**Article I: Name of Organization**

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

**Article II: OrganiZation Affiliation**

As outlined in the RSO Classification Policy, Indian Students Association is considered a General Registered Student Organization. As a GRSO, our organization is a separate 3rd party entity, not considered a part of the University of Florida. Through registering with the University, our student group agrees to follow its policies and operate on campus with access and/or eligibility for specific campus benefits.

**Article III: Purpose Statement**

The purpose of the Indian Students Association (ISA) is to raise awareness for Indian culture at the University of Florida. By hosting various cultural events and programs, we seek to create a space where students of all backgrounds can have a first-hand look into the many different customs and values that compose Indian culture. ISA also serves as a safe space for Indian students, allowing students to discover their identities and explore the intersectionality between their background and their experience in American society.

**Article IV: COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS**

Upon approval by the Department of Student Engagement, Indian Students Association shall be a registered student organization at the University of Florida. Indian Students Association shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

Section A. Non-Discrimination

Indian Students Association agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

Section B. Sexual Harassment

Indian Students Association agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

Section C. Hazing

Indian Students Association agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or members.

Section D. Responsibility to Report

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If Indian Students Association becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Engagement, the Director of Student Conduct and Conflict Resolution, the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

Section E. Officer Eligibility

Indian Students Association understands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the Registered Student Organization Classification and Officer Eligibility Policy.

**ARTICLE V: MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI: BYLAWS FOR INDIAN STUDENTS ASSOCIATION**

Indian Students Association may elect to maintain separate bylaws document to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the university of Florida’s regulations, policies, and procedures, and the Student Engagement constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement approved constitution on file and student engagement’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). Indian Students Association agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any University of Florida student, faculty, or staff upon request.

**ARTICLE VII: STUDENT ORGANIZATION ADVISOR**

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term. The student organization advisor shall serve as a resource person providing advisory support to officers and members and may not vote or hold office in the organization.

The student organization advisor shall serve as a resource person and provide advisory support for the officers and members of the organization. The student organization advisor shall be picked at the discretion of the Executive Board and must be a faculty or staff member at UF. The student organization advisor should attend executive and general meetings; however, the student organization advisor may not vote in any ISA matters. The student organization advisor will serve a term of one (1) academic year. In the case of replacement, the Executive Board will interview possible candidates and vote on the best possible adviser for the organization. Three-fifths of the Executive Board must approve the new student organization advisor.

**ARTICLE VIII: OFFICERS**

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the Registered Student Organization Classification and Officer Eligibility Policy.

The elected officers of Indian Students Association shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

**Section A**: Other elected officers of Indian Students Association shall consist of the Co-President, Internal Vice President, External Vice President, and Secretary, who will compose the Executive Board. All Executive Board Members shall be responsible in the planning of all Indian Students Association related activities and events. Each Executive Board Member has an equal say/vote in topics discussed at Executive Board Meetings and serves a term of one academic year.

**Part 1 - The President shall:**

1. Preside at all Executive Board, Directors, and General Meetings.
2. Ensure attendance, as necessary, of all other relevant organizations’ activities and meetings and serve as the official representative of the organization.
3. Aid the Treasurer in the responsibility of all ISA funds.
4. Ensure administration and execution of organizational responsibilities by filling vacant positions.
5. Maintain *appropriate* communications through ISA’s website, Slack, and social media.
6. Make it his/her duty to vote against those decisions that he/she feels do not represent the best interest of the organization. In the event he/she is outvoted, he/she shall postpone any further action on the matter until a directors vote can be held on the matter. The majority decision will be upheld when 60% of all directors have the ability to vote.
7. Be responsible for the proper training and orientation of all appointed Directors.
8. Abide by all rules and regulations in the Student Activities Handbook.
9. Prepare agendas for meetings.

**Part 2 – The Internal Vice President shall:**

1. Assist the President in his/her duties
2. Assume all the duties of the President in his/her absence.
3. Plan and conduct retreats for the Executive Committee and Directors.
4. Be responsible for recruitment and member retention.
5. Hold Directors accountable for their responsibilities and positional requirements.
6. Abide by all the rules and regulations in the Student Activities Handbook.
7. Hold and facilitate all group Director meetings.
8. Oversee the recruitment and application process for the First-year Leadership Experience directors and ISA committee directors.

**Part 3 – The External Vice President shall:**

1. Organize and oversee co-sponsored events between ISA and other campus organizations, the UF administration and the greater Gainesville community.
2. Maintain communication and interaction with the local Indian community.
3. Maintain communication with other Indian organizations of institutions of higher education.
4. Assist all directors in fulfillment of their duties.
5. Abide by all the rules and regulations in the Student Activities Handbook.
6. Oversee the cultural ambassador directorship, ensuring they are aware of events on campus they should represent ISA at, as well as their other roles and responsibilities.
7. Maintain effective communication with ISA’s sub-organizations and mitigate potential conflicts. This includes managing team tryout schedules, maintaining a general schedule for competitions, practices, and other performances, and communicating with the general ISA member body about such activities.
8. Work with the Secretary in booking rooms for sub-organization practices.
9. Run the Alumni Network of ISA (ANI), including facilitating the alumni network, continuing the mentorship program, and working on expanding the program and network.
10. Help the Internal Vice-President hold Directors accountable for their responsibilities and positional requirements.

**Part 4 – The Treasurer shall:**

1. Share responsibility for the collection, balance, and disbursement of all funds belonging to ISA with the President(s).
2. Ensure compliance with all student government regulations, bylaws, and handbooks.
3. Be responsible for updating the Executive Board on the financial situation of the organization by providing documentation at all Executive Board meetings.
4. Be responsible for fundraising activities of the organization.
5. Abide by all rules and regulations in the Student Activities Handbook

**Part 5 – The Secretary shall:**

1. Arrange a membership drive at the beginning of the fall and spring semesters.
2. Keep track of all members and their statuses as they relate to the organization.
3. Keep minutes at all Executive Board, Executive Committee, and General Meetings.
4. Be responsible for communications sent out by ISA, including via ISA’s website, Slack, and social media accounts.
5. Oversee a multimedia committee and facilitate all social media work.
6. Submit all event permits for general body meetings, on campus events, and tabling.
7. Abide by all rules and regulations in the Student Activities Handbook.
8. Initiate and oversee the creation of presentations for General Body Meetings and assist the rest of the Executive Board in developing appropriate content. Work with E-board on finalizing and presenting.

**Section B:** The appointed officers of ISA shall be referred to as the Directors of ISA. Each Directorship will be appointed through an interview by the incoming Executive Board Members and will require approval by at least 60% of the Executive Board, keeping in mind any potential qualms Board members may have towards specific applicants. The Directors of ISA will be responsible for assisting the Executive Board to carry out responsibilities of the organization.The Executive Board will create as many Directorship positions as they see fit and assist the President in appointing the respective Directors.The Executive Board should consider all members interested in participating. Directorships shall be determined by the Executive Board, be active for a full year and currents stands as follows:

1. Sports Directors - Responsible for conducting athletic and sporting events throughout the year.
2. Social Directors - Responsible for all social activities excluding ISA’s four core events.
3. Diwali Directors - Responsible for putting on the Diwali Show.
4. Holi Directors - Responsible for coordinating the Holi Celebration.
5. Banquet Directors - Responsible for putting on the end of year soiree.
6. Multimedia Directors - Responsible for creating multimedia content to promote ISA events and facilitate social interaction.
7. Garba Directors - Responsible for putting on Garba.
8. Service Directors - Responsible for coordinating ISA’s participation in service events throughout the year.
9. Fundraising Directors - Responsible for organizing fundraising opportunities and raising external revenue for ISA.
10. Cultural Ambassadors - Responsible for assisting the external vice president by initiating collaborations with external cultural organizations, promoting Indian holidays, and executing cultural programming.
11. First-year Leadership Experience (FLE) Directors - Responsible for overseeing the organization’s skill-building programming, mentor-mentee selection, collaborations, and overall professional development of the first-year South Asian community.

**Section C: Filling Vacant Positions**

1. Officers falling vacant shall be filled by appointment of the President, upon consultation with the other members of the Executive Board. In the event the office of President falls vacant, the newly elected Internal Vice President shall assume the office and if necessary appoint another Internal Vice President with consultation of the Executive Board.
2. Those candidates who ran but did not win the election should be given first consideration. However, if those candidates are not the best choices, the President and Executive Board may consider others. The remaining Executive Board Members will act in the best interest of the organizations when filling a vacant position.

**Section D: Impeachment of Executive Board and Elected Officers**

1. Any active members of ISA may file impeachment charges against an officer or E-board member of ISA. In order to do so, the member must fill out a written statement of the changes signed by at least 1/3 of the active members of the organization, as well as notifying the E-board member or officer in question within five working days of the submission of the charges.
2. 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.
3. In order for an impeached officer or E-board member to be convicted and removed, a vote of 2/3 of the active members present at the above special meeting is necessary.
4. In addition to provisions 1,2, and 3, Elected officers can be removed and stripped of his/her title immediately, by 80% approval of E-board if:
	1. The officer has not accepted the expectations and requirements set forth by the E-board, for his/her position and overall requirements as Director of ISA.
	2. The officer has continuously disregarded/violated regulations, rules, and requirements set by Student Activities & Involvement, Volunteers for International Student Affairs, Student Government, and Indian Students Association’s Constitution; this shall also apply to any other University of Florida regulations.
	3. The officer has not fulfilled his/her Director or General requirements set by the E-board.
	4. The officer has conducted/promoted actions which are considered harmful, divisive, or detrimental to the organization, members, or general UF body.

**ARTICLE IX: ELECTIONS**

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 shall occur once a year, in the Spring semester. The current year’s Executive Board is permitted to speak and ask questions.

**Section 2: Nominations**

1. Nominations for the Executive Board shall be open at the meeting prior to elections and will remain open two days prior to the election. Nominations must be open for a minimum of one week. *All candidates must be registered two days prior to the election; otherwise the position will be classified as vacant.* Candidates cannot cancel their nomination after this period, although they may refuse to give a speech and answer questions during the Question/Answer period.
2. Anyone wishing to be placed on the ballot after nominations are closed and prior to elections must be an active member and approved by a 60% majority vote from the E-board in order to be placed onto the ballot for a given position. This vote may take place before the election process has begun.
3. Non-active members may be placed onto the ballot for only vacant positions. The position of President may never be left vacant, when conducting elections. No nominations will be taken during the elections meeting.
4. The nominees for President must be active members and also have served as a Director or any other position within the Executive Committee. The nominees for Internal Vice President, External Vice President, Secretary and Treasurer must be active members and also have held significant leadership experience; for example, have served as a Director or any other position within the ISA Executive Committee or other campus organizations. If there is no one that fits this requirement, then nominations will be open to any active members. A candidate may only run for one position during each election; however, they may slate down to a position that has not been yet voted on if they do not win the position for which they ran.

**Section 3: Procedure for Elections**

1. Nominations will be conducted by the Executive Officers and elections will be conducted by the student organization advisor. An impartial person, selected by the student organization advisor or ISA President(s), must oversee and moderate the elections.
2. Elections for the Executive Officers will be conducted in the following order:
	1. President(s)
	2. Internal Vice President
	3. External Vice President
	4. Treasurer
	5. Secretary
3. Candidates must be present to run.
4. All candidates for any position are to be given 3 minutes to speak. 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.
5. After all candidates have given their speech, the student organization advisor and the third party organization will open a Questions/Answer Period for all candidates of the position. All candidates will get the opportunity to answer each question presented. This period will last for 5 minutes. Once this is over, the student organization advisor or third party organization will ask the candidates to leave the room.
6. Active members may call for an optional discussion session which will be determined through simple majority voting; It will be held after all the candidates have gone for the specific category. Moderators must ensure that all comments made are strictly professional, and that any personal attacks, foul language, or unprofessional remarks are not tolerated. Warnings will be given with the consequence being removed from the election room. Active members may motion to extend this period by 5 minutes, however, with a limit of 5 times to motion.
7. Ballots are then to be casted. Only active members present during the elections may cast ballots.
8. A simple majority vote is required to elect an officer.
9. If there are more than two candidates running and no candidate receives a majority vote, or a tie occurs, there shall be a run-off vote between the top two vote recipients following a mandatory five minute discussion session between the general body. This must be communicated at the start of the election for a position with more than two candidates, and to those candidates when deciding to run.
10. Active members may choose to abstain from voting
11. Active members may also choose to vote “No confidence” on the ballot; if the “no confidence” vote gains simple majority status, the candidate(s) will be removed from the ballot and the position will be left open.
12. Any open positions will be selected by the members of the newly elected E-board and the current E-board through an application/interview process; unanimous approval is required for the candidate to be approved through this process.

In the absence of clear direction on election, amendment, and /or voting procedures, Indian Students Association agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.

**ARTICLE X: FINANCE**

As a General Registered Student Organization, ISA does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by:

ISA will not require membership dues; however, it will raise funds through fundraising activities, for t-shirts, major events, etc. Members are expected to participate in these fundraising activities. ISA will also apply for Student Government funding for major events and activities.

**ARTICLE XI: DISSOLUTION OF ORGANIZATION**

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, Indian Students Association will leave any assets and outstanding funds to Rangeelo Raas.

**ARTICLE XII: AMENDMENTS TO CONSTITUTION**

Student Engagement has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes to Student Engagement.

**Section 1:** An amendment to this Constitution shall be made with two-thirds of the ISA Directors and Executive Board physically present to vote.

**Section 2:** Proposal to change the Constitution must be presented at a director meeting and must be passed at the same director meeting.

**Section 3:** Proposal to make changes in the Constitution must be presented at an E-board meeting, when all E-board members are present. The changes must also go through the voting process at the same meeting; changes are made with an 80% approval rate from the E-board.

**Section 4:** Proposal to make changes in the Constitution by the active general body may occur through petition. The petition for change must include at least 20 signatures to qualify for review from the E-board. Approval from E-board must occur at an E-board meeting, when all E-board members are presented. The changes must also go through the voting process at the same meeting; changes are made with an 80% approval rate from the E-board.

 **Section 5:** The amended constitution must immediately be submitted directly to the Department of Student Engagement for review and approval prior to going into effect.

**Section 6**: During the period between Executive Board elections and Director selections, any amendments to the Constitution when necessary may be made with the approval of at least 60% of the Executive Board, given that there will be no directors at this time.

All amended constitutions must be submitted directly to Student Engagement for review and approval.