

# **Indian Students Association at the University of Victoria (ISA@UVic) Constitution**

## **Article I: Name**

The name of this organization shall be the Indian Students Association at the University of Victoria, to be called ISA@UVic from here forward in this and other documents of ISA@UVic.

## **Article II: Objectives**

The objectives of ISA@UVic shall be to maximize the potential of the organization through its vast membership, to increase the awareness of Indians on campus and in the community, to preserve the rich cultural heritage of India, and to unite Indians and people of other races by celebrating and learning from diversity.

## **Article III: Membership**

Members of ISA@UVic shall be both undergraduate and graduate students enrolled in the University of Victoria who are interested in Indian activities and events and who are in good standing. Though by definition it is a student organization, the membership is also open to anybody who has interest in the activities of ISA@UVic. General membership requirements will be to complete a membership application, either online off the ISA@UVic webpage or on paper.

## **Article IV: Email lists**

There will be only two email lists to announce ISA events and for the smooth functioning of the group:

1. First Email list: This email list will contain all the undergrad and graduate students of University of Victoria who have expressed interest in becoming a part of ISA. This list will also contain post-docs, faculty and other people associated with the University of Victoria and who have expressed their interest in ISA activities.

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2. Second Email list: This email list will contain only those people who are not associated with University of Victoria but want to be notified about different ISA events. In case any member in the “First Email list” expresses his/her desire to be notified only about ISA events, she/he will be moved to the “Second Email list” after discussing it with the other members in any ISA meetings.

For announcing ISA events both the lists will be used; however, to announce ISA meetings, only the first email list will be used.

### **Article V: Organizational Structure**

The ISA@UVic will consist of three signing authorities: President, General Secretary, and Treasurer. These members will constitute the executive board.

The executive board members will be responsible in the implementation and coordination of all ISA@UVic related activities, approved by the members in the general meetings. The Executive members will not take any sole decisions and will only represent the decisions taken by the members of ISA@UVic in the general meetings.

#### **Section 1: The President shall:**

- a. Preside over all ISA@UVic meetings.
- b. Ensure attendance at all Student Senate, Student Government, and all other relevant organizations’ activities and meetings.
- c. Prepare an agenda for all meetings.
- d. Arrange a membership drive at the beginning of the fall and spring semesters.
- e. Be responsible for all ISA@UVic funds.
- f. Send out all *appropriate* e-mails to the ISA@UVic list-server. The president will be mainly responsible for announcing ISA events. The President will also be responsible for announcing ISA meetings.
- g. Abide by all rules and regulations in the Student Activities Handbook

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## **Section 2: The General Secretary shall:**

- a. Keep track of all members and their status as they relate to the organization.
- b. Keep minutes at all meetings.
- c. Be responsible for communications sent out by ISA@UVic. The General Secretary will be mainly responsible for sending invitation to students to join ISA and making them involved with ISA activities.
- d. Organise all ISA@UVic meetings, after they have been finalized by the President.
- e. Abide by all rules and regulations in the Student Activities Handbook.

## **Section 3: The Treasurer shall:**

- a. Be responsible for the collection, balance, and disbursement of all funds belonging to ISA@UVic.
- b. Ensure compliance with all student government regulations, bylaws, and handbooks.
- c. Be responsible for updating the members on the financial situation of the organization by providing documentation at all meetings.
- d. Be responsible for fundraising activities of the organization.
- e. Abide by all rules and regulations in the Student Activities Handbook

All executives: the President, General Secretary and the Treasurer will have the signing authority in matters related to ISA.

## **Article VI: Financial Decisions**

All payments made out to individuals/organizations shall be discussed among ISA members in general meetings before the concerned party is paid. All the members present in the meeting should approve any such payment. The only exemption from this requirement is the expenses related to the ISA movie nights. However, the treasurer must keep a track of all such payments incurred during the movie nights.

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## **Article VII: Terms, Eligibility, and Election of Executive Board**

The Officers of this organization shall adhere to all University requirements for eligibility to hold office, and will be responsible for seeing that organization follows all University regulations. The election of any Executive Board Officer shall be by a general membership vote.

### **Section 1**

The election of the Executive Board (all the positions) will occur at the beginning of each UVic academic term and new candidates will be given preference to lead ISA@UVic. If no new candidate volunteers to lead the association at the beginning of each year, the old executives will get the chance to run the association for that term.

### **Section 2: Nominations**

- a. Nominations for the Executive Board shall be opened at the meeting prior to elections and will remain two days prior to the election. Nominations must be open for a minimum of two weeks. *All candidates must be registered two days prior to the election; otherwise the position will be classified as vacant.*
- b. The nominees for any Executive Board position must be active members of ISA@UVic. A candidate may only run for one position during each election.

### **Section 3: Procedures for Election**

- a. Nominations and elections will be conducted by the Director of Elections (see Directors). The Director of Elections must not be running for an executive Office. An impartial person must oversee the elections.
- b. Elections for the Executive Officers will be conducted in the following order:
  1. President
  2. General Secretary
  3. Treasurer
- c. Candidates or an agent representing them on their behalf must be present to run. To use an agent, the candidate must notify the Sergeant at Arms prior to the beginning of the elections and the agent must represent the candidate during the entire election.
- d. In random order, the candidate will each be allowed to speak for three minutes. The Sergeant at Arms must limit the speech to only three minutes. All candidates must give a speech even if running unopposed. Candidates running for the same office will not be allowed to hear each other's speeches.

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- e. After all candidates have given their speeches, the Director of Elections will accept questions from the floor. Each question will be directed to all the candidates. The Director of Elections should have the candidates answer in the order in which they gave their speeches and should rotate which candidate answers first. A maximum of five questions will be allowed.
- f. The Director of Elections should then ask the Candidates to leave the room while the ballots are cast. Only active members present during the election may cast ballots.

### **Section 4: Filling Vacant Positions**

- a. Offices falling vacant shall be filled by appointment of the newly elected President, with consultation with the other members of Executive Board and Directors. In the event the office of President falls vacant, the newly elected Vice President shall assume the office and if necessary appoint another Vice President with consultation of the Executive Board and Directors.
- b. Those candidates who ran but did not win the election should be given first consideration.

### **Section 5: Impeachment of Elected Officers**

- a. Any active member of ISA@UVic may file impeachment charges against an officer of ISA@UVic and the Directors. In order to do so, the member must fill out a written statement of the charges signed by at least one third of the active members of the organization. Also notify, the officer in question within five working days of the submission of the charges.
- b. The Executive Board will then be responsible for summoning all active members to a special meeting with the purpose of discussing the impeachment charges, notifying them at least one week in advance.
- c. In order for an impeached officer to be convicted and removed, a vote of two-thirds of the active members present at the above special meeting is necessary.

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**Article VIII: Amendments**

**Section 1**

An amendment to this Constitution shall be made at an ISA@UVic meeting with a vote of two-thirds of the present members.