



Constitution of Association of Indian Students

Lawrence Technological University

Constitution of Association of Indian Students, Lawrence Technological University

1 Preamble

We, the Members of the Association of Indian Students, are dedicated to:

- Integrating the Indian student community with Lawrence Technological University;
- Representing Indian culture;
- Promoting unity among the organization members and the community at large;
- Helping new Indian students to conform to university life;

We hereby establish the Association of Indian Students and this constitution.

2 Article I

2.1 Name

The name of this non-profit organization shall be the Association of Indian Students, Lawrence Technological University, hereby referred to as AIS.

3 Article II

3.1 Membership

Section 1. General Members

The organization shall consist of current students, staff and faculty at Lawrence Technological University. Currently there is no membership fee. The standing committee of AIS is empowered to take decision regarding the membership fee. Active membership in AIS gives members the power to voice their opinion and concern regarding the activities of AIS.

Section 2. Non- discrimination Policy

The Indian Student Association prohibits discrimination or harassment against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability veteran status, height, weight, or marital status.

3.2 Organization Structure

The organization will consist of General members, Standing committee, Advisor and Advising board. Standing committee will be the steering committee most responsible for the functioning of the organization. Standing committee members will be voted by general members. Advisor will be appointed by the advising board and office of student engagement may assist and advise in this process. New advising board members will be appointed by current advisor and advising board members.

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4 Article III

4.1 Standing committee

Section 1. General Necessity

- Members of the standing committee are mandated to attend at the least 70% of the meetings. In the case of absence, the member is required to up-date themselves.
- Members are required to carry out their duties with utmost sincerity and respect.

Section 2. Qualifications

- Candidates must meet all the requirements listed in Student Code of Conduct of Lawrence Technological University.
- Candidates should be in good academic standing with the University with a minimum GPA of 2.0.
- Candidates should have volunteered in previous events.
- Candidates must receive a majority vote of confidence by the existing committee to be inducted into the election process.

Section 3. Composition

The AIS standing committee shall consist of a President, Vice President, Secretary, Treasurer, Webmaster and two event coordinators; their commission, duties and powers are:

President

- Oversee the smooth functioning of the Association.
- Follow regular communication with the Advisor.
- Play a major role in public relations.
- Assist the treasurer in making the budget for events.
- Recruit new board members.
- Run the meetings.

Vice President

- Assist the President in their duties.
- Play a role in searching for new board members.
- Play a role in public relations.

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Secretary

- Book the display boards, tables, etc. for any kind of event.
- Distribute the Minutes of the meeting one day in advance and then distribute actual happenings of the meeting the same day.
- Play a role in recruiting for new board members.

Treasurer

- Maintain the AIS financial records.
- Propose funding requests to StuGov.
- Make regular balance reports to the standing committee.

Webmaster

- Maintain and update the AIS website.
- Conduct monitoring and maintain a regular check on the message board.
- Play a role in advertising events in social and other media form.

Event coordinator

- Propose and plan the blue print of events.
- Make arrangements for the event.
- Form temporary event sub-committees in case of each event if needed be; lead and assist them.
- Assist new students who have been accepted by Lawrence Technological University.
- Work closely with the webmaster to update the ISA website with information relevant to new students.

Section 4. Term

Term lasts for an academic year, which will be from September to August. Elections for the next committee will have to be conducted before the term of the existing committee ends.

Section 5. Filling Vacancies

The President/ Vice President will be the person to fill the vacancy caused due to an unforeseeable event as Veto-(position) but it must be approved by the advisor and advising board members.

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5 Article IV

5.1 Advisor

Section 1. Qualification

The Advisor to AIS must be a full time member of the faculty, administration or staff of Lawrence Technological University, as per the guidelines followed by LTU.

Section 2. Duties and Responsibilities and Power of Advisor

The advisor's responsibilities will be in compliance with the University policies which are as follows

- Assist officers in understanding their duties, administering programs and plans, organizing projects, and making appropriate transitions.
- Preserve the continuity of the organization through the constitution, traditions, files, and minutes.
- Encourage the use of procedures to ensure that the meetings run in an orderly and efficient manner.
- Encourage students to understand and apply democratic principles, including the recognition of minority opinions and rights.
- Attend as many organization meetings and events as possible.
- Articulate campus policies and procedures.
- Support officers and be available for evaluation of ideas.
- Maintain the ability to deal with the same issues each year, and remain open to new ideas.
- Facilitate discussions among officers and between officers and members.
- Be familiar with national structure and services if relevant.
- Assist with specific University services, for example, obtaining approval for organization events and obtaining facilities.
- Consult on programs and assist the organization as needed.
- Advise individual students when necessary.
- In case of any disciplinary disturbance in the organization, advisor can call a meeting and resolve the matter.
- Advisor's vote will be equally counted in case of any organization committee voting.
- Advisor has the rights to attend all closed meeting.
- Advisor has the rights to be informed about the minutes and agenda of all closed meetings in the organization.

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Section 3. Term

Term lasts for two years, which will be from September to August. Advisor may volunteer to continue its tenure for next term upon approval from the advising board.

5.2 Advising Board

Section 1. Qualification

The Advising board will consist of five board members. The advising board to AIS must be

- a. previous standing committee member of AIS,
- b. previous advisor of AIS,
- c. outstandingly supportive and resourceful alumni of LTU.
- d. For the newly formed organization founding members will replace section 'a' and 'b' in above.

Section 2. Duties and Responsibilities and Power of Advising Board

The advising board members' duties, responsibilities and power will be as follows

- Consult on programs.
- Advise individual students when necessary.
- Assist the organization in event promotion, fund raising and advertisement.
- Assist the organization to obtain off-campus facilities when required.
- In case of any disciplinary disturbance in the organization, advising board can assist advisor to resolve the matter.
- Advising board members' vote will be equally counted in case of any organization committee voting.
- Advising members have the rights to attend all closed meeting.
- Advising members have the rights to be informed about the minutes and agenda of all closed meetings in the organization.

Section 3. Term

Term lasts for one year, which will be from September to August. Advising board members may volunteer to continue its tenure for next term.

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Section 3. Duties and Responsibilities of the Standing Committee to the Advisor and Advising Board

- Notify the advisor and advising board of all meetings and events.
- Confer with the advisor on plans, projects, and events.
- Consult with the advisor and advising board before making structure or policy changes.
- Remember the responsibility for the success or failure of group projects rests ultimately with the standing committee, not the advisor and advising board.
- Acknowledge the advisor's time and energy and express appropriate appreciation.
- State clearly and openly the expectations of the advisor.
- Evaluate the advisor and periodically and give appropriate feedback.

6 Article V

6.1 Removal from Office

A notice can be brought to the committee regarding incompetence of any member of the Standing Committee. Whereby, a proceeding will be held where the member will be given the opportunity to defend themselves. The decision will be finalized based on majority vote in the committee. This committee includes Standing Committee, Advisor and Advising Board.

7 Article VI

7.1 Meetings

Regular Standing Committee meetings will be held at least once a month called by the President. Notices for special meetings should be sent out a week in advance. Such meetings can be called by any committee member.

8 Article VII

8.1 Finances

Section-1

- Treasurer will maintain the financial records of all events and will update the standing committee, advisor and advising board in each periodic meeting.
- All the expenditure proposals and reimbursement request to StuGov shall be prepared by the treasurer and all the financial activities will be decided by the standing committee.

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- The Treasurer shall issue a receipt for each income the AIS receives; the counterfoils of all such receipts, giving the date of the transaction, the amount and the source, shall be retained by him/her.
- The income to the AIS includes membership dues, donations to AIS, advertisement revenues, funding obtained from Lawrence Technological University and other sources.
- Treasurer will not sign any financial transaction without the final approval of the President.
- The Advisor to this organization must approve and sign each expenditure before payment.
- The Treasurer shall prepare a statement of revenues and expenses for each month during his/her term and send copy of that to the President and Advisor.
- The Treasurer shall prepare a statement of revenues and expenses at the end of his/her term.

Section-2

- All moneys belonging to this organization shall be deposited and disbursed through a bank account established for this organization.
- All funds must be deposited within 24 hours after collection.
- If the organization was to be dissolved, the savings will go towards any unpaid bills and the remaining will be given to charity.

9 Article VIII

9.1 Statement of Compliance

The organization will comply with all University policies, procedures and practices as well as with all local, state, and federal laws. The President and Vice President will be responsible to complete and follow through the annual reregistration of the organization as set forth by StuGov.

10 Article IX

10.1 Amendments Ratification Process

Any committee member may propose an amendment, which must be approved by two-thirds (2/3) of the committee which includes Standing Committee, Advisor and Advising Board; before it is presented to the general body; where upon, the amendment should be affirmed by at least two-thirds (2/3) of the general body present. It is mandatory to review the constitution at least once every 4 years. The standing committee, advisor and advising board in office shall decide the process for the review.