bank account.
- He/She shall accumulate grants and dues (if applicable).
- He/She shall maintain copies of all receipts to justify expenditures of organizational funds.
- He/She shall maintain thorough and accurate records of all transactions.

Public Relations Officer

- He/She shall provide a channel of communication for the members of the organization.
- He/she shall be responsible for the publicity of all activities of ISA (this includes printing and distribution posters, and informing the news media).
- He/She shall make all arrangements for all meetings and notify all members of such meetings.

Executive Committee Members

- Shall help Executive Officers of ISA as and when needed.

Webmaster

- He/She shall update website at least once a month.
- He/She shall assist Public Relations Officer and other committee members with posters and other duties.

Faculty Advisor

- The Faculty Advisor serves the executive committee at the advisory level.
- Shall ensure that the committee makes decisions through a fair and democratic process.

Article IV. Meetings

- 4.1.** The Administrative Committee must hold a minimum of one general body meeting per year.
- 4.2.** All officers shall attend and participate in all Administrative Committee meetings, general meetings, organization sponsored events, fundraisers, and activities.
- 4.3.** Disciplinary action shall be taken if an officer fails to attend three consecutive Administrative Committee meetings.
- 4.4.** A quorum shall be present in order to conduct official business of the organization.
- 4.5.** Any member can address the Administrative Committee but must notify a committee member one week prior to the meeting.
- 4.6.** Decisions of the organization shall be enacted by the majority of the Administrative Committee.

Article V. Elections

- 5.1.** The election for the Administrative Committee member positions shall be held every year during the month of March.
- 5.2.** The Administrative committee shall elect two officers and the Faculty Advisor as Election Officers to conduct/supervise election.
- 5.3.** The Election Officers shall not be eligible to run for any position for which an election is being held.
- 5.4.** The secretary of ISA shall send out an e-mail to ISA members to call for nominations no later than the end of February.
- 5.5.** To be nominated, an eligible member of the organization shall either self-nominate or be nominated by any other ISA member.
- 5.6.** Nominations shall be e-mailed by the deadline set for nominations.
- 5.7.** The members of the Administrative Committee may be re-elected. However, the maximum duration of service in the same position shall not exceed more than two terms.
- 5.8.** Shall there be more than one member nominating him/herself for the same position; election for that position shall be held in a general body meeting.
- 5.9.** Secretary shall send out an e-mail to ISA members with the date, time, and venue of the general body meeting for elections.
- 5.10.** Elections shall only be conducted during weekdays, after office hours, and the venue should be accessible by UGA bus services.
- 5.11.** Only active UGA student members present during the general body meeting may cast ballot.
- 5.12.** Election Officers shall collect and count the votes, and announce the results immediately after election.
- 5.13.** The candidate receiving maximum number of votes for the post he/she is running will be declared the winner for that post. (majority vote)
- 5.14.** In case of a tie, the Faculty Advisor will cast the deciding vote.

- 5.15. Shall ISA be unable to fill a vacant position; the executive committee shall appoint a member for the vacant position. This appointment shall require the consent of 2/3rd of the Administrative Committee members.
- 5.16. The old committee shall settle all bills, and hand over all ISA accounts and possessions to the new committee no later than 30th of May.

Article VI. Impeachment

- 6.1. Any Administrative Committee members of ISA, including Faculty Advisor, may be impeached; if any active member of the association presents sufficient proof of corruption, misconduct, failure to perform assigned duties, not representing the best interests of ISA members, and/or adversely affecting the reputation of ISA.
- 6.2. In order to file for impeachment, the member must present in writing a statement of the charges signed by at least one third of the active members of the association.
- 6.3. The officer in question shall be notified within five working days of the submission of the charges.
- 6.4. The officer/member shall be given a seven day notice and an opportunity to defend him/herself.
- 6.5. The Administrative Committee shall then summon all active members to an impeachment meeting with the purpose of discussing the impeachment charges.
- 6.6. In order for an officer to be impeached, a majority vote of the active members present at the meeting is necessary.

Article VII. Filling of Vacant Positions

- 7.1. If an officer graduates or leaves UGA prior to fulfilling her/his term, the replacement should be appointed by 2/3rd vote of the Administrative Committee for remainder of the term of the departing committee member.

Article VIII. Duties of the Members

- 8.1. Attend all general meetings and special meetings.
- 8.2. Participate in all ISA activities and events.
- 8.3. Promote Indian culture, tradition, and goodwill in the society.
- 8.4. Foster friendship among the members and avoid any kind of in-group.

Article IX. Rights of the Members

- 9.1. Right to information of proceedings of all meetings.
- 9.2. Right to elect or impeach Administrative Committee members.

Article X. Quorum

- 10.1. Six officers shall form a quorum for an administrative meeting. For a general meeting the quorum is at least 36 members.

Article XI. Amendments

- 11.1. Amendments to the constitution may be proposed by any member of ISA or the Administrative Committee.
 - Duly proposed amendments shall be submitted for a vote of the Administrative Committee quorum. A 2/3rd majority vote in favor shall be required for adoption of such amendments.
 - Administrative Committee then shall inform the members about the proposed amendments and shall call for a general body meeting.

- A simple majority vote of the members present in the general body meeting shall be required for such amendments to be accepted as a constitutional provision of ISA.

Article XII. Enactment

12.1. This Constitution, ISA constitution 2014, shall have full force following passage by majority vote of the voting members of ISA present in a general body meeting called for the purpose of enacting this constitution. This Constitution shall supersede and replace all previous ISA Constitutions.

Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. However Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs.

NO ARTICLE OF THIS CONSTITUTION SHALL BE INTERPRETED IN ANY WAY THAT WILL CONFLICT WITH OTHER PROVISIONS MADE IN THE SAME OR ANOTHER ARTICLE.

Date:

Place: Athens, GA Time:

The ISA constitution 2014 has been voted and approved by the undersigned ISA members present at the general body meeting held on ---- 2014.

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