

Constitution of the Indian Students Association

(Revised September 17, 2015)

Article I **Name**

The name of this organization is “Indian Students Association, (ISA)”.

Article II **Purpose**

The purpose of this organization is the following:

1. To foster the spirit of cooperation among students of Indian origin
2. To facilitate the transition and settlement of incoming Indian students
3. To promote understanding and appreciation of Indian culture and philosophy among the campus community by organizing appropriate events
4. To enable Indian students and other interested citizens of the Auburn community to participate in cultural diversity

Article III **Membership**

Section I: General Members

Membership is restricted to regularly enrolled Auburn University students, faculty, and staff. Non-enrolled students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. No university student may be denied membership on the basis of race, sex, religion, national origin, color, age, disability, gender identity or expression, sexual orientation, or veteran status as outlined in the Auburn University Policy Regarding Prohibited Harassment of Students.

Section II: Voting Members

Voting Members are those listed on the Association’s current roster.

Article IV **Officers**

- Section I: The officers shall be
1. President
 2. Secretary
 3. Treasurer
 4. Vice-President of Cultural Affairs
 5. Vice-President of Publicity
 6. Vice-President of Special Projects
 7. Website Manager
 8. Media Developer
 9. Content Writer
 10. Cultural Affairs Officer 1
 11. Cultural Affairs Officer 2
 12. Publicity Officer
 13. Special Projects Officer

They shall have the power to form committees and appoint members to these committees for the purpose of carrying out the objectives of the Association.

- Section II: Officers must maintain an interest as leaders of the Association. The Officers must attend all meetings of the Association. Missing three consecutive meetings will disqualify an Officer.

- Section III: Officers hold office for a period of 12 months. This term is to be preceded by a month of orientation and followed by a month of mentoring.

- Section IV: If an Officer leaves office before completing the 12-month term, the remaining Officers will select a member of the Association to fill the vacancy. Any resigning Officer shall submit a letter of resignation to the President. The resignation should be approved by a majority of Officers.

Article V **Advisors**

- Section I: The association shall have an Auburn University faculty member, administrator, or staff member serving as Advisor at all times. The Advisor will be appointed by the President. The President and Advisor will also appoint an Auburn University student to serve as Student Advisor.

- Section II: The role of the Advisor is to provide guidance to the organization in accordance with the current guidelines prescribed by Auburn University for advisors of

student organizations. The role of the Student Advisor is to serve as a source of information on the Association and its history.

Section III: The President may excuse either the Advisor or the Student Advisor.

Article VI **Meetings**

Section I: The frequency of regular Officer meetings is bi-weekly for the Fall and Spring semesters and monthly for the summer semester. This frequency will be different when nearing an event. The President may call regular meetings. Decisions can be made only if a majority of the Officers are present.

Section II: The President may call for additional Officer meetings by giving a notice at least 48 hours in advance.

Article VII **Amendments**

Proposed constitutional amendments must be submitted to the Advisor and to all Officers prior to voting. Proposed amendments must be presented to members at a General Body Meeting. An amendment will be made only if supported by a majority of the members present at the General Body Meeting.

Bylaws of the Indian Students Association

(Revised September 17, 2015)

Article I **Election of Officers**

Election of officers will take place early in the Fall Semester. The election will be announced via email sent to the current roster, which shall include nomination procedures and deadlines. Officers will be elected by a majority of voting members present at the election. Members listed on the roster at the nomination deadline are eligible to vote.

Article II **Officer Duties**

Section I: The duties of each Officer are to:

1. Represent the Association before the University and the community
2. Help incoming Indian students
3. Carry out the Specific Duties prescribed in Section II according to the office held
4. Provide support to the other Officers in the conduct of their duties

Section II: The Specific Duties are as follows.

President

1. Coordinate the activities of all officers and preside over Officer meetings
2. Maintain contact with the Advisor and the Student Advisor

Secretary

1. Aid the President in Association responsibilities
2. Ensure efficiency of all Officer activities

Treasurer

1. Manage the Association's accounts
2. Advise the President on the Association's finances

Cultural Affairs; Vice-President and two others

1. Organize social and cultural events
2. Be involved in marketing and promotional activities

Publicity; Vice-President and one other

1. Publicize the Association and its activities
2. Organize membership drives
3. Manage the Association's social networking webpages

Special Projects; Vice-President and one other

1. Aid incoming Indian students in finding temporary and/or permanent housing
2. Search for opportunities to expand the Association's activities

Website Manager

1. Maintain and update the Association's website

Media Developer

1. Design the publicity material for the Association's events

Content Writer

1. Formulate the written content of all publicity material
2. Write and publish a newsletter for the Association

Article III
Finances

All checks and withdrawals from the organization's checking account must be approved by the President, Treasurer and Advisor of the Association.

Article IV
Parliamentary Authority

This organization shall be governed by Robert's Rules of Order.

Article V
Amendment of Bylaws

Proposed bylaw amendments must be submitted to the Advisor and to all Officers prior to voting. Proposed amendments must be presented to members at a General Body Meeting. An amendment will be made only if supported by a majority of the members present at the General Body Meeting.