

CONSTITUTION

INDIAN STUDENTS ASSOCIATION @ KANSAS STATE UNIVERSITY

Updated: Thursday, August 13, 2015

Article I: Name

Section 1: This organization shall be known as Indian Students Association, hereinafter referred to as the 'ISA' in this constitution and its By-Laws.

Section 2: The ISA shall be a non-profit, non-political, non-religious organization formed to carry out its purpose as listed in **Article II** of this Constitution.

Article II: Purpose

Section 1: The purpose of the ISA shall be:

(a) to bring together individuals who share an interest in various aspects of Indian life and culture.

(b) to promote an awareness about India among the local community of Manhattan and surrounding areas.

Article III: Membership and Voting Rights

Section 1: Membership is open to anyone who shares the goals listed in **Article II** of this Constitution subject to the following condition: at least fifty percent (50%) of the members shall be university persons. The terminology 'university persons' refers to students, faculty, staff and their spouses at Kansas State University.

Section 2: Membership is classified into two broad categories: (i) single membership and (ii) family membership. For membership purpose, a family is defined as consisting of a couple only. The children and the parents of the couple are entitled to all the family membership benefits of the ISA except for voting rights, to be classified in Section 3 of **Article III** in this Constitution.

Section 3: In the case of single membership, the member gets one (1) vote. In the case of family membership, each member of the couple constituting the family gets one vote.

Article IV: The Executive Committee

Section 1: An elected committee, hereinafter referred, as ‘the Executive Committee’ in this Constitution and its By-Laws, shall govern The ISA.

Section 2: The Executive Committee shall be composed of one (1) President, one (1) Vice President, one (1) Secretary, one (1) Treasurer, one (1) Public Relations Officer and one (1) Faculty adviser. In addition, the Executive Committee can have other positions as deemed appropriate with approval from faculty advisor.

Section 3: Any member of the ISA is qualified to become a member of the Executive Committee. The members of the ISA shall elect the members of the Executive Committee each year for a one (1) year term in a meeting that can be attended by all the members of the ISA. Any meeting that all the members of the ISA can attend shall hereinafter be referred as ‘General Body Meeting’. The elections shall be held in the spring semester, before the end of the academic year of Kansas State University. The members of the Executive Committee shall take office on the first day of the month of July on the year they are elected and shall leave office on the thirteenth day of the month of June of the following year.

(a) In conformance with the procedures of the Union Activities Board of Kansas State University, at least three (3) members of the executive Committee shall be university persons. The terminology ‘university persons’ refer to students and persons enrolled at Kansas State University in at least six (6) hours of undergraduate coursework or at least six (6) hours of graduate coursework or faculty or staff or spouses of such persons.

(b) In the event that a member of the Executive Committee resigns at any time during his/her term, the member thus resigned shall continue in office till a new member is elected in his/her place in a General Body Meeting. The election shall be held within 30 days of the date of resignation.

(c) In conformance with the procedures of the Union Activities Board of Kansas State University, the ISA shall have a Faculty Advisor from the faculty of Kansas State University at all times.

(d) In the event that the Faculty Advisor resigns, the Executive Committee shall nominate a new Faculty Advisor.

Article V: General Body Meetings

Section 1: The Executive Committee, during its term, shall call at least two General Body Meetings. The Executive Committee shall notify the members of the ISA of the date, time, place and agenda of any General Body Meeting at least ten (10) days in advance. However, in the case of an emergency, a General Body Meeting may be called at a short notice.

Section 2: If a member of the ISA wishes to call for a general Body Meeting, he/she should get the support of at least twenty percent (20%) of the total members of the ISA. A written request stating the purpose of the meeting shall be given to the committee, along with documentary evidence that the request enjoys the support of at least twenty percent (20%) of the total members of the ISA. The Executive Committee shall then call a General Body Meeting at an appropriate date, within one month of the date of the receipt of written request.

Section 3: If the Executive Committee refuses to call a General Body Meeting even after a member demonstrates that such a request satisfies the criteria laid out in **Section 2** of **Article V** of this Constitution, the member may then file a complaint with the faculty Advisor, who may then act according to the provisions of **Article VI** of this Constitution.

Article VI: Dismissal of the Committee Members

Section 1: If the Faculty Advisor determines that the Executive Committee has violated one or more of the procedures set forth in this Constitution and its By-Laws or that the Executive Committee has been acting against the interests of the ISA, he/she may choose to initiate dismissal procedures against one (1) or more of the members of the Executive Committee as described in **Section 2** of **Article VI** of this Constitution.

Section 2: To effect the dismissal of one (1) or more members of the Executive Committee, the Faculty Advisor shall call a General Body Meeting of the ISA. For this purpose, **Section 2** of the **Article V** of this Constitution does not apply. At this meeting the Faculty Advisor shall provide justification for his/her decision to seek the dismissal of one (1) or more members of the Executive Committee. If a member of the Executive Committee facing dismissal is not in agreement with the faculty Advisor's decision, he/she shall be given an opportunity to address the members of ISA at this meeting. The members of the ISA shall then vote in favor of or against the dismissal of each member of the Executive Committee facing dismissal. An Executive Committee member is dismissed if two thirds (2/3) of the members present vote in favor of the dismissal of that Executive committee member.

Section 3: In the event that one (1) or more members of the Executive Committee are dismissed, the members of the ISA shall immediately elect replacement for each dismissed member of the Executive Committee for the remaining term.

Article VII: Amendments

Section 1: This Constitution may be amended at any General Body Meeting by two thirds (2/3) vote of the members attending. Introducing any amendments to this Constitution in any General Body Meeting needs the written support of at least twenty percent (20%) of the total members of the ISA. The full text of the proposed amendment(s) to be considered in a General Body Meeting shall be communicated to the members in advance.

Section 2: The By-Laws to this Constitution may be amended at any General Body Meeting by simple majority vote of the members attending.

Article VIII: Election Procedure

Section 1. ISA student members interested in Executive Committee posts should make their interest known by completing an election nomination form available at the ISA website (www.ksu.edu/isa). The incumbent Executive Committee will receive nomination until the 2nd weekend of March in the year the elections are held. The date will be mentioned in the election notice communication sent to all ISA members, after consultation with, and review by, the faculty advisor. Nominations received after the 2nd weekend of March will not be accepted.

Section 2. The incumbent Executive Committee will review all nominations received to determine eligibility of the nominees. Eligibility requirements are as follows: Nominees shall be enrolled at Kansas State University and shall be current members of ISA, and will be affiliated with both the University and ISA for a minimum of 1 year. ISA members will be notified of nominees for various posts eligible for running in the election by the 3rd weekend of March. The date will be mentioned in the election communication referred to in **Section 1**.

Section 3. Elections will be held at a General Body Meeting during the 1st weekend of April. The date will be mentioned in the election communication referred to in **Section 1**.

The faculty advisor will facilitate the meeting; an election ballot with names of all nominees will be given to ISA members present at the meeting. Nominees should be present at the meeting to be eligible for receiving votes. Nominees for various Executive Committee posts will be given 5 minutes to share their vision for ISA and answer any questions from the audience. Following the presentations, ISA members will be asked to cast their vote using the ballot. Winners for various posts will be based on number of votes received. The faculty advisor will oversee the counting process or an individual (usually a faculty member) designated by the faculty advisor will oversee the vote-counting process.

Section 4. In the case of tie-vote, the faculty advisor will cast the deciding vote.

Section 5. The newly formed Executive Committee will select an ISA member for any of the Executive Committee positions that was not voted-on during elections at the General Body Meeting. The selected nominee(s) should comply with the eligibility standards mentioned in **Section 2** above.

Section 6. The election results will be made public at the General Body Meeting to the members present, and via email to all ISA members not present at the meeting.

BY-LAWS TO THE CONSTITUTION OF THE INDIAN STUDENTS ASSOCIATION KANSAS STATE UNIVERSITY

Article I: The Executive Committee

Section 1: The President shall be in charge of the overall coordination of all matters pertaining to the ISA and shall be responsible for having the ISA registered with the Union Activities Board of Kansas State University.

Section 2: The Vice President shall primarily be liaison with various campus and non-campus organizations and individuals.

Section 3: The Secretary shall primarily handle all the correspondence and maintenance of all the non-financial records pertaining to the ISA including the minutes of all the General Body Meeting and Executive Committee meeting.

Section 4: The role of the Treasurer shall primarily be as outlined in **Article V** of the By-Laws to the Constitution of the ISA.

Section 5: The Public Relations Officer shall primarily handle all the publicity for events organized by ISA.

Section 6: On all the operational matters pertaining to the ISA, the decision of the Executive Committee shall be final.

Article II The Executive Committee Meetings

Section 1: The Executive Committee shall meet periodically (at least quarterly) during its term to act upon matters related to ISA. Each member of the Executive Committee has the right to call for such a meeting. The Faculty advisor shall be invited to attend such meetings.

Section 2: The President shall preside over such meetings. In the event that the President cannot attend such meeting, the Vice President shall preside over that meeting.

Section 3: The Secretary shall record the minutes of such meetings. In the event that the Secretary cannot attend such a meeting, one of the other members of the Executive Committee shall record the minutes. The Faculty Advisor shall be provided with a copy of the minutes.

Article III: Membership Dues

Section 1: The Executive Committee shall decide the rates for membership dues each year. For the purpose of assigning membership dues, the Executive Committee may further subdivide the categories mentioned in **Section 2** of the **Article III** of the Constitution of the ISA.

Article IV: Appointments

Section 1: The Executive Committee may create additional posts/subcommittees in order to assist it in matters pertaining to the ISA. These posts/subcommittees shall carry a designation and the responsibilities of these posts/subcommittees shall be clearly defined. The term of these posts/subcommittees shall be identical to the term of the Executive Committee. The Executive Committee shall notify all the members of the ISA about such posts and invite volunteers from them. The Executive Committee shall then make appointments from the volunteers in accordance with its best judgment.

Section 2: The Executive Committee has the right to dismiss an appointed person/one (1) or more members of any subcommittee it creates, if in its judgment, the person(s) involved has (have) failed to discharge his/her duties.

Article V: Treasury, Accounting and Records

Section 1: The Treasurer shall be the ISA representative for the International Coordinating Council (ICC) at Kansas State University. S/he shall inform the Executive Committee of any ICC meetings. In the event that he/she cannot attend any such meetings for any reason, he/she should inform the Executive Committee in advance and depute one of the other Executive Committee members to attend in his/her place.

Section 2: Only the President and the Treasurer have the authority to sign checks on behalf of the ISA for expenses related to ISA activities.

Section 3: 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.

Section 4: 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.

Section 5: The Treasurer shall issue a receipt for each income the ISA receives; s/he shall retain the counterfoils of all such receipts, giving the date of the transaction, the amount and the source. The income to the ISA includes membership dues, donations to ISA, advertisement revenues, funding obtained from Kansas State University and other sources.

Section 6: The Treasurer shall prepare a statement of revenues and expenses for each month during him/her term and send copy of that to the President and Faculty Advisor.

Section 7: The Faculty Advisor shall review and approve the financial statement mentioned in **Section 6** of the **Article V** of the By-Laws to the Constitution of the ISA each month.

Section 8: The Treasurer shall prepare a statement of revenues and expenses at the end of his/her term. Copies of this statement are to be distributed to the members of the ISA. This statement shall be presented by the Treasurer and shall be discussed by the members of the ISA at a General Body Meeting.

Section 9: 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 the following: (i) a statement of funding approved for the ISA by International Coordinating Council of Kansas State University and (ii) a statement of funding provided to the ISA by the Student Governing Association of Kansas State University. These statements shall be furnished to the incoming Treasurer and the Faculty Advisor.

Section 10: 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 Executive Committee shall provide the incoming Executive Committee with the following records: (i) minutes of all the General Body Meetings and Executive Committee meetings for the preceding year, (ii) monthly financial statements mentioned in **Section 6** of **Article V** of the By-Laws to the Constitution of the ISA, (iii) annual financial statement mentioned in **Section 8** of **Article V** of the By-Laws to the Constitution of the ISA and (iv) any other records relevant to the ISA.

Article VI: Donations

Section 1: The ISA may donate money to organizations requesting donations from ISA subject to the conditions laid out in sections 2, 3 and 4 of **Article VI** of the By-Laws to the Constitution of the ISA.

Section 2: The Executive Committee shall satisfy itself that the goals of such organizations are consistent.

Amendment I

Currently, the part in the above-mentioned place in the constitution is as follows:

Article IV Section 3

The members of the Executive Committee shall take office on the first day of the month of July on the year they are elected and shall leave the office on the thirtieth day of the month of June of the following year.

The proposed amendment is follows:

Article IV Section 3

The members of the Executive Committee shall take office within a week after the end of spring semester in the year they are elected and shall leave the office in a week after the end of the spring semester of the following year.

Amendment II

Currently, the constitution has the article as follows:

Article IV Section 3.

In the event that a member of the Executive Committee resigns at any time during his/her term the member thus resigned shall continue in office till a new member is elected in his/her place in a General Body Meeting. The elections shall be held within 30 days of the date of resignation.

The proposed amendment is as follows:

Article IV Section 3 (b) (i)

In the event that a member of the Executive Committee, other than the President, resigns at any time during his/her term the member who resigns shall continue in office till a new member is elected in his/her place in a General Body Meeting. The elections shall be held within 30 days of the date of resignation.

Article IV Section 3 (b) (ii)

In the event that the President resigns at any time during his/her term, a member of the Executive Committee will assume the post of President in the order of succession specified below. The order of succession for the vacant post of President shall be: Vice President, Secretary, Treasurer, and Public Relations Officer. The succession shall be immediate in effect on the resignation of the President. The post on the Executive Committee vacated as a result of this succession shall be filled by election as specified in item (b) (i) above.

Article IV Section 3 (b) (iii)

In the event of the entire Executive Committee resigning, elections for all the posts shall be held within 30 days of the date of resignations.

Amendment III

As a consequence of the second amendment, a third amendment is required in the **Article VI Section 3**. Currently, the constitution has the article as follows:

Article VI Section 3.

In the event that one (1) or more members of the Executive Committee are dismissed, the members of ISA shall immediately elect a new replacement for each dismissed member of the Executive Committee for the remaining term.

The proposed amendment is as follows:

Article VI Section 3.

In the event that one (1) or more members of the Executive Committee are dismissed, the new replacement(s) shall be appointed or elected in accordance to **Article IV, Section 3** of this Constitution.

Amendment IV

Currently, the constitution has the article as follows:

BY-LAWS: Article V Section 6.

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

The proposed amendment is as follows:

The Treasurer shall prepare two statements of revenues and expenses one during the middle of the term and the other at the end of his/her term and send copy of that to the President and Faculty Advisor.

Amendment V

BY-LAWS: Article V Section 7.

Currently, the constitution has the article as follows:

The Faculty Advisor shall review and approve the financial statement mentioned in **Section 6** of the **Article V** of the By-Laws to the Constitution of the ISA each month.

The proposed amendment is as follows:

The Faculty Advisor shall review and approve the financial statement mentioned in **Section 6** of the **Article V** of the By-Laws to the Constitution of the ISA each statement of revenues and expenses.

Amendment VI

BY-LAWS: Article II Section 1.

Currently, the constitution has the article as follows:

The Executive Committee shall meet periodically (at least quarterly) during its term to act upon matters related to ISA. Each member of the Executive Committee has the right to call for such a meeting. The Faculty advisor shall be invited to attend such meetings.

The proposed amendment is as follows:

The Executive Committee shall meet periodically on every first Thursday (Executive committee has the right to change this day) of each month during its term to act upon matters related to ISA. Each member of the Executive Committee has the right to call for such a meeting. The Faculty advisor shall be invited to attend such meetings. This is a regular compulsory meeting for the executive committee and if there is a change in schedule of meeting it should be notified in advance.

New Section in this Article:

Section 4: If needed, the Executive Committee meeting may have guests (who is/are an ISA member) to share ideas. But Executive Committee takes the final decision. Inviting guests to the Committee meeting is completely dependent on the Committee decision.

Amendment VII

Constitution: **Article V Section 1.**

Currently, the constitution has the article as follows:

The Executive Committee, during its term, shall call at least two General Body Meetings. The Executive Committee shall notify the members of the ISA of the date, time, place and agenda of any General Body Meeting at least ten (10) days in advance. However, in the case of an emergency, a General Body Meeting may be called at a shorter notice.

The proposed amendment is as follows:

The Executive Committee, during its term, shall call at least one General Body Meetings. The Executive Committee shall notify the members of the ISA of the date, time, place and agenda of any General Body Meeting at least fourteen (14) days in advance. However, in the case of an emergency, a General Body Meeting may be called at a shorter notice.

Amendment VIII

Constitution: **Article VII.**

New sections in this Article:

Section 3: Amendments can also be done online. At least twenty percent (20%) of the ISA members should vote online. Two thirds (2/3) of the votes are required to pass a constitution amendment.

Section 4: The By-Laws to this constitution can also be amended online. By-Laws can be amended by simple majority vote of the members voted online.

Section 5: The Executive Committee shall announce any proposed changes in constitution or By-Laws, 7-days prior to the voting. Every ISA member should be given chance to vote.

Amendment IX

Constitution: **Article IV Section 3**

Currently, the constitution has the article as follows:

The members of the Executive Committee shall take office within a week after the end of spring semester in the year they are elected and shall leave the office in a week after the end of the spring semester of the following year.

The proposed amendment is as follows:

The members of the Executive Committee shall take office on the 15th day of the month of April on the year they are elected and shall leave the office on the 15th day of the month of April of the following year.

Article IX SEVA (Student Enthusiasts for Voluntary Aid)

Section 1: This is a sub-committee of ISA. The main purpose of this committee is to help (not by donation) Manhattan, Kansas' local public during Natural Calamities (Earthquakes, floods, volcanic eruptions, landslides, fires, spontaneous tree limbs falling, winds, hurricanes, tornadoes, ice storms).

Section 2: This SEVA committee is chaired by President / Vice – president of ISA. Apart from the chair there should be one permanent member from the executive committee. This committee can have any number of volunteers.

Section 3: All decisions regarding this sub-committee and its volunteers is taken by the executive committee members of SEVA.