

CONSTITUTION & BYLAWS

Indian Student Association

At

Eastern Illinois University

adopted on 02/12/2019 and/or most recently revised on 03/05/2019

ARTICLE I NAME

The name of this student organization shall be the Indian Student Association, hereby referred to as **ISA at Eastern Illinois University**.

ARTICLE II PURPOSE

The purpose(s) of the **ISA at Eastern Illinois University** is to

- Incorporate the Indian community among **Eastern Illinois University**.
- Represent the Indian cultural heritage at **Eastern Illinois University** in the United States of America
- Promote unity among the association, with **AIS** and among all the other communities at the university
- Be a support system to new Indian students

ARTICLE III COMPLIANCE

Section 1. The **ISA at Eastern Illinois University** is a “registered” student organization at **Eastern Illinois University** and agrees to adhere to all local, state & federal regulations, university policies and Student Life Office procedures as set forth in the **EIU Registered Student Organization & Advisor Handbook**.

Section 2. The **ISA at Eastern Illinois University** may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these Constitution & bylaws. Standing Rules may be adopted, amended, or suspended by a majority vote present at a student organization meeting where a quorum is present (advance notice is not required).

Section 3. The rules contained in the most recent version of Robert’s Rules of Order, Newly Revised shall be the parliamentary authority for the **ISA at Eastern Illinois University** student organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE IV MEMBERSHIP

Section 1. Membership in the **ISA at Eastern Illinois University** shall be open to those regularly-enrolled Eastern Illinois University students

Section 2. The **ISA at Eastern Illinois University** shall have “Associated members” who are non-EIU students or faculty who do not meet the above criteria. “Associated” members shall have all membership privileges except for the right to vote or hold executive office. By **Eastern Illinois University** policy, no more than 20 % of the membership shall be individuals who are not EIU students (e.g., community members, students at other colleges, etc.)

Section 3. The Indian Student Association forbids discrimination or harassment against any individual based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability veteran status, height, weight, or marital status.

Section 4. This organization will not conspire to engage in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE V EXECUTIVE OFFICERS

Section 1. The Executive Officers of the **ISA at Eastern Illinois University** shall be the president, vice president, secretary, event organizer, treasurer and web master.

Section 2. Powers and Duties of Executive Officers:

- a. The President shall serve as the Chief Executive Officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. The President shall have such further powers and duties as may be prescribed by the organization.
- b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assist the President in their duties.
- c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare

monthly financial reports for the membership. Said records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements.

- d. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization
- e. The Event Organizer shall be in charge of the planning and administration of the events held by the **ISA**, coordinate with the president about the events, take ideas as input and come up with event plans
- f. The webmaster shall maintain the social media pages of **ISA**, Updates information about upcoming events on the web pages after discussing with the committee.

Section 3. Qualifications necessary to hold office in the **ISA** at **Eastern Illinois University** are _____ as _____ follows:
Student Life Office at Eastern Illinois University RSO policies require that to be "eligible" to hold executive office, candidates must be in good academic, good disciplinary standing and regularly enrolled students at Eastern Illinois University.

Additionally, Student Life Office at Eastern Illinois University RSO policies require that ALL the Executive Officers maintain a minimum overall 3.25 cumulative grade point average or higher each term and must be in be in good academic and disciplinary standing with the university. The Executive Officers must be enrolled in at least 12 credit hours (9 credit hours for graduate students) each semester while holding an executive office.

ARTICLE VI SELECTION OF OFFICERS

Section 1. The **President, Vice-President, Secretary, Treasurer, Event Organizer and Web Master** are elected **in the middle of each semester**. Elections are held at the middle of the semester and shall take place at a regularly scheduled meeting of the student organization at which a quorum is present. At least four days' notice shall be provided for any meeting at which an election is to be held.

Section 2. The Executive Officers of **ISA** at **Eastern Illinois University** shall be nominated and elected in this order: President, Vice-President, Secretary, Treasurer, Event Organizer and Web master.

Section 3. Executive Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote.

Section 4. Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.

Section 5. Executive Officers shall assume office on 02/12/2019 and shall serve for Spring 2019.

Section 6. Executive Officers may be recalled or removed from office for cause. To initiate a recall election or removal from office, a petition signed by majority of the members must be submitted at a regular meeting and a review for grounds for recall vote or removal from office shall be taken at the next regular meeting. The Executive Officer subject to recall or removal shall be given written notice of the grounds for recall or removal at least 48 hours prior to the meeting at which the recall or removal vote will be held and shall be given an opportunity to provide a verbal or written defense. Under circumstances like unethical behavior, harassment or any kind of teasing, the member shall be removed from office immediately.

Section 7. If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall take temporary responsibility till another president is elected. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

ARTICLE VII MEETINGS

Section 1. Regular meetings shall be scheduled bi-weekly during the academic year.

Section 2. Special meetings may be called by the Advisor, President or a majority of the Executive Committee. All student members must be given a minimum of 24 hours' notice prior to the meeting time.

Section 3. Business cannot be conducted unless a quorum of the student membership is present. A quorum for the **ISA** at **Eastern Illinois University** organization is defined as a majority of the voting membership.

Section 4. EIU Student Members must be present to vote. Absentee or proxy voting is not permitted.

Section 5. In order to vote a student member must be an active student with meeting the university academic requirements.

ARTICLE VIII ADVISOR(S)

Section 1. The **ISA at Eastern Illinois University** shall appoint an individual(s) employed as an EIU faculty or staff member by Eastern Illinois University to serve as the university advisor(s) to the **ISA at Eastern Illinois University** as required by Eastern Illinois University. EIU faculty, staff and Graduate Student Assistants are eligible to serve as EIU Faculty/Staff advisors. The advisor(s) shall fulfill the responsibilities specified in the EIU **Registered Student Organizations & Advisors Handbook**. Advisors shall serve on an academic year basis or until their successor has been selected.

Section 2. The **ISA at Eastern Illinois University** shall appoint an individual(s) who can closely work with the Eastern Illinois University for promoting the different cultures from different countries.

Section 3. The **ISA at Eastern Illinois University** shall establish guidelines and criteria for termination of an EIU Advisor(s). Once the Advisors got elected then the advisor will be continued until for the next election until unless the advisor left or suspended from the organization. The **ISA** executive committee will decide to appoint the advisor position for the next term and is notified to the advisors. If the advisor resigns for his **ISA** Advisor position, then the **ISA** executive committee will be responsible for the electing the new advisor with in the two weeks.

ARTICLE IX EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the elected and appointed officers, with the advisor(s) serving as non-voting member(s).

Section 2. The Executive Committee shall meet bi-weekly or as determined during the academic year. Special meetings may be called by the President or a majority of the Executive Committee. All student members must be given 24 hours' notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.

Section 3. The Executive Committee shall have general supervision of the affairs of the **ISA at Eastern Illinois University** between meetings and is authorized to act when action must be taken prior to the next meeting.

Section 4. The Executive Committee shall report to the student membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

ARTICLE X STANDING AND SPECIAL COMMITTEES

Section 1. The **ISA at Eastern Illinois University** shall have the following standing committees: Membership, Branding, Fund Raising, Social, Nominations, Public Relations, Cultural unity etc.

Section 2.

Membership committee will be taking care of the enrolling students into **ISA** members.

Branding committee will be taking care of the promoting **ISA** throughout the university.

Fund Raising committee will be taking care of collecting funds from the official sources to conduct the activities.

Social Activities committee will closely work with EIU and AIS to participate in the activities to help the people in the university and out of the university.

Nominations committee will be taking care of the **ISA** nominations and elections.

Public Relations committee is medium between the students, **ISA**, AIS, and university officials to resolve the student's problem.

Cultural Unity team will be taking care of the planning and conducting all cultural activities

Section 3. The President shall have the authority to establish Special Committees as may be necessary from time to time to carry out the work of the **ISA at Eastern Illinois University**.

Section 4. The President shall appoint the chairpersons and members of all Special Committees subject to ratification of the committee.

ARTICLE XI FINANCES/DUES

Section 1. Membership in **ISA at Eastern Illinois University** dues shall be \$5 for every three months.

- Section 2.** Dues shall be paid by second week after completion of **ISA** elections.
- Section 3.** The **ISA at Eastern Illinois University** has the ability to assess the student membership for special purposes. Assessments shall be determined by a quorum of the student membership at a regularly scheduled meeting
- Section 4.** Student members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.
- Section 5.** The Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding [\$100].
- Section 6.** **ISA at Eastern Illinois University** funds shall not be used to purchase or reimburse student members for alcoholic beverages.

ARTICE XII DISCIPLINARY PROCEDURES OF MEMBERS

- Section 1.** When a student member believes that another student member in the **ISA at Eastern Illinois University** has engaged in conduct that is detrimental to the organization, a written charge may be filed with the executive committee. The committee members shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Committee shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours' notice of the hearing and be given an opportunity to present a defense. By a majority vote, the committee members shall determine whether misconduct occurred. If it determines that misconduct did occur, they shall prepare a report to the student membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedy.
- Section 2.** The student membership shall review the hearing report in executive session, and the student member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the student membership, the student member accused of misconduct shall leave the room for the remainder of the deliberations.
- Section 3.** The student membership shall vote first on whether the member has engaged in misconduct. If by a majority vote, the student membership determines that misconduct has occurred, the student membership shall then by a majority

vote, determine appropriate sanction(s). The accused student member shall be immediately notified of the outcome.

Section 4. By a majority vote, the student membership may reinstate a student member who has been suspended or expelled.

ARTICLE XIII AMENDMENTS

Section 1. Proposed amendments to these Constitution & bylaws shall be presented to the student membership, in writing, one meeting prior to the meeting where the amendment(s) will be voted upon.

Section 2. Constitution & Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3. A copy of any amendments to the **ISA at Eastern Illinois University** Constitution & bylaws must be submitted to the Student Life Office at Eastern Illinois University within two weeks after adoption.

The **ISA at Eastern Illinois University** Constitution & bylaws were adopted on 02/12/2019 and most recently revised on [03/05/2019].