

**Indian Students Association
University of Houston
Chapter Constitution**

Article 1 Name

The name of this Registered Student Organization is Indian Students Association at the University of Houston and will be referred to as ISA in this Constitution.

Article 2 Purpose

The purpose of this organization is:

- a) To provide a central organization for students, faculty and staff, and those interested in promoting awareness and education in Indian culture and a fellowship of the Indian community at the University of Houston.
- b) To educate and increase awareness about Indian cultures, customs, festivals and traditions at the UH community.
- c) To create and foster a community/forum in which people can collaborate and help spread knowledge about India and its culture.
- d) Foster an environment that brings together Indians of all sects, cultures, traditions and religions.
- e) Conduct events that enable us to learn and present Indian Cultures and traditions to our own community as well as the community-at-large.

Article 3 Objectives

The objectives of the UH chapter of ISA are:

- a) To provide an organization open to all interested students, faculty and staff. ISA will not affiliate itself with any political entity or sect/branch of any religion. The UH chapter will always maintain a tolerant and open-minded environment.
- b) To educate the UH community about India and Indian culture and traditions.
- c) To provide Social Service to the community.
- d) To promote awareness of religious, cultural, social and political issues which affect Indian students in the UH community.
- e) To provide a platform in which all members and interested non-members can participate in campus activities through educational and cultural events.

Article 4 Affiliation

Section 1. Graduate Indian Students Association (GISO)

The UH ISA Chapter recognizes its affiliation with the Graduate Indian Students Organization(GISO) by Collaborating in community and campus related activities. ISA and GISO agree to work in unison to provide for the same cause.

Section 2. Other Affiliations

ISA may affiliate itself with any other student organization on campus. It may collaborate as long as the interests of the organizations do not conflict with Article 3 Objectives.

Article 5 Membership

Section 1. Eligibility

- a) Eligibility for membership is open to all University of Houston students, faculty, and staff supporting the above purpose and objectives.
- b) ISA will not interfere in the religious beliefs, political ideology, social and economic conditions of any of its members on the basis of race, religion, gender, nationality or political preference.

Section 2. Membership

Membership is designated to those persons who pay the proper membership dues and



participate actively during the semester which are stated in Article 5 Section 3.

Section 3. Duties and Privileges of Members

- a) A point system may be in place and will be mentioned at the beginning of each semester. A point system will also facilitate member attendance
- b) It shall be the duty of the members to attend ISA events and the meetings of committees in which they are involved.
- c) Members shall uphold the objectives and purpose of this organization by speaking, debating and conveying any ideas and suggestions he/she deems appropriate.
- d) Members have the right to question the actions and decisions made by the Officers.
- e) Members can run for any elected position as Committee Chairs (Note: Article 7 & 8)
- f) Expulsion can be determined by the pretext found in Article 5, Section 4.
- g) Members must attend half of the general meeting to be eligible to vote and run

Section 4. Ethical Code of Conduct

Being a Cultural group makes the Indian Students Association an easy target for people generally opposed to an ethically based organization and harbor misconceptions about ISA's apolitical nature. It is therefore important to formulate an ethical code that may be shared by the board. All board members are required to accept this code before they sign on.

- a) When ISA is abused or has been slandered, we will not respond in the same way. Instead, we must promote peaceful, constructive engagements.
- b) In keeping with the tradition of India, we shall respect the right of the individual of not having religion thrust on them. We shall not denigrate any other cultures and when we should we be in conversation with other cultures or other Indian affiliated organizations, we shall show respect.
- c) ISA will not favor one culture over another; it shall do its best to equally attempt to show the diverse culture of India. ISA will conduct festivals, events that are from every part of the nation.

Section 5. Expulsion

- a) A member is liable for expulsion if found to be involved in verbal abuse or acts of violence, targeted against India and any of its religions, cultures or traditions, the Indian Students Association, or any other University of Houston student group as determined by the Core Group of ISA.
- b) The Officers may revoke membership if it is determined that the individual is hindering ISA's future progress or is exhibiting behavior that the Core Group deems neglectful or irresponsible. Revoking of membership includes expulsion from ISA as well as removal from the ISA mailing list and will not be allowed to attend ISA affiliated events.

Article 6 Officers

Section 1. Core Group Members

This organization shall have six Mandatory Officers, which shall be the Core Group. Duties assigned to the Core Group shall be and can be shared with any member of the Core Group, working as a singular unit to maintain balance of power and order within ISA as a whole.

- a) President,
- b) Vice-President (External)
- c) Vice-President (Internal)
- d) Treasurer
- e) Public Relations
- f) Secretary

Section 2. Committee Chairs

- a) Officer positions that are optional and can be created to assist the Core Group under the



discretion of the president.

- b) The Core Group shall determine the Duties of these Officers.
- c) More than one person may hold these positions.
- d) Core Group Member shall guide and assist all General Board Members.

Section 3. Advisor

- a) Once an officer has finished his service to ISA, he/she may continue to be an external advisor to ISA. The advisor shall watch over the organization and shall be an external opinion to ISA.
- b) Criteria to be an advisor

Must have not been removed from office.

Must have either stepped down or served the full two terms of office.

Cannot have been elected out of office.

Section 4. Duties of President

- a) Act as the official representative of ISA, and exercise due care that his/her attitude is fair and impartial at all times.
- b) To plan an agenda for and preside over Officer meetings. The president may relinquish this duty to the Vice President(s) when necessary.
- c) Facilitate the yearly agenda for ISA.
- d) Maintain inter-personal relations between Officers
- e) Maintain relations with outside organizations
- f) Shall be the final say in situations, where no decision can be made through vote or any other manner determined by the core.

Section 5. Duties of Vice President (External)

- a) Act as Co-President of ISA in the event of his/her absence.
- b) Facilitate the advancement of ISA with external relations with other student organizations, academic departments, and faculty, and shall handle correspondence with these entities.
- c) Maintain contact with the Vice President (Internal), who will assist in conducting external correspondence.
- d) Reserve space for all ISA events.

Section 6. Duties of Vice President (Internal)

- a) Act as Co-President of ISA in the event of his/her absence.
- b) Assist the President in maintaining ISA's yearly agenda.
- c) Shall assist Vice President (External) with external correspondence if needed.
- d) Keep files of all documents.
- e) Make arrangements for special media equipment.

Section 7. Duties of Treasurer

- a) To authorize the spending of ISA money; no reimbursements will be made unless approved by the Treasurer.
- b) To maintain an accurate and complete record of all financial transactions.
- c) To deposit all money received at activities and events, including payment of membership dues.
- d) To withdraw any money needed for an activity or event.

Section 9. Public Relations

- a) Will be the official Representative to media, companies and potential sponsors.
- b) Shall assist the Vice President (External) with maintaining communication with other student groups.
- c) Will keep be responsible for promoting ISA and recruiting new members and sponsors.
- d) Will assist the president in maintain relations with all officers.



Section 10. Secretary

- a) Will maintain the email, list serve, or any other communication related features associated with ISA.
- b) Will maintain meeting minutes for each Officer and general body meeting.
- c) Will communicate information to the Committee Chairs when the President or Vice President cannot do so.
- d) Will help maintain communication with all officers

Section 9: Charter of Duties

All duties of specific officers shall be written in Charter of duties. This will be to organize and state the specific responsibilities of each officer position, excluding the core group, whose duties are mentioned in this constitution. The charter will contain duties and responsibilities of positions the Core group decides to, decided to or will decide to create (in the future, in a need basis).

Article 7 Officer Responsibility

Section 1. Officer Attendance

- a) Any Officer absence must be notified to one of the Core Members at least two days prior by the Officer. He or she must have a valid reason for the absence.
- b) Any Officer who cannot make it to any of the Fundraising, Social or Seva events must notify the president and have a valid reason for not being able to attend the event. Need to change

Section 2. Officer Conduct

- a) Officers must follow the duties and responsibilities assigned to him or her by the Core Members.
- b) Officer must abide by methods and procedures stated in this constitution.
- c) He or she must always promote a peaceful environment reflecting the goals of ISA.
- d) Disputes or arguments on decisions must be resolved within officers only and not forwarded to General Body (i.e. misusing ISA email board for internal conflicts rather than posting event information).
- e) Officers must not misuse the name of ISA for personal gain.

Section 3. Officer Probation

- a) Any officer may be placed on probation if he or she does not follow the responsibilities and conduct outlined in this Constitution. Probation and pardons can only executed by the President. If probation is determined it will be no longer than one semester or the duration of one semester of ISA activities at the University of Houston.
- b) During probation this officers will be relieved of his or her position and all responsibilities.
- c) A temporary officer will be selected from the General Body and the criteria for selecting this officer will be made following the procedures in Article 10, Section 2.
- d) Temporary officers will be relieved of their duty and treated as a new candidate once the probation period has ended for whom the temporary officer has filled in for.
- e) Once the probation period has ended there will be a review by all of the officers and the Officer will be treated as a new candidate amongst any other new candidate and the criteria used to review the officer or officers coming back from probation are listed in Article 8, Section 2b.

Article 8 Chain of Command

In the event that any officer is not present to perform his or her duties, the next in command can temporarily fulfill the duties assigned to that officer. These duties may be delegated to more than one officer. Chain of command is as follows:

Section 1. Core Chain of Command

- 1 President
- 2 Vice President (Internal)



- 3 Vice President (External)
- 4 Treasurer
- 5 Secretary
- 6 Public Relations
- 7 Committee Chairs
- 8 General Body Member

Section 2. General Chain of command

At the beginning of the semester the Core members will determine Chain in command of both Committee Chairs and General Body members by either of the following criteria:

- a) Seniority
- b) If seniority cannot decide chain of command, Core Group members will decide the chain of command of both the General Board members and the General Body members following criteria similar to Article 10, Section 2b.
- c) In the event no General Board member is able to perform his or her duties at the time, a General Body member, based on seniority, predetermined by the core members and officers at the beginning of the semester will be assigned chain of command.
- d) In the event no General Body Member is able to perform his or her duties at the time, Article 10, ISA will become inactive for that current semester.

Article 9 Conditions of Office

Section 1. Terms of Office

- a) Appointments for all officer positions are determined by Article 10.
- b) All officers, Core Group Members and Committee Members may serve in office for a maximum length of 2 terms. A term shall consist of 2 semesters.

Section 2. Removal of Core Group Members

Anytime a Core Group Member does not perform his/her duties:

- a) There can be a recommendation by the Officers to remove this member to the ISA Advisor, and/or faculty Advisor.
- b) After review and investigation, the Advisor may advise for or against removal.
- c) With this advice in mind, the Officers may then vote. And the Advisors will oversee this vote.

Section 3. Removal of Committee Chairs

Anytime a Committee Chair does not perform his/her duties:

- a) There can be a recommendation by any Officer to remove this member.
 - This can be made anonymously to the President. Then the President will address the Officers about the matter
- b) Then it will be put to a vote among the officers.

Section 4. End of Semester Evaluations

At the end of every semester, there will be a mandatory evaluation of all Officers. The procedure as follows:

- The President or Vice-President shall create a ballot, in which all General Board Member names will be written.
- This shall be passed on to every Officer in which he/she will vote whether or not to evaluate each General Board Member.
- This shall be then taken up by the President and counted to see if any of the Officers feel their peers need to be evaluated.
- If any General Board Member has at least one vote in favor of evaluation, then he/she will address the Officers and state what they have done for ISA and why they feel their peers wanted them evaluated.
- Then it shall be put to a vote whether or not to keep the officer.



- This procedure can be altered at the discretion of the Core Group Members

Section 5. Resignations

- a) Any officer who wishes to resign must submit a written resignation to the President at least two weeks prior to the effective date of resignation.
- b) The Officers will select an interim replacement by simple majority vote to serve until a permanent replacement can be found.
- c) In the event of unforeseen circumstances, Core Group will determine a course of action jointly.

Section 6. Replacement of Core Group and General Board members

- a) If any Officers are not able to continue on with their duties, then new officers will be selected from the general body following the procedures in Article 10.
- b) If Article 10 is not applicable then Article 8 will be used to establish Chain of Command.
- c) If Chain of Command cannot be used, that position will be inactive for the particular semester.
- d) If all members and officer positions are vacant, then the Indian Students association at the University of Houston will be inactive for that particular semester.

Article 10 Appointments and Vacancies

Appointments will be conducted according to Article 9, Section 6A. If this article is not applicable then the appointment will be given according to Article 8.

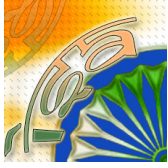
Section 1. Core Group Member Vacancies

- a) Core Group Members will assume office from within the Committee Chairs. If there is an unexpected vacancy in the Core Group, then the remaining Members Of the Core Group will select a replacement or someone within General Board Members based on seniority as mention in Article 8 and must have held previous ISA officer position for at least one semester. The Core Group can also shift someone over to that position form within the Core Group.
- b) When any of the Core Group Members has finished a term, or is leaving office. Only another Core member or a Committee Member may run for the position. Then all the officers and General Body Members will vote on the candidates.
- c) If any officer who is challenging an incumbent for a position loses, then he/she may return to his old position or choose to leave completely.
- d) No Core Group Member or Committee Chair member may run for more then one position at any given election.

Section 2. Committee Chairs Vacancies

Vacancies can be filled in any of the following ways:

- a) Application Process, in which the interested party must submit an application to one of the Core Group Members
 - a. Then this applicant shall be reviewed by the Core Group. They will decide whether or not to accept the applicant based on personal knowledge and other criteria that can be determined by the Core Group. The criteria is as follows:
 - Must have been an active General Body members for at least 2 semesters
 - Previous leadership in a organization (seniority)
 - Number of meetings attended
 - Dues or other related financial matters
 - Helped and attended X number of events
 - Point System requirements
 - Knowledge of school processes associated with Campus Activities, advising, etc.
 - Any other criteria or modifications to current criteria may be made by the



Core Group

- b. Then after the approval of application, it will be put to a majority vote among all Officers
- b) Recommendation Process, in which any officer can recommend a general body member for a position.
 - a. Then the Core Group shall review this person. They will decide whether or not to accept this recommendation based on personal knowledge and other criteria that can be determined by the Core Group.
 - b. Then after the approval of person, it will be put to a majority vote among all Officers.
- c) Voting Process, in which members and Officers shall put up the position to vote.
 - a. This case will only be used, when the officers cannot or chose not to follow the prior two methods and wish for members to recommend a general body member for a position as described by the Voting Process.
 - b. Voting Process, in which the general body shall recommend the position to the Officers. This process can only be used at the end or beginning of a semester.
 - c. A person may only run for one position at a time.
 - d. One person can only fill one position.
 - e. Voting eligibility is determined by the Core Group, particular criteria are as follows:
 - Number of meetings attended
 - Dues or other related financial matters
 - Helped and attended X number of events
 - Point System requirements
 - f. The Core Group can over turn the majority decision if a majority of the Core Group wishes to vote on it. They may choose not to follow the recommendation of the general body if 2/3 of the Core Group decides that the recommended person is not appropriate for the position.

Article 11 Meetings

- a) Regular meetings of the Officers shall be held at least once every week.
- b) An Officer with the approval of the President may call special meetings at any time.
- c) The Officers shall determine General Body Meeting times and frequency.

Article 12 Amendments

- a) Amendments may be suggested by everyone within ISA but only put to a vote by all officers who have served in their position for at least one semester prior to the particular semester in which the officer proposes the particular amendment.
- b) Proposed amendments shall be submitted in writing, and all of the ISA Officers will be informed of the proposal.
- c) The Amendments shall be adopted only upon 2/3-majority vote of all of the Officers.

Article 13 The Constitution

The Constitution may be reviewed at request of any Officer. Officers can vote to make amendments and/or revisions to the Constitution during the first week of every semester or at any time of constitutional review approved by the Core Group. 2/3 of the Officers must approve the proposed amendments and/or revisions in order for the changes to be made effective as listed in Article 12a. The Core Group of officers is responsible for initiating the creation and distribution of the new/changed document.