

INDIAN
STUDENT
ASSOCIATION



UC San Diego
Constitution and Bylaws
2021–22

Some alternate names and references used in this document include:

1. Indian Student Association at the University of California San Diego:

- a. Indian Student Association
- b. Indian Student Association
- c. ISA
- d. Indian Student Association at UC San Diego
- e. Indian Student Association - UCSD

2. University of California San Diego:

- a. University of California, San Diego
- b. UC San Diego
- c. UCSD

3. Indian Student Association at the University of California San Diego Core Team:

- a. The (ISA) Core Team
- b. (ISA) Core

4. Associated Students at the University of California San Diego:

- a. AS
- b. ASUCSD
- c. Associated Students at UC San Diego
- d. Associated Students

These alternate names and references represent their respective institutions for the scope of this document and respectively refer to one and the same organization. The Indian Student Association at the University of California San Diego is not liable for any misunderstanding or misinterpretation of the terms listed above and any other terms not listed.

Article I – General Information

1.1 The name of this organization shall be *Indian Student Association at the University of California San Diego*. The organization may also be referred to as “Indian Student Association,” “The Indian Student Association,” or “The ISA.”

1.2 The Indian Student Association was founded on Tuesday, October 2, 2012 by Shaurya Thakar, Nikita Kadakia, and Akshat Vasavada.

1.3 This Constitution of the Indian Student Association at the University of California San Diego is effective on and every day after *Monday, August 19, 2013 at 12:00:00 AM*.

Article II – Objectives

The Indian Student Association has been founded to achieve the following goals:

1. Aiding high school seniors and incoming freshmen with the transition between high school and college (UC San Diego) with respect to different schooling systems, cultural practices, countries, rules, and all other unlisted, applicable areas of assistance (as decided by the Core Team).
2. Uniting the Indian¹ community at UC San Diego through events of Indian origin,
3. Developing and promoting services to and for students and members of the ISA and non-ISA community, and
4. Helping improve society and the quality of life through social development projects.

Article III – Powers

The Indian Student Association at UCSD is a non-profit student organization.

The organization shall have the following powers and abilities in order to meet its objectives (Article II):

1. Generate funds through fundraisers and for-organization-profit programs,
2. Form partnerships and associations with other organizations and businesses,
3. Hold events and social activities to promote and spread Indian culture and ideas,
4. Advertise and sponsor local and global businesses in exchange for funds, discounts and/or any other monetary or non-monetary profit
5. Develop, provide, and maintain service programs for college students and lifestyle,
6. Market online and offline to promote its activities, and
7. Engage in social development activities to help improve the quality of life in the organization's immediate location.

Article IV – Membership

4.1 Membership is open to any and all individuals regardless of race, religion, color, sex, national origin, disability, age, veteran status, creed, marital status, public assistance status, sexual orientation, or any other unlisted personal factor.

4.2 The organization reserves the right to deny/revoke membership with the consent of the ISA Administration.

4.3 Members can be informed of ISA activities and events through e-mail, social media, and/or other methods of communication.

¹ Indian: The people or descendants of people who ethnically originate from the Republic of India in the continent of South Asia.

4.4 Members have the right to attend all ISA events and use all the services provided by ISA unless denied by the ISA administrative core team.

Article V – Operations

5.1 The Indian Student Association will operate as a non-profit organization and is bound by the University of California San Diego's regulations for student organizations.

5.2 The ISA will be run by a group of leaders known as "The (ISA) Core Team", "(ISA) Core", or "The (ISA) Board" who hold all leadership power on matters regarding the Indian Student Association.

5.3 The Core Team will be administered by two Presidents (Co-Presidents) and one Vice President known as the "Administration", "Executive Board Members", "Executive Core Team" or simply as "The Executives".

5.4 The ISA Leadership must always have the following positions available and occupied by individual people: Executives

1. Two and only two Co-Presidents, and
2. One and only one Vice President. Core Team

1. A minimum of five Core Team Members

5.5 All positions other than those mentioned in Article 5.4 are optional and can be added, changed, or removed by discretion of the Co-Presidents as per the needs of the organization. Position names are changeable but there must be a minimum of eight individual officers handling the duties of the positions listed above. All ISA Leadership members are protected by United States Labor Laws.

5.6 The three members of the ISA Administration will be three principal members of the organization for registration purposes. The remaining five principal member slots may be filled at the discretion of the Administration.

Article VI – Leadership

Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.

6.1 Administration

6.1.1 President/Co-President

6.1.1.1 Duties

The President is the executive director of the organization. It is her or his duty to run and administer the Indian Student Association. It is the Co-Presidents' job to ensure that the ISA is functioning efficiently, executing tasks correctly and promptly, and meeting the organization's objectives. Along with these, the duties of the president include but are not limited to:

1. Directing Core Team Meetings,
2. Standing as non-partisan, impartial leaders for the greater good of UC San Diego and the Indian community,
3. Ensuring that the club is in a position to run efficiently the following year,
4. Being the official face and spokesperson of the Indian Student Association to the general public at UC San Diego and beyond,
5. Contacting and negotiating deals with other organizations both on- and off-campus for events, services, and projects managed by the ISA,
6. Directing the organization towards its goals,
7. Making all the administrative decisions regarding the day-to-day operations of the organization,
8. Directing the rest of the leadership, especially the Core Team,
9. Representing the organization to other organizations,
10. Making key decisions regarding the direction of the organization, and
11. Being aware of the activities of other organizations offering the same or similar services as the ISA.

6.1.1.2 Eligibility

To be a Co-President of the Indian Student Association, the candidate must have been a member of the ISA Core Team prior to running for presidency. That is, s/he must be a member of the ISA Core Team when running for presidency. The candidate must be able to serve as Co-President for exactly two years. The other eligible member is the outgoing Vice President.

6.1.1.3 Nomination and Election

- a. The Co-Presidents must be appointed in such a way that one Co-President is continuing her or his term into her or his second year of presidency and the second Co-President can serve for at least two years before termination. That is, at the end of each year, one Co-President must be outgoing and the other must be continuing.
- b. The new Co-President (incoming president) and vice president (incoming) must be elected prior to Week 8 of UCSD's Spring Quarter.
- c. The incumbent Vice President is allowed to run for presidency if s/he so pleases.
- d. The election procedure is as follows:

- 1) The presidents will announce that the elections for the next academic year are open, preferably in the end of winter quarter or the start of spring quarter, but no later than week 4.
- 2) Any member from the ISA Core Team who meets the eligibility criterion can apply for the post.
- 3) The members will submit their candidacy to The Executives.
- 4) The Executives will announce the candidates to the ISA Core Team.
- 5) On election day, which will be held during the Core Team meeting, each candidate will present themselves to the entire team.
- 6) Every member of the Core Team will vote except the members which will not be part of the ISA Core team the following academic year. All votes carry equal weightage.
- 7) The candidate with the most votes will be appointed the next Co-President for the following academic year.
- 8) In case of a tie, there will be a re vote until and unless there is a clear winner.

6.1.1.4 Term Length

- a. A Co-President holds office for exactly two years under normal circumstances.
- b. After two years, the outgoing Co-President must spend a year as a member of the ISA Core before s/he can run for presidency again. In the event that the outgoing Co-President is re-elected after the aforementioned one year, the regular terms apply.

6.1.1.5 Power

- a. The Co-Presidents hold corporate power over the ISA Core. They are granted the power to hire/fire/demote/promote core team members at will.
- b. ISA Core Team members are protected by United States Labor Laws.
- c. The Co-President is granted the power to add, remove, or change positions other than those listed as required under Article 5.4 as per the needs of the organization.
- d. The Co-Presidents are the only members of the ISA Leadership granted legal power to sign contracts and negotiate/make deals with other organizations.

6.1.1.6 Replacing a President

- a. The position of Co-President must be filled at all times (Article 5.4). In the event that one Co-President leaves or resigns from the position before her or his term is completed, the Vice President becomes the Co-President and together, the two Co-Presidents must appoint or move to elect another member of the Core Team as the Vice President. The presidents are then required to fill in the gaps in the Core Team positions.
- b. The new President assumes the term limits of the President s/he replaces.
- c. In the event that both Co-Presidents leave around the same time, the Vice Presidents becomes President and must satisfy the requirements listed above until all administrative vacancies are filled.

d. All required vacant positions (Article 5.5) must be filled within fourteen days of vacancy.

6.1.2 Administration: Vice President

6.1.2.1 Duties

- a. The Vice President is the head of the organization's internal operations. In the event that any president is absent for duty, the Vice President takes over for the duration of the absence.
- b. It is the duty of the Vice President to assist the Co-Presidents with any internal operation and administrative issues. These issues include but are not limited to:
 1. Ensuring all events that require funding have had the appropriate documents submitted,
 2. Ensuring all Core Team members are respecting and meeting the deadlines assigned to them by the president,
 3. Maintaining and updating a record of all tasks delegated to various members of the Core Team and ensure that all tasks are completed before the set deadline (to be presented at Co-Presidents' request),
 4. Assisting the President with any disciplinary and administrative issues that might arise with the Core Team,
 5. Keeping the Co-Presidents updated on the progress and development of each and every task and event related to the ISA through mediums of communication,
 6. Ensuring efficient communication between the Core Team/External Organizations/Public/Members and the President,
 7. Training new members of the Core Team,
 8. Representing the Administration to the Core Team,
 9. Making all decisions regarding human resources and other internal operation issues,
 10. Being aware of the activities of other organizations offering the same or similar services as the ISA.

6.1.2.2 Power

- a. The Vice President holds corporate power over the ISA Core Team. However, the Vice President cannot exercise this power without the direction of the President.
- b. The Vice President must be prepared to temporarily or permanently take the role of presidency at any point during the operations of the ISA.
- c. In the absence of a Co-President, the appropriate Vice President is acting Co-President.
- d. The Vice Presidents, even as acting Co-President, cannot make major administrative decisions that change the structure of the organization or otherwise affect the organization without the permission of the president.
- e. The Vice Presidents can sign documents and/or make deals on behalf of the organization.
- f. The appropriate Vice President is granted the powers of the Co-President if s/he is made the president due to removal of an elected Co-President.

6.1.2.3 Eligibility

To be a Co-President of the Indian Student Association, the candidate must have been a member of the ISA Core prior to running for presidency. That is, s/he must be a member of the Core Team when running for presidency. The candidate must be able to serve as Co-President for exactly two years. The other eligible member is the outgoing Vice President.

6.1.2.4 Election

The Vice President is elected along with the Co-President by the ISA Core Team. Elections for Vice-Presidency are held the same way as they are for Co-Presidents. (Article 6.1.1.3)

6.1.2.5 Term Length

A Vice President must step down after two academic years of service. The outgoing Vice President must spend at least a year after his term on the Core Team and must be on the Core Team when running for Vice President again.

6.1.2.6 Replacing a Vice President

In the event that the Vice President leaves before her or his term is complete, the Co-Presidents may appoint a member of the current Core Team as Vice President. The new Vice President assumes the term limits of the Vice President s/he replaces. The Administration must then take steps to fill any vacancies. All required vacant positions (Article 5.5) must be filled within fourteen days of vacancy.

6.2 Core Team

6.2.1 Membership

6.2.1.1 The members of the ISA Core Team are appointed by the President. The President can recruit individuals in whatever legal manner they please. The President is granted the power to hire/fire/demote/promote Core Team members per the needs of the organization.

6.2.1.2 At the end of the academic year, the Core Team is dissolved effective immediately. Members may rejoin the Core Team if the next Administration chooses to keep them on the team.

6.2.1.3 Core Team recruitments must be completed within thirty days after the dissolution of the old Core. The new Core must contain the required positions listed in Article 5.5.

6.2.1.4 The Core Team must have a minimum of three members and one secretary. The Co-Presidents are given the permission to manage and change duties of the Core Team members (other than that of the secretary) as per the needs of the organization.

6.2.1.5 No Core Team member can have more power than another and cannot have more power than the Co-President.

6.2.1.6 Core Team members cannot overrule or veto the decision of the Administration. **6.2.2**
Secretary

The Secretary is an ISA Core Team position reserved for freshmen. The purpose of this position is to develop the next generation of ISA leaders. The Secretary's primary duty is assisting other members of the Core Team and Administration wherever necessary. Other duties include but are not limited to:

1. Maintaining and updating records of ISA Leadership meetings, events, activities, and other actions requiring recording, and
2. Being the supporting manager or supporting administrator for the ISA.

6.2.3 Power

6.2.3.1 Core Team members can appeal removal from duty or unconstitutional acts by submitting a complaint to the Core Team.

6.2.3.2 Core Team members are the Presidents and Directors of their respective departments.

6.2.4 Replacing a Core Team Member

In the event that a Core Team member leaves before their term is complete, the Co-Presidents may, together, appoint a new individual via any legal recruitment method they please.

6.3 Impeachment Laws

6.3.1 In the event that any member of the ISA Leadership is suspected of negligence, breach of contract, violation of university, city, state, or federal law, and/or violation of constitutional rights provided by the constitutions of the Indian Student Association and the United States of America, they are liable for investigation and trial.

6.3.2 In the event that a member of the ISA Administration is suspected of any constitutional violations, members of the Core Team must vote to conduct an investigation. The Core Team reserves the right to temporarily suspend the member of the Administration for the duration of the investigation. The Core Team also possesses the power to launch an investigation and hold trial against the ISA Administration but cannot suspend more than one member of the ISA Administration at the same time. The Core Team can only attempt the impeachment of any individual member of the ISA Administration once in an academic year.

6.3.3 In the event that any member of the ISA Core Team is suspected of any constitutional violations, the Administration can launch an investigation against the member and are required to present an affidavit to the Core Team. The Core Team is then required to take action according to the affidavit which can range from dismissal of the accusation to removal of the member from the organization. The Co-Presidents reserve the right to remove a member of the ISA Core without any submitted affidavit.

6.3.4 All accused members possess the right to demand a trial. The Core Team members will serve as jury members in a trial and the members of the Administration will serve as judge and lawyer.

6.3.5 All trials must be completed and decisions made within thirty days of a request for trial.

Article VII – Amendments

7.1 Amendments to the ISA Constitution can be made by the Administration.

7.2 The Administration must have a two-thirds majority vote of the Core Team in favor of an amendment for it to be initially approved. The Co-Presidents reserve the right to veto such a proposal. In this event, the Core Team must vote and unanimously approve the amendment. If this happens, the amendment must be made.

7.3 If the Co-Presidents do not respond to an amendment proposal within ten days of the proposal or approve the proposal, the amendment can be made. The ten days do not begin until the Co-Presidents are notified of an amendment in the presence of the Core Team (details need not be given) and the ten day law is not valid if the Administration is not available or reachable during the ten day period.

Article VIII – Risk Management

The Indian Students Association at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself.

Indian Students Association at UCSD understands that the University does not assume legal liability for the actions of the organization.

8.1 Possible Risks associated with activities carried out by Indian Student Association

8.1.1 In Case of Handling of Large Crowds – Indian Student Association at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Indian Student Association at UCSD will abide by UC San Diego requirements for handling the set number of people at all events hosted by Indian Student Association. The ISA Core Team must arrange for professional security whenever necessary by the standards and requirements of UC San Diego prior to the event to ensure the safety of all members in attendance.

8.2.2 In Case of Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery – Indian Student Association at UCSD recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, Indian Student Association at UCSD will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

8.3.1 Indian Student Association at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via UC Learning <https://uclearning.ucsd.edu> . Indian Student Association will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.

Article IX – Dissolution

If, for any reason, the ISA were to shut down and cease operating, the funds possessed by the organization will go towards any bills left unpaid by the organization. The remaining proceeds will be donated as seen fit by the last Co-Presidents. No member or former member of the ISA leadership or otherwise can receive any portion of the funds.