

CONSTITUTION OF INDIAN STUDENTS ASSOCIATION @ ASU

PREAMBLE:

The Indian Students Association (ISA) is a non-profit organization for all the students from India. Our objectives are to promote service and leadership opportunities. We know how tough it is to travel to a totally new country, thousands of miles away from home and settle down into a student's life there. We aim to help new students with the educational and social issues that they may face at ASU and be the Indian students link for them. Student-student and student-community interactions are also highly encouraged.

1.0 NAME:

The name of the organization will be ISA (Indian Students Association). This name will remain as the official name always for any official or commercial purposes. This organization does not have any affiliations to groups or associations (National or Regional) in USA as of now.

2.0 MEMBERSHIP:

Membership in this association is extended to all students without regard to race, creed, color, religion, age, sex, national origin or handicap. All office bearers (who would be called as ISA committee members) should be ASU student who maintain good academic standing, maintain the international status and maintain volunteerism to serve the students.

Every Indian student has the right to be part of the ISA email system for information and membership is created thereby. Members can request the ISA committee for any change in the email system or services provided. Any Indian student can attend the weekly meetings and submit ideas. If the members attend the general body meeting they can also vote for the proceedings of the meetings. General members can become part of the ISA committee after the current committee reviews his interests and abilities.

The qualifications for being part of the ISA committee are that members should be registered for at least 1 credit hour (with international status) and their dedication to serve the Indian students in the campus. Each member will be specified a certain task within the committee or will be given a position. These tasks will be continued or changed at the start of every year with the consent of the committee members. The committee will check the eligibility of the member every year and decide mutually on the next year office bearers. Members can resign or terminate their tenure, but have to report to the committee during any of the weekly meetings before or at least at the start of the particular semester. In case of any misconduct by the members the President and the Vice President of ISA would have the rights to remove him from his post. Members will have no benefits or earnings as the office bearers and any of the events held will be directly funded for the cause of the association.

Note: No membership fees and no incentives for any member. Membership is purely an individual decision and he/she has the right to leave the email system or association any instant, with prior information to the President.

3.0 OFFICERS:

The Executive Officers of the ISA committee shall be the President, Vice President, Secretary and the Treasurer(s). The Executive Officers of the ISA committee shall hold office for a period of one year with a term beginning after the last meeting under the previous President. The President will decide the extension of the officer's term, with consent of the remaining committee. The Executive Officers shall attend all general meetings of the ISA but are responsible by themselves to know the updates. All officers as explained in Section 2 should maintain good academic standing, international status and volunteerism to serve. ISA will have 12 main office bearers as listed below (with titles and general duties) and each one of them would be an ASU student only. Only the President and the Vice President can decide the removal of any of remaining officers.

President: He/She will be the Head of the committee and Organizational structure. All the decision making powers related to ISA rests with the President. The President of the ISA shall run meetings in orderly fashion, coordinate the various departmental representatives, and coordinate ad hoc committees. He/She will decide on the direction of the organization and the events/projects conducted in ASU. He/She will make the decisions in accordance with the Vice President and consent of the committee. He has the power to remove members, cancel an event, and make all major decisions. The previous committee, based on voting, would elect him/her every year. He cannot be removed from the position by anyone unless the person resigns himself from the post. Candidates for the President must have previously served as an elected Executive Officer in the previous committee. In the event that no candidates meet this requirement, each candidate who receives the endorsement of both the Advisor(s) and the previous President will be allowed to run.

Vice President: The Vice-President of the ISA shall assist the President in performing his or her duties. The Vice-President shall act as president pro-tempore in the absence of the President, and shall act as liaison to the ISA. He/She has the power to remove members, take decisions, or make amendments in the absence of the President. In case the committee is not happy with his/her service or the advisor asks for a change then the President of ISA can remove him/her from his/her post.

Secretary: The Secretary of the ISA committee shall keep minutes of meetings, distribute agendas, act as a liaison to the other organizations, organize meeting logistics, and coordinate public relations and information dissemination. He/She should work closely with all committee members for smooth running of the committee. He/She is subject to removal only by the President and the VP.

Treasurer: There are can be more than one treasurer for ISA depending on the decision by the current president and the necessity. The treasurer is responsible to maintain a perfect Balance Sheet (soft and hard copy) and should submit it every month to the committee or atleast the President / VP. The Treasurer shall also make disbursements from ISA funds under direction of the Executive Officers. He/She would be responsible for selling for tickets, donation collections, and sponsorship packages. Advisors, President and VP have the rights to remove him to ask for changes in service.

Before they could make any purchases, expenditures or reimburse any money they should consult and get it approved by President & VP.

Public Relation Officer: There can be more than one person in this department. They are responsible to maintain good relations with other organization in the valley, companies for career forum, associations within the campus. They would be speaker for the association and is responsible to take up any hassles in the campus during the meeting. Any Executive Officer can remove this official under misconduct.

Sports Coordinator: This department would have minimum of a male and a female coordinator. The sports coordinator is responsible for conducting the sports every semester and coordinating the games with other associations in the campus. He/She is selected based on the voting in the committee.

Cultural Committee: This committee will have a minimum of three students including the secretary of this department. The ISA committee selects the secretary of this department by general voting. With consent of the secretary rest of the volunteers are selected. The secretary and the volunteers are subject to changes by the President, VP or advisor. They are responsible for all the particulars to be performed during an event.

Student Affairs: This department consists of two major sub departments education and career forum. The volunteers for this department should work towards the educational information, career forums, lecture for student benefits. The executive officers can remove him from the post at any point of time.

Movie coordinator: Keep movies every weekend with prior information. The volunteer in this department could change whenever the executive officers feel the need for it. As per the committee or the Indian students requests as whole.

Webmaster: This department will have minimum of one student. He/She would be in charge of changes/ updates on the website, graphics. His/Her term would be decided by the executive officers depending on the consent of the committee.

Marketing and Publicity: This department will have minimum of two students. They are in charge of the publicity of the events, ideas, sponsors etc. Only executive officers can change the post.

Pickups and Accommodation: The student volunteer would be responsible for the new comers pick up and accommodation. The VP and the secretary are also responsible for the same.

4.0 BOARD OF DIRECTORS:

The Board of Directors will be the President, VP, Advisor, secretary and Treasurer of the committee. This will remain the ISA Executive committee and will help the President in making important decisions regarding the Organization. However, the final decision rests with the President.

5.0 ELECTIONS:

The Committee members would elect the president by general voting every year. The President has the right to dissolve the previous committee and form his own committee. Every year there would be a call for new officers (if there are not enough officers to conduct the activities).

Depending on the RSVPs the committee members and the new President will conduct a vote for all the positions mentioned above (apart from the Presidents post). A formal list of committee members will be submitted to the advisor(s), SORC, and all students services/support departments.

6.0 MEETINGS:

ISA would have their regular meetings on first Wednesday of every month and each meeting will be based on some agenda. All committee members are expected to attend these meetings and are free to give suggestions. In case of their non-availability, they should inform the President a day prior to the meeting.

7.0 ADVISORS:

There will be minimum of one Advisor for the organization and he/she is free to give up the post anytime he/she like. The term of an advisor would be for a year. The second advisor is selected depending on the executive committee. The Advisor will be an ASU faculty/staff depending on who comes forward with a helping hand for this cause. He/She can be changed at the start of any semester with the consultation of the committee. He/She will guide ISA through the ASU resources and rules in performing the events or projects under ISA. The ISA executive officers can change the Advisor after his/her term at the request of the committee.

Ex-ISA Presidents who are present in the Arizona valley are also consultants to the President. The President can consult them in any decision at any point in time for the smooth running of the organization. In case of critical decisions, their vote will be counted.

BY-LAWS:

There will no membership fees included for any member as of now. Major part of the funds will come from the events conducted and will always remain a non-profit organization. This will be maintained and controlled, by the Head, VP, Treasurer and the Advisor. The President in consultation with the Vice-President and Treasurer has the powers to amend the constitution at any point in time.

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