

# Indian Student Association

University of Louisville

BYLAWS

## **Article I**

### **Name and Objective**

#### **Section 1. Name**

The name of this organization shall be the Indian Student Association, hereafter referred to as ISA.

#### **Section 2. Objective**

The Indian Student Association shall be a sociocultural, non-profit, secular, voluntary Recognized Student Organization representing the interests of and promoting the culture and heritage of India and Indian-origin community at the University of Louisville.

It will strive to achieve the following:

- i. Increase awareness about India and the Indian culture throughout the University of Louisville community.
- ii. Plan and execute social activities, Indian festivals, and conduct volunteer activities.
- iii. Serve as a forum to promote individual talent and leadership.
- iv. Provide opportunities for students to help them form bonds and celebrate activities central to Indian culture.

#### **Section 3. Discrimination**

Membership and participation shall not discriminate on the basis of race, color, creed, sexual orientation, or any disability.

#### **Section 4. Governance**

These bylaws shall govern the proceedings of ISA in all matters concerning the day-to-day activities.

#### **Section 5. Conformity**

This Organization shall conform to such rules and regulations of the University of Louisville.

## **Article II**

### **Government and Officers**

#### **Section 1. General**

The Organization shall be composed of members who are interested in the activities of ISA within the general student body. Membership of ISA shall be open to all students of the University of Louisville regardless of race, color, religion, sex or disability. The membership is also open to local colleges that do not have an active Indian Student Association. The membership of this organization shall not exceed 50% of non-student members.

#### **Section 2. Affairs**

The Organization shall have full control of its individual affairs, subject to the bylaws of the Organization, which shall be exercised by the active membership of the Organization and its Executive Council. A voting member of this Organization shall be defined in Article IV.

### **Section 3. Elected Executive Council**

The Executive Council officers of this Organization shall be a President, Jalsa Director, Derby City Dhoom Director, Vice President, Communications Chair, Service Chair, Finance Chair, Cultural Relations Chair, and Web Development Chair.

### **Section 4. Appointed Members of the Executive Council**

The Executive Council upon election shall appoint any additional positions up to the discretion of the Executive Council if it accommodates to the Indian Student Association's needs at that time.

### **Section 5. Strike Policy**

There is a three strike policy towards the Executive Council. The first offense will result in a written warning, the second will result in a personal meeting with the President. If behavior continues, the third offense/strike will lead to your position being in jeopardy and a meeting with the entirety of the Executive Council. Offenses/strikes can be, but are not limited to:

- Missing mandatory meetings and events without prior notification
- Not fulfilling Executive Council position responsibilities
- Misuse of power within the organization
- Disrespecting the organization

### **Section 6. Student Advisor**

The position of Student Advisor shall be filled by the outgoing President to help the new Executive Council for their term. If the outgoing President cannot assume this position, then any past officer may be appointed by the new Executive Council.

- i. The Student Advisor shall not enjoy any privileges of the Executive Council and his/her sole job is to advise.

### **Section 6. Executive Council Positions**

#### **i. President.**

- The President shall have the following responsibilities:
- Preside at the Executive Council and General Body meetings of this organization.
- Define the agenda for all meetings.
- Attend RSO Officer orientation and other requirements needed in order to stay in good standing with the university.
- Serve as a representative of this organization to the University of Louisville Administration.
- Assist the Finance Chair in preparing the budget.
- Extend full cooperation to the new ISA Executive Council until he/she formally hands over the charge to the new President.
- Delegate Presidential responsibilities when deemed appropriate, subject to the approval of the Executive Council.
- Maintain status for the organization via Engage UofL Portal.
- Deals with all external affairs.
- Perform other duties as deemed necessary by the Executive Council.

ii. **Jalsa Director.**

- Year-round position that coordinates the entire ISA Diwali Event, which is suggested to be in the Fall.
- “Jalsa” is the suggested title of the event; solely to continue the brand of the event and allow for proper campus recognition.
- All final decisions made pertaining to the event must be confirmed by the Executive Council.
- Director is responsible for formulating a budget for the event well in advance; the budget must factor in expected funding and expenses. The budget must be approved by the President and Finance Chair before further advancements for the event are made.
- Director is responsible for getting to know the strengths and weaknesses of the ISA members when it comes to deciding committees and delegating tasks.
- In total, the Director will be responsible for enhancing the ambiance of the event and improving not only acts but also the effect of the event as a whole. It is up to the Director to ensure that the event properly reflects the Indian Student Association and the tradition of Diwali celebration.

iii. **Derby City Dhoom Director.**

- Year-round position that coordinates the entire Derby City Dhoom event, which is suggested to be in the Spring.
- “Derby City Dhoom” is the suggested title of the event; solely to continue the brand of the event and allow for proper national recognition.
- All final decisions made pertaining to the event must be confirmed by the Executive Council.
- Director is responsible for formulating a budget for the event well in advance. The budget must factor in expected funding, venues, and expenses. The budget will include a percentage of profits earned from Jalsa tickets. The budget must be approved by the Executive Council before further advancements of the event are made.
- Director is responsible for appointing a Derby City Dhoom board and getting to know the strengths and weaknesses of the ISA members when it comes to deciding committees and delegating tasks.
- In total, the Director will be responsible for ensuring the authenticity of all aspects of the competition as well as enhancing the ambiance of the event. It is up to the director to ensure that the event properly reflects the Indian Student Association and the University of Louisville.

iv. **Vice President.**

- Assist the President in his/her duties.
- Preside at the Executive Council and General Body meetings of this organization in the absence of the President.

- Assume the office of the President in his/her absence, vacancy, resignation, or dismissal.
- Assist the President during the election of a new ISA Executive Council.
- Deals with all internal affairs; acts as a delegate between the members and the Executive Council when it comes to voicing concerns or issues of general body members.
- In charge of organizing all internal bonding events and is expected to work with other EC members and General Body members to ensure the best bonding experience possible.
- Record and distribute minutes of the Executive Council and general body meetings.
- Update and maintain all non-financial paperwork, files, and assets.
- Take attendance at meetings and keep a record of people attending the events hosted by this organization.
- Perform other duties as deemed necessary by the Executive Council.

v. **Cultural Relations Chair.**

- Primary responsibility entails spreading culture within meetings and acting as a medium to connect students with opportunities throughout campus.
- Assist members of the Executive Council in enhancing every event by ensuring that the key component of culture and tradition of the Indian heritage is present.
- Must act as or delegate a member to represent ISA in cultural and campus events.
- Responsible for ensuring the security of all Indian Students that reach out to ISA with the Communications Chair. This includes providing proper information for accommodations, housing, etc.
- In charge of organizing “Colours”.
- Responsible for informing ISA members of upcoming cultural holidays, inclusive of cultures represented by the general body.
- Perform other duties as deemed necessary by the Executive Council.

vi. **Finance Chair.**

- Keep and update accurate records of the financial status and transactions of this organization.
- Work with other Executive Council members in planning and implementing a budget for all events held by this organization.
- Receive and disburse all monies of this organization, subject to approval by the Executive Council. The Finance Chair is responsible for devising a system to make all members of the Indian Student Association accountable for funds if used.
- Represent this organization when requesting funds from the University of Louisville.
- Have signature authority on all checks issued by this organization.
- Have possession of the debit card of this organization.
- Perform other duties as deemed necessary by the Executive Council.

vii. **Communications Chair.**

- Expand the undergraduate and graduate membership of this organization.
- Represent this organization at the annual freshman student orientation and any other events.
- Reach out to the incoming freshman class to promote the organization.
- Spread awareness about the organization's activities and events throughout the campus community.
- Once an event is finalized, it is highly encouraged to communicate that event to the general body via social media within 24 hours.
- Maintain and manage all social media accounts and ISA email account.
- Manage the advertising of all events on campus and in the community.
- Manage and serve as a liaison between all public communications and the Executive Council.
- Attend all organization events and take pictures and videos that properly document our organization for future generations to reflect on.
- Maintain proper documentation that can be easily accessed by members and council.
- In charge of maintaining quality of promotional materials during representative events such as orientations and tabling events.
- Perform other duties as deemed necessary by the Executive Council.

viii. **Service Chair.**

- In charge of all philanthropic advances of the Indian Student Association.
- Responsible for scheduling and planning service opportunities around campus and in the community.
- Will be in charge of organizing and executing an Indian Student Association Philanthropy event, if proper time and resources are available.
- Work with other Executive Council members to maintain relations with other organizations on the platform of service.
- Must act as or delegate a member to represent ISA in service events on campus (i.e. RaiseRed).
- Perform other duties as deemed necessary by the Executive Council.

ix. **Web Development Chair.**

- Maintain and update all associated websites.
- Work with the Vice President of Communications to spread awareness of the organization's events through online social networking sites.
- Responsible for ensuring that the Indian Student Association website is the central tunnel for all members to go for information about meetings, events, and all-important information.
- Working closely with other Executive Council Members to ensure that anything website related in regard to this organization is up to date and easily accessible.
- Provide technical assistance as needed.
- Perform other duties as deemed necessary by the Executive Council.

## **Article III**

### **Executive Council and General Body Meetings**

#### **Section 1. When Held**

The Executive Council shall meet weekly at a date and time decided by them unless stated otherwise by the President.

#### **Section 2. Call Meeting**

A meeting can be called to order by any member of the Executive Council and conducted on acceptance of the call by a simple majority of Executive Council members.

#### **Section 3. Executive Council Meeting Order**

The order of business at these meetings shall be as follows:

- i. Attendance
- ii. Officer Updates
- iii. New Business
- iv. Additional Group Activities
- v. Adjournment

This order can be suspended by an affirmative vote of the members present.

#### **Section 4. Attendance**

Attendance at all Executive Meetings will be mandatory unless it's excused by the President. A total of 3 valid excused absences is allowed per semester with a 24 hour notice. If excuses are not reasonable, they can be overruled. Unexcused absences are not tolerated unless an emergency. Each unexcused absence counts as a strike and upon a total of three strikes, their position will be in jeopardy. Any member of the organization may attend any Executive Council meeting upon prior notice, but can be limited by the Executive Council.

#### **Section 5. Member Dues**

All general body members must pay dues in order to be in good standing, with dues issued per semester. The dues can vary per semester based on the Executive Council decision. The Executive Council is not required to pay dues for their running year. Dues will cover the cost for any events and food that are hosted for that semester.

#### **Section 6. General Body**

The Executive Council will be responsible for holding General Body meetings. The Executive Council shall set the day and time of the meetings. Any member may only have three excused absences and two unexcused absences per semester. Excuses must be communicated to the Vice President.

#### **Section 7. Events**

The Indian Student Association is responsible for hosting at least 3 major events per academic year, as long as University policies allow:

- i. Jalsa: Fall event celebrating Diwali.
- ii. Colours: Spring event celebrating Holi.

- iii. Derby City Doom Competition: Spring Bhangra and Fusion dance competition.

Event names are subject to change. It is advised to create committees for each event to encourage member participation.

Apart from these three major events, hosting a promotional event for the organization within the first two weeks of the academic school year is highly encouraged.

Any fall events that will be taking place, must be approved by the rest of the Executive Council by the end of summer. Any spring events that will be taking place, must be approved by the rest of the Executive Council by the end of winter break. This will allow for efficient CPC fund requesting.

## **Article IV Membership**

### **Section 1. Tracking**

It is the responsibility of the Vice President along with the Executive Council to keep an updated list of all attendees at any event hosted by this organization.

### **Section 2. Voting Member**

Voting membership shall consist of students at the University of Louisville and other surrounding local universities in the Louisville region who have agreed to uphold this Constitution and are in good standing at the time of voting.

- i. They must attend or participate in at least 1 event per semester in addition to previous membership requirements as stated above, over the course of an academic year. This shall be enforced based on the data available from the VP of Internal Operations.
- ii. A Voting member must have paid their dues.
- iii. A Voting Member shall have the right to vote in the Executive Council election.

### **Section 3. Non-Voting Member**

Non-voting membership shall consist of students at the University of Louisville and other local universities in the Louisville region. They must agree to uphold this Constitution and to participate fully in the activities of this organization but do not satisfy both the requirements of Article IV Section 2.

- i. Non-Voting members may qualify to be a voting member after they satisfy the requirements of Article IV Section 2.
- ii. Non-Voting members may not vote in the Executive Council election.

## **Article V Executive Council Elections**

### **Section 1. General**

Elections of the executive council shall be held at the end of the spring semester during a General Body meeting, the exact date to be set by the Executive Council. The date must be announced to the ISA general body a minimum of two meetings before the time of elections.



Elections must take place at least 1 week prior to the start of finals in the Spring semester. Suggested election time would be after the last Spring Event.

- i. An exception to the regular election cycle is the position of the Jalsa Director. The next two meetings following the Diwali Event are to be spent nominating and electing a new Jalsa Director.

## **Section 2. Term**

The term of office shall be until the next round of elections. Officers may be re-elected without limitation as long as they satisfy Article V Section 3.

## **Section 3. Candidate Requirement**

Only voting members enrolled in the University of Louisville in good standing as stipulated by both the University and ISA bylaws shall be eligible for election to the various positions. Each current voting member can stand for no more than two positions unless of a vacancy. In the case of being elected for more than one position, the member will have the option of selecting the position he/she will be interested in taking up. Each candidate must have shadowed their desired position one to two times prior to elections. Executive council has the right to state member engagement of candidates during the time of elections.

## **Section 4. Nominations**

Candidates for any office shall be nominated by the voting members or shall nominate themselves. A member can only be nominated or nominate themselves if they have been an active member for at least one semester, unless there are no other active candidates. Nominations shall be held at the meeting prior to elections.

## **Section 5. Voting Method**

Voting shall be conducted in an unbiased and anonymous manner during general body meetings by the Executive Council excluding members running for reelection for that specific position. Elections of officers shall be by a simple majority by voting members.

## **Section 6. Voting**

The integrity of the voting process shall be ensured as follows:

- i. If all incumbent members are running for re-election, then the voting will be conducted by the Student Advisor or the Student Activities Office.
- ii. If there is only one candidate nominated for an office, that candidate shall take office by a vote of confidence.

## **Section 7. Vacancy**

When an office is vacated, an appointment shall be made by the Executive Council for the remainder of the term.

## **Section 8. Miscellaneous**

All items not specifically mentioned in these Organization bylaws concerning election of new officers shall be carried out by the incumbent Executive Council with the consent of the Faculty Advisor.

### **Section 9. Transition**

Old and new Executive Council shall hold a minimum of 2 meetings outside of general body meeting time to ensure proper transitions. A proper and thorough transition shall be overseen by the outgoing Vice President and President.

### **Section 10. Student Advisor Post**

The outgoing President should fill the Student Advisor post.

## **Article VI Removal of Officers**

### **Section 1. General**

Any member of the Executive Council may be alleged by the membership upon a written statement being submitted to a non-alleged Executive Council officer signed by ten voting members or five Executive Council members.

### **Section 2. Reasons for Removal**

Grounds for removal may include, but are not limited to incompetency, corruption, apathy, etc.

### **Section 3. Procedure**

The following is the procedure for removal of an Executive Council member:

- i. The written statement signed by the voting members must be turned into a non-alleged Executive Council officer.
- ii. Upon receipt of the statement the alleged officer shall be informed and a General Body meeting shall be called to order with the non-alleged Executive Council officers acting as chairs.
- iii. At the General Body meeting the charges shall be brought forth to the General Body and the alleged officer shall be given a chance to state their case.
- iv. The General Body shall further discuss the matter amongst themselves and conduct a secret ballot while the alleged member is not present in the room.
- v. The non-alleged Executive Council officers shall tally the ballots and announce the decision first to the General Body and then to the alleged officer.

### **Section 4. Requirement**

In order for an Executive Council officer to be successfully removed there must be a majority vote against them.

### **Section 5. Dismissal**

Upon a successful dismissal of an Executive Council officer, the vacancy may be filled by Presidential appointment, subject to the approval of the Executive Council. The appointed individual will serve out the remaining term.

## **Article VII Finance**

### **Section 1. Finance Chair**

The Finance Chair shall be the sole person responsible for the management of this organization's financial transactions, and the President has the ability to substitute, subject to approval of the Executive Council.

### **Section 2. Expenses**

The expenses of the Organization shall be borne by the funding provided by the University of Louisville or by revenue received from hosting. A majority vote of the Executive Council shall be required to change any fees or to levy any assessment.

### **Section 3. Minimum Balance**

There shall always be a minimum balance of \$1500.00 in the bank account.

## **Articles VIII Records and Equipment**

### **Section 1. Records**

The Executive Council shall keep all permanent records of the Organization accurate and up-to-date on the ISA Google Drive.

### **Section 2. Equipment**

All equipment shall be maintained in good order in a secure manner by the Executive Council.

### **Section 3. Transparency**

All records of this Organization shall be open for inspection to any member of the Organization, and to any official of University of Louisville.

## **Article IX Suspension of Bylaws**

### **Section 1. Suspension**

These bylaws may be suspended only by a two-thirds affirmative vote of the active membership of the Organization present at the General Body meeting.

### **Section 1. Amendment**

The alteration in any manner of these bylaws shall only be accomplished by the following procedure:

- i. The amendment must be submitted on a formal motion sheet and signed by five members of the Executive Council.
- ii. It shall then be posted on the website and read at the next General Body meeting.
- iii. The amendment must be passed at the General Body meeting by an affirmative vote of two-thirds of the total membership who are in good standing.

## **Article X Enactment**

### **Section 1. Enactment**

These bylaws were adopted by a vote of the General Body, approved by the Executive Council, and became effective on 28 of April, 2022

#### **Signed:**

X\_\_\_\_\_Amini Patel\_\_\_\_\_

*Amini Patel - President*

X\_\_\_\_\_Vatsa Vemuri\_\_\_\_\_

*Vatsa Vemuri - Jalsa Director*

X\_\_\_\_\_Samhita Lellapalli\_\_\_\_\_

*Samhita Lellapalli - Derby City Dhoom Director*

X\_\_\_\_\_Neel Patel\_\_\_\_\_

*Neel Patel - Vice President*

X\_\_\_\_\_Jimmy Patel\_\_\_\_\_

*Jimmy Patel - Cultural Relations Chair*

X\_\_\_\_\_Bhumika Gowda\_\_\_\_\_

*Bhumika Gowda - Finance Chair*

X\_\_\_\_\_Vaibhavi Venkataramanan\_\_\_\_\_

*Vaibhavi Venkataramanan - Communications Chair*

X\_\_Joel George\_\_\_\_\_

*Joel George - Web Development Chair*

