

ISA Constitution- 2008-2009

ARTICLE I – Name

The South Asian Students have come to establish a common foundation, also a part of University of Delaware's Multicultural organization we call **Indian Students Association**, abbreviated as ISA.

ARTICLE II – Purpose

The purpose of Indian Students Association is to reach out to individuals and inspire them through sharing the cultural and traditional values of South Asians among the diverse campus. Our intentions shall not be based on any religious ground.

ARTICLE III – Membership

Section 1 – Membership Eligibility

- Any matriculated full-time or part-time undergraduate student at the University of Delaware is eligible for general membership for the academic school year.
- Students from neighboring Delaware colleges are also eligible for membership and are given a discounted members due amount.
- Individuals must the Pay ISA membership dues in order to be declared as official members.
- An active member must attend 60% of member meetings throughout the year and must also attend any two ISA events per semester.
- Voting rights at the end of the Spring Semester shall be given to any active and paid ISA member.

Section 2 – Qualifications for Officers & Chairpersons

- A. President – The qualities this candidate must hold are to have been a voting member of ISA for both the fall and spring semesters of that school year in which the election is being held. This candidate should have been an ISA member for a minimum of one year. This person must have also exhibited leadership ability during previous semester(s).
- B. Vice President – This candidate must have been a voting member of ISA of both the fall and spring semesters of that school year in which the election is being held. This candidate should have been an ISA member for a minimum of one year. This person must have also exhibited leadership ability during that previous semester(s).
- C. Treasurer – This person must have been a voting member of ISA for both the fall and spring semesters of that school year in which the election is being held. Knowledge and experience in bookkeeping is highly recommended, as well as previous experience.
- D. Secretary – Any ISA member is eligible for this position. Qualifications include good note taking skills, typing skills requested but not required.
- E. Program Director(s) – This candidate must have been a voting member of ISA of both the fall and spring semesters of that school year in which the election is being held. This candidate (s) should have been an ISA member for a minimum of one year. Knowledge of the Indian culture and artistic skills are recommended. Qualifications include being able to devote sufficient dedication, time, and effort into cultural events taken at hand by ISA.
- F. Public Relations Chair(s) – Any ISA member is eligible for this position. Qualifications

include knowledge of university's e-mail server, being able to devote time and effort into advertising any and all ISA event(s) and should have good social skills.

G. Web Page Designer- Any ISA member with web designing skills is eligible for this position. Qualifications include being able to provide sufficient time and effort into keeping the web page updated. Previous experience HIGHLY recommended.

H. Freshman Representatives – Any incoming freshman member with intentions of being a part of the following school years board. Responsibilities vary over a wide range of duties (i.e. historian, photography, decorations, and creativity) Individuals must be able to devote time and should have good communication skills

Section 3 – Elections

General elections for ISA shall be held at a regular meeting determined by the Executive Board prior to the end of the academic year. Candidates must fill out a form prior to elections and should also prepare a speech to be presented to the members. Only voting members may participate in elections.

Article IV – Duties of Officers & Chairpersons

Section 1 – Executive Officers

APPLIES TO ALL OFFICERS

1. Follow all University of Delaware policies and procedures as set forth by the Activities Programs Office.
2. Must be dedicated in putting time and effort into the board.
3. Must be responsible for their duties as a board member.
4. Be responsible for carrying out all other duties delegated to him or her by the Executive Board.

PRESIDENT:

1. Be in charge with the smooth functioning of the Executive Board and the committees.
2. Coordinate the policies and activities of the committees with the board.
3. Aid the Activities & Programs Office in the creation and implementation of an incentive plan for ISA. He or she should consult the previous year's plan for ideas.
4. Be in charge of reserving rooms for and holding regular meetings.
5. Must be in charge of checking ISA mailbox in the Activities and Programs office regularly.

VICE-PRESIDENT:

1. Be responsible for carrying out all other duties assigned to him or her.
2. Be responsible to stay in contact with the President, to assist him or her when needed (i.e. decision making).
3. Be responsible for helping any other officer when needed.
4. Be ready to take over Presidency in the time of his or her absence, short/long term.

TREASURER:

1. Must serve as the chief financial officer of ISA.
2. Endorse all forms, contracts, and letters, which could in any way financially obligate ISA.
3. Attend any and all Treasurer's meeting set by the Activities and Programs office.
4. Be responsible for the collection of member dues.
5. Be able to produce appropriate financial information as requested or required, preferably after

each ISA event.

6. Be responsible for the collection of receipts and payment of obligations of ISA.
7. Shall, with the assistance of the Executive Board and Advisor, prepare and obtain approval of ISA budget, in accordance with the policies of the Student Centers Allocation Board.

SECRETARY:

1. Must be responsible to record the minutes for all general and Executive Board meetings.
2. Be responsible for distributing minutes from the general and Executive meetings to all members in a timely manner.
3. Keep all records of ISA in a folder.
4. Be responsible for maintaining an updated and organized member mailing list.

PROGRAM DIRECTOR(S):

1. Must be responsible to coordinate cultural and traditional events (i.e. Diwali Show, Holi Show, Muquabla competition) in conjunction with the Executive Board.
2. Must be responsible to provide sufficient information (i.e. purpose of the event, cost(s)) of the event to the Executive Board and members.
3. Be responsible for preparing acts for cultural events.

PUBIC RELATIONS:

1. Must be responsible in advertising any and all ISA events through direct e-mail and flyers.
2. Must be responsible for contacting local advertising agencies (i.e. UD Review, UDaily, News Journal, WVUD, radio channels, etc.) for event advertising.
3. Must be responsible for providing members with detailed information of events.
4. Should be able to network with other RSO's and schools.

WEB PAGE DESIGNER:

1. Must be responsible in creating and/or maintaining ISA's website during the academic school year.

FRESHMEN REPRESENTATIVE(S):

1. Must be responsible to carry out any taken or given tasks on hand of ISA (i.e. photography, decorations, typing forms, etc.)

Section 3 – Term of Office

All positions are to be held for one academic school year which includes both fall and spring semesters.

ARTICLE V – Failure in executing Job Responsibility

Section 1 – Removal from Office

Any elected or appointed officer of ISA may be removed for failure to complete any or all duties as outlined within the Constitution. A minimum of 2/3 of Board members must be in agreement to remove officer from office.

Section 2 – Resignation from Office

Any elected or appointed officer of ISA may resign from their position at any given time, HOWEVER, must submit a formal resignation letter, which needs to be APPROVED by both the faculty advisor and 2/3 of the Executive board of ISA.

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SEP 10 2008

OFFICE OF
ACTIVITIES & PROGRAMS