

THE CONSTITUTION OF INDIAN STUDENTS ASSOCIATION AT UNIVERSITY OF CINCINNATI

ARTICLE I. NAME

The name of the organization shall be the INDIAN STUDENTS ASSOCIATION

ARTICLE II. MISSION STATEMENT

We at the INDIAN STUDENTS ASSOCIATION strive to improve the interactions between the Indian community of Cincinnati and UC students for academic, professional and social growth and towards keeping the academic calendar full of activities and events thus enriching the overall student experience at UC.

Article III. MEMBERSHIP

3.1: Full Membership shall be open to any full/part-time graduate and/or undergraduate student enrolled in any of the colleges, schools with a GPA more than 2.3 or divisions of the University of Cincinnati and any member of the University faculty or administrative staff.

3.2: Restricted Membership shall be accepted with the permission of the Executive Committee, under two categories. Students from schools not affiliated to University of Cincinnati shall be deemed Guest Student Members and non-academic members from the community shall be accepted as Honorary Members.

3.3: A membership fee as determined by the group shall be paid to the Treasurer of the INDIAN STUDENTS ASSOCIATION upon application for membership. The membership fee is determined to be \$ 0.00 (membership is free).

3.4: Non-members shall be allowed to participate in any activity; however , a non-members participation fee may be required at INDIAN STUDENTS ASSOCIATION originated activities or events, as determined by the Executive Committee.

3.5: The Executive Committee and the University Advisor shall reserve the right to admit any person to the membership of the INDIAN STUDENTS ASSOCIATION, without a fee, in recognition of services rendered to the organization.

3.6: This organization shall not discriminate on the basis of race, color, ethnicity, national origin, age, gender, disability or handicap, religion, sexual orientation, disabled veteran's status or Vietnam era veteran's status in any of its policies, procedures and practices. This policy will

include but is not limited to recruiting, membership, organization activities, or opportunity to hold office

ARTICLE IV. OFFICERS

4.1 The officers of the INDIAN STUDENTS ASSOCIATION comprising the Executive Committee shall be President, Vice-President for Graduate Students, Vice-President for Undergraduate Students, Secretary, Secretary for Undergraduate Students, Treasurer, Public Relations Officer and a Webmaster (Computer Systems Coordinator) for updating the website with the details of the events being organized.

4.2: Each officer shall be a full voting member and a matriculating graduate or undergraduate student achieving and maintaining a minimum of 2.3 grade point average per semester and in good standing with their respective college.

4.3: All officers serve for a term of one (1) academic year or until their successors shall be duly elected and qualified.

4.4: Any officer who, during the term of his/her office, ceases to be a voting member, or fails to maintain his/her status as a matriculating graduate or undergraduate student (achieving and maintaining a minimum of 2.3 grade point average per semester and in good standing with their respective college), shall be removed from his/her office and a replacement shall be elected.

ARTICLE V: MEETINGS

5.1 Regular meetings of the INDIAN STUDENTS ASSOCIATION shall be held whenever necessary. The time for such meetings shall be determined by the Executive Committee. The executive committee should meet every first and third week of a month or a minimum of 6 times a semester.

5.2: Special meetings of the INDIAN STUDENTS ASSOCIATION may be called at any time by the Executive Committee upon one week's notice to each member or by a petition of a majority of the membership, submitted one week before the scheduled meeting.

ARTICLE VI. UNIVERSITY ADVISOR

The INDIAN STUDENTS ASSOCIATION shall have a University Advisor who shall be a full-time or part-time member of the University faculty, staff or administration. The University Advisor shall be selected by the Executive Committee. The University Advisor shall assist, guide and monitor the activities of the Student Organization.

ARTICLE VII. AMENDMENTS

Any member shall propose amendments to the constitution. The executive committee shall convene a meeting of all VOTING members to discuss the amendment. Only if required, this meeting shall be convened once every quarter. An amendment shall be incorporated with a 2/3 affirmative vote of all voting members and on ratification by the executive committee.

ARTICLE VIII. RATIFICATION

Ratification by two-thirds (2/3) of the VOTING members of the Student Organization shall be sufficient to establish this constitution between said members so ratifying and with the approval of the executive committee.

BY-LAWS OF THE CONSTITUTION

Section 1. STUDENT OFFICERS

1.1 The president shall be the Executive Officer of the INDIAN STUDENTS ASSOCIATION and shall preside over the meetings of the INDIAN STUDENTS ASSOCIATION and the executive committee. He/She shall be an ex-officio member of all standing committees.

1.2 The Vice-Presidents, in the absence of the President, shall preside over the meetings of the INDIAN STUDENTS ASSOCIATION and the executive committee. He/She shall also perform such other duties as are assigned to him/her by the President.

1.3 The Treasurer shall collect and receive all funds and fees paid to INDIAN STUDENTS ASSOCIATION and shall deposit them in the official depository and shall disburse them on the order of the executive committee. He/She shall co-sign all the checks with the University Advisor in payment of bills. He/She shall keep account and books, which, at all times must be open to inspection by the President, Executive Committee, and any other authorized auditor. He/She shall make reports as the President or Executive Committee may direct.

1.4 The Secretary shall keep the records of the membership and the minutes of the meetings of the INDIAN STUDENTS ASSOCIATION and the Executive Committee. He/She shall make a report at such time as the President or Executive Committee may direct.

1.5 The Public Relations Officer shall coordinate meetings with other Student Organizations at the University of Cincinnati and third party organizations outside the University in order to help them with the INDIAN STUDENTS ASSOCIATION's services.

SECTION 2. ELECTIONS

2.1 Elections will be held in the last week of March.

2.2 Officer- designates shall work with the existing Executive Committee during the rest of the spring quarter and they will take office immediately at the end of the spring quarter.

2.3 Election winners may be determined by a majority vote of those persons casting ballots.

SECTION 3. EXECUTIVE COMMITTEE

3.1 The Executive Committee shall be composed of the elected officers of the INDIAN STUDENTS ASSOCIATION and the University Advisor.

3.2 The Executive Committee shall determine the policies and activities of the association, discipline the members, approve the budget and have general management of the INDIAN STUDENTS ASSOCIATION.

3.3 The incoming Executive Committee shall be trained by the outgoing Executive Committee during the spring quarter after elections, to prepare the new Executive Committee for their term beginning at the end of the spring quarter.

SECTION 4. UNIVERSITY ADVISOR

4.1 The University Advisor shall consult with the Indian Student Organization and ensure that the activities of the Student Organization are consistent with the stated purposes of the organization

4.2 The University Advisor is required to attend an Advisor Training sponsored by the Office of Student Activities and Leadership Development every two years.

4.3 The University Advisor has an obligation to know the rules and regulations governing the handling of all funds and to assist and advise the treasurer in all financial matters and to co-sign checks.

SECTION 5. WEBMASTER (COMPUTER SYSTEMS COORDINATOR)

- 5.1 The Executive Committee shall select the Computer Systems Coordinator.
- 5.2 The Computer Systems Coordinator shall be responsible for designing and maintaining the website of the INDIAN STUDENTS ASSOCIATION and regularly updating it on advice of the Executive Committee.
- 5.3 The Computer Systems Coordinator shall be responsible for maintaining the email list of the members of the association and use it to inform members of organizational activities on advice of the Executive Committee.
- 5.4 The Computer Systems Coordinator shall assist the Secretary in maintaining a computerized database of members of the INDIAN STUDENTS ASSOCIATION.
- 5.5 The Computer Systems Coordinator shall maintain the same academic and disciplinary requirements as are applicable to the Executive Officers.
- 5.6 The Computer Systems Coordinator shall serve for the same term as the Executive Committee, which appointed him/her.
- 5.7 The Executive Committee, with the approval of the University Advisor, may remove the Computer Systems Coordinator, and a replacement shall be nominated thereto, under the established by-laws.

SECTION 6. SPECIAL COMMITTEES

- 6.1 Special committees may be established by the Executive Committee and shall perform such duties as determined in their establishment.
- 6.2 The Executive Committee shall appoint, and may remove, committee members and a chairperson for each committee.

SECTION 7. MEETINGS

7.1 Meetings shall be held at such places as determined by the executive committee.

SECTION 8. REVENUE

8.1 A membership fee would not be charged and is not mandatory. Voluntary contributions (if any) should be paid to Treasurer of the INDIAN STUDENTS ASSOCIATION.

8.2 The annual dues shall not be charged AS DETERMINED by INDIAN STUDENTS ASSOCIATION and payable in three installments, on the first of October, January, and May.

8.3 INDIAN STUDENTS ASSOCIATION can generate revenue from sources (fundraisers, bake sales) other than those defined in this section as determined by the student organization's Advisor, Executive Board and approved by the general body of the student organization. The funds generated through fundraising must be used to further the student group's mission, programmatic efforts, or their support of philanthropic efforts (i.e., Relay for Life).

8.4 The disbursement of said revenue shall be determined by the Executive Board with the approval of the Student Organization and in accordance with university policies.

8.5 The Treasurer shall be responsible for the accountability of the Student Organization's monies, and shall report to the Executive Board and the Student Organization.

8.6 In case of dissolution of the Chapter and liquidation of its affairs, any money or other assets remaining after the payment of all obligations shall be distributed in accordance with the provisions of disbursement statement of these By-Laws.

SECTION 9. DISCIPLINE

- 9.1 Any member being two months in arrears in payment of fees shall stand suspended and shall be notified immediately, in writing, by the Secretary. Such members, upon payment of arrears and upon making application for reinstatement to the Executive Committee within thirty (30) days of such notice, may be reinstated by majority vote of the entire Executive Committee. In the event such a member is reinstated, he/she shall be dropped from membership and shall be so notified, in writing, by the Secretary.
- 9.2 Any member charged with conduct not in accord with the purposes of the INDIAN STUDENTS ASSOCIATION and against whom such charges are sustained after due and proper hearing before the Executive Committee, may be expelled from membership by a majority vote of the entire Executive Committee.
- 9.3 Any student whose membership in the INDIAN STUDENTS ASSOCIATION has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the INDIAN STUDENTS ASSOCIATION and may not use the association's name in connection with any further activities.
- 9.4 Appeal process: Any member whose membership in the India Students Association has been terminated by action of the Executive Committee of the association may appeal his/her expulsion, in writing, and within two (2) weeks of the Executive Committee's action, to the India Student Association's respective governing board. If the expulsion is upheld by the governing board, the student may appeal to the Student Organizations and Activities Office, in writing, and within two (2) weeks of the governing board's action.

SECTION 10. IMPEACHMENT

ANY MEMBER MAY INITIATE OFFICERS REMOVAL BY THE FOLLOWING PROCEDURE:

- 10.1 Petition Executive Board with signatures of $\frac{1}{4}$ of all voting members: petition should state reason for removal.
- 10.2 Executive Board shall then notify officers and call for removal vote within 14 days of the filing of the petition.
- 10.3 Memberships shall be notified at least one week prior to removal vote meeting.
- 10.4 At the meeting for removal, the petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition.
- 10.5 Removal from office shall require a vote of $\frac{2}{3}$ of all voting members.

SECTION 11. VACANCY OF OFFICE

- 11.1 In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board.
- 11.2 The President shall call for an election within 14 days after vacancy of any office.
- 11.3 Election shall be conducted as stated in the by-laws.
- 11.4 Should the office of President become vacant, the Vice-President should complete the President's unexpired term and call for an election for Vice-President consistent with the provisions of section 11.2. The Executive Board shall decide which of the Vice-Presidents will complete the President's term.

SECTION 12. RULES OF ORDER

“Robert’s Rules of Order, Revised” shall be the parliamentary authority for all matters of procedure, not specifically covered by these by-laws.

SECTION 13. AMENDMENTS OF BY-LAWS

13.1 Amendments to these by-laws may be proposed by any member and shall be voted upon at the next meeting of the INDIAN STUDENTS ASSOCIATION following the notice of such proposed amendment to the voting members. Such notice shall be given within one week of the time any such amendment is proposed.

13.2 Amendments to these by-laws shall be by the affirmative vote of ½ of all voting members and with the approval of the appropriate governing board.

SECTION 14 - DISSOLUTION

14.1 Upon the dissolution of (student organization) for any reason, all work, funds, and property controlled by the organization will be transferred to the University of Cincinnati or to an organization that models the organization’s purpose.

14.2 The Advisor and executive officers of the student organization will oversee the dissolution process.

SECTION 15-NON-HAZING CLAUSE

15.1 The laws of the state of Ohio and the University of Cincinnati policies concerning Hazing shall be observed.

15.2 Hazing shall be defined as participating in or allowing any act or coercing

another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or administration into, or continued affiliation with, a university organization is directly or indirectly conditional upon performing the activity. In no event shall the willingness of an individual to participate in such an activity serve as defense in cases of hazing.

15.3 Actions and activities, which are explicitly prohibited, include, but shall not be limited to the following:

- a. Any activity that creates a substantial risk of physical or mental harm.
- b. Paddling, beating, or hitting individuals.
- c. Wearing anything designed to be degrading or to cause discomfort.
- d. Depriving individuals of the opportunity to obtain a minimum of six hours of sleep per day, proper and adequate means, or access to means, of maintaining body cleanliness.
- e. Activities that interfere with an individual's academic efforts by causing exhaustion or loss of reasonable study time.

NON-DISCRIMINATION CLAUSE

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, except for religious qualifications which may be required by organizations whose aims are primarily sectarian, national origin, ancestry, medical condition, genetic information, marital status, parental status (including status as a foster parent), sex, age, sexual orientation, military status (past, present, or future), or gender identity and expression in its programs and activities.