

**THE CONSTITUTION
AND
THE BYLAWS
OF THE
SOCIETY OF INDIAN AMERICANS**

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The Constitution of the Society of Indian Americans

ARTICLE I. NAME

The name of the organization shall be the Society of Indian Americans, hereafter referred to as SIA, of the Virginia Polytechnic Institute and State University, hereafter referred to as Virginia Tech.

ARTICLE II. MISSION

To promote, educate and preserve the cultures and traditions of India at the Virginia Tech campus. We shall reach those goals by having activities throughout the year for interested individuals and members of the organization.

ARTICLE III. MEMBERSHIP

Section I. NON-DISCRIMINANT STATEMENT

We shall not be discriminatory towards any person on the basis of race, sex, age, handicap, national origin, sexual orientation, religion, or political affiliation.

Section II. MEMBERSHIP DUES

The executive board of the current academic year shall decide the amount of dues for the semester and the year. The treasurer shall set the deadlines for the payments.

Section III. MEMBERSHIP TYPE

- a. Regular
All students, faculty, and staff at Virginia Tech who attend meetings and events. Any event being charged, they must pay full price.
- b. Active
All students, faculty, and staff at Virginia Tech who attend meetings, events, and participate in helping out at events and who have paid their dues for the year or semester.
- c. Alumni
 1. Regular
All graduated students and retired faculty and staff of Virginia Tech.

2. Active

All graduated students and retired faculty and staff of Virginia Tech who are subscribed to the alumni listserv, help the organization by using contacts and/or donations, and support the organization at their certain events.

ARTICLE IV. EXECUTIVE BOARD OFFICERS

Section I. EXECUTIVE BOARD OFFICERS

The officers of this organization shall include: President, Vice President, Treasurer, Secretary, Events Coordinator, Public Relations, and Webmaster.

Section II. TERMS OF OFFICE

An officer shall hold office from the time they were inaugurated in the spring semester to the time of the following year's inauguration. From the time the individual has been elected until inauguration, he or she shall be the *officer_position-elect* such as *President-elect, Vice President-elect, Treasurer-elect, Secretary-elect, Events Coordinator-elect, Public Relations-elect, and a Webmaster-elect.*

Section III. QUALIFICATIONS

To run for office, one must be an active member of the organization at the time of the election and have been an active member for at least one full semester.

Section IV. ELECTION PROCESS

The Executive Board shall be elected through a formal election process every spring semester outlined in *Article III. Section I – III of the Bylaws.*

Section V. VACANCIES

Should there be a vacancy in any of the positions listed above on the Executive Board, the position in the next line of command shall preside over that vacated position and the Executive Board shall conduct Emergency Elections if they shall feel fit to

ARTICLE V. OFFICERS

Section I. EXECUTIVE BOARD

- a. Membership has been stated in the above *Article IV. Section I.* of the constitution

- b. The duties and responsibilities of the board shall be outlined in the Bylaws of this constitution.

Section II. COMMITTEES

- a. There shall be the following committees:
 - Cultural Show Committee
 - Technical Subcommittee
 - Backdrop Subcommittee
 - Publicity Subcommittee

 - Fundraising Committee

Section III. ADVISOR

- a. The organization's advisor shall be a member of the Virginia Tech faculty or staff and shall be voted on and ratified by the newly elected officers annually.
- b. The advisor may hold his or her position indefinitely.

ARTICLE VI. IMPEACHMENT

Section I. GROUNDS FOR IMPEACHMENT

- a. Any elected officer may be removed from office for failure to fulfill their duties and obligations outlined in the Bylaws of this constitution.
- b. Charges against any officer must be brought up in writing to the Executive Board. If the Board finds the charges reasonable for dismissal, it shall give that officer in question the following two options:
 - Step down quietly and voluntarily OR
 - Proceed with the impeachment procedures.

Section II. IMPEACHMENT PROCEDURES

- a. A special meeting shall be called in which the members have been informed of the charges brought out against an officer in question.
- b. Impeachment of any officer must have a 2/3-majority vote of all active members present.
- c. The officer in question shall not have the right to vote, but shall have the right to defend themselves in an inquisition prior to the hearing in front of active members.

ARTICLE VII. AMENDING THE CONSTITUTION AND BYLAWS

Section I. AMENDMENTS

Amendments may be brought forth by any voting member during any meeting. The amendment shall be put to a vote at the following meeting.

Section II. PASSING AMENDMENTS

- a. Amendments to the Constitution and Bylaws of the organization will be made with a majority vote of the active members present.
- b. Any changes in the Constitution or Bylaws must be approved and ratified by the current officers.

ARTICLE VIII. COPYRIGHTED

Section I. PUBLICATION

This version is dated ***April 6, 2005*** and ratified by the Society of Indian Americans on ***April 6, 2005***. This version is superior to all prior or updated versions. Any new changes must be made according to *Article VII* of this Constitution.

THE BYLAWS OF THE SOCIETY OF INDIAN AMERICANS

ARTICLE I. POWERS AND DUTIES OF OFFICERS AND ADVISOR

Section I. PRESIDENT

The duties and powers of the President shall be:

- a. To preside over all meetings
- b. To be responsible for the University Relations aspect of the organization
- c. To serve, along with the Vice President, as the official representative of the organization
- d. Make sure the organization is registered by the September of the new academic year that he or she serves
- e. To serve as a representative on the Asian American Student Union Council
 1. If he or she can not live up to this duty, he or she shall have the right to appoint another officer to fulfill this duty
- f. To appoint special committees as necessary and proper to the well-being of this organization
- g. To update the Faculty Advisor of the organization's progress and scheduled events
- h. To call special meetings at his or her discretion.
- i. To make sure all officers are on task.
- j. To inform the office of the Student Organization on any changes in the Constitution and mailbox address.
- k. To appoint an officer to serve as the representative to the Student Government Association, hereafter known as SGA, as the SGA Representative.
- l. To preserve the master copy of the Constitution and Bylaws of SIA
- m. To abstain from any kind of voting done within the Executive Board, unless there is a tie

- n. To update the Executive Board on his or her progress.
- o. To uphold and defend the Constitution and Bylaws of SIA.

Section II. Vice President

The powers and duties of the Vice President shall be:

- a. To assume the above responsibilities in the absence of the President
- b. To serve, along with the President, as the official representative of the organization
- c. To make sure all standing and special committees are on task.
- d. To assist the Events Coordinator in the coordination of the Cultural Show Committee
- e. To serve as a representative on the Council of International Student Organization (CISO).
 - 1. If he or she can not live up to this duty, he or she shall have the right to appoint another officer to fulfill this duty.
- b. To serve as a liaison with the SIA Alumni.
- c. To update the Executive Board on his or her progress.
- d. To uphold and defend the Constitution and Bylaws of SIA

Section III. TREASURER

The powers and duties of the Treasurer shall be:

- a. To obtain a bank account if one does not exist.
- b. To maintain a bank account for generated money.
- c. To keep all financial records of the organization.
- d. Make the best recommendations to the Executive Board.
- e. To sign checks in concurrence with the designated officers.

- f. To assure proper spending of the organization's finances as necessary and proper to the well being of the organization.
- g. To prepare monthly financial reports to the Executive Board at the first officer meetings of each month
- h. Make monthly visits to the Student Organization office to obtain the monthly records that the organization received from annual funding from the SGA Budget Board for the current year that was requested in the prior year
- i. To create a fundraising strategy and think of different fundraisers
 - 1. A fundraising committee may be created discretion of the Treasurer or President and, therefore, shall serve as chair of the committee
- b. To prepare, submit, and present an annual budget request to the SGA Budget Board.
- c. To prepare, submit, and present a contingency funding or small grant request when deemed appropriate to the SGA Budget Board.
- d. To update the Executive Board on his or her progress.
- e. To uphold and defend the Constitution and Bylaws of SIA.

Section IV. SECRETARY

The powers and duties of Secretary shall be:

- a. To keep records (minutes) of the business carried at all general and officer meetings
- b. To maintain and update the following listservs:
 - 1. SIALISTSERV
 - 2. SIA_ALUMNI
 - 3. VTSIAOFFICERS
- c. To be responsible for informing all members of meetings or events through the SIA listserv.
- d. To be responsible for any changes in the roster and keeping track of all members.

- e. To be responsible for any correspondence with outside relations and mailings.
- f. To maintain the master copy of the calendar of the year of events and meetings.
- g. To save all the officer and general minutes
- h. To update the Executive Board of his or her progress.
- i. To uphold and defend the Constitution and Bylaws of SIA.

Section V. PUBLIC RELATIONS

The powers and duties of Public Relations shall be

- a. To create flyers for any events the organization hosts.
- b. To create and/or maintain an A-Frame
 - 1. To reserve spaces on campus for A-Frames through Event Services
- c. To create an email advertisement such that the secretary then can send out for any events.
- d. To create programs for the annual Cultural Show.
- e. To serve as the chair of the publicity subcommittee of the Cultural Show committee.
- f. To create a display board that would be shown at
 - the fall organizational fair
 - any AASU events deemed appropriate
- g. To update the Executive Board of his or her progress.
- h. To uphold and defend the Constitution and Bylaws of SIA.

Section VI. EVENTS COORDINATOR

The powers and duties of Events Coordinator shall be:

- a. To plan the events for the organization for the year
- b. To book rooms for the organization's events whether they are off-campus or on-campus

1. If on-campus, must reserve through the Events Services office in Squires Student Center
2. Must make sure the organization has reserved the following for the year:
 - General meetings for the year
 - table at the annual organizational fair done at the beginning of every fall semester
 - practice rooms for the fall semester for the annual AASU Cultural Show, CISO Dance of Nations, and ISA Diwali Show
 - practice rooms for the spring semester for the annual SIA Cultural Show
 - Burruss Auditorium in the spring semester for the annual SIA Cultural Show
 - Any new and/or small unexpected programs that may arise throughout the year
 - Participate in the Advance Reservations for big venues for the following year's reservations such as Burruss Auditorium, Squires Haymarket Theatre, Squires Commonwealth, Squires Old Dominion Ballroom, and Squires Williamsburg room
- c. To make sure that all necessary officers are included on the Events Services list to have authority to book rooms as well as include the President and Vice President.
- d. To plan out the annual SIA Cultural Show
- e. Find choreographers for the dances and MCs for the show as he or she sees fit
- f. Have consistent meetings with choreographers and where they stand in the progress of the show
- g. To serve as the Chair of the Cultural Show Committee
- h. To update the Executive Board of his or her progress.
- i. To uphold and defend the Constitution and Bylaws of SIA.

Section VII. SGA REPRESENTATIVE

The powers and duties of SGA Representative shall be:

- a. To be a liaison between the SGA and SIA
- b. To update SIA about SGA and the issues the school is dealing with that may be a concern to SIA as Indians and/or as Virginia Tech students
- c. To raise any concerns or issues to SGA that SIA or its members may have
- d. To have a vote in the SGA House of Representatives on behalf of SIA on any legislation passed
- e. To attend weekly meetings on Tuesdays from 5:30 – 7:00pm at the discretion of the Speaker of the SGA House of Representatives.
- f. Shall serve on one SGA committee.
- g. If he or she may not be able to attend some of the meetings, he or she shall appoint someone in his or her place such that we do not lose our vote
- h. To update the Executive Board of his or her progress.
- i. To uphold and defend the Constitution and Bylaws of SIA.

Section VIII. WEBMASTER

The powers and duties of Webmaster shall be:

- a. To create and/or maintain a website address
- b. To create and/or maintain the SIA website
- c. To keep the website updated as frequently as he or she can
- d. To post up announcements on the website
- e. To take pictures at SIA events and post them up to the website
- f. To create a Flash presentation to advertise the organization's events on the website

- g. To create a slideshow for the
 - SIA Cultural Show
 - SIA Banquet
- h. To serve as the Chair of the Technical Subcommittee of the Cultural Show Committee
- i. To update the Executive Board on his or her progress.
- j. To uphold and defend the Constitution and Bylaws of SIA.

Section IX. ADVISOR

The powers and duties of Advisor shall be:

- a. Serve as a resource to the organization
- b. Attend the first officer and general meeting.
- c. Attend at least one officer meeting per semester, excluding the first officer meeting of the year
- d. Attend the culture show night
- e. Assist in any way possible with the organization's events
- f. Always be available when needed or somehow have some way for the officers to get in touch with him or her if not in their office or face to face.
- g. Help the treasurer and any individuals with the budget board requests (Small Grants, Contingency Funding, and Annual Funding) that are presented in front of the Student Government Association, hereafter known as SGA, Budget Board.
- h. Sign any important and/or legal documents
- i. Have an option to help facilitate the elections
- j. Not have the right to vote in the spring election or any emergency elections held.
- k. Not have the right to vote in any decisions made during a general or officer meeting, but may assist in helping make decisions.

- l. Not have the right to speak at an SGA Budget Board hearing if present but may assist the officers presenting by whisper.
- m. To uphold and defend the Constitution and Bylaws of SIA.

ARTICLE II. THE EXECUTIVE BOARD AND THE STANDING COMMITTEES

Section I. EXECUTIVE BOARD

The powers and duties of the Executive Board shall be:

- a. To be the governing body of the organization.
- b. To determine and carry out the goals of the organization.
- c. To plan and coordinate all activities of the organization.
- d. To make any decisions concerning a replacement of officers, progressing with impeachment procedures, and consider all matters of vital importance concerning the organization

Section II. STANDING COMMITTEES

- a. Special committees may be formed for any special events and tasks that the organization might undertake
- b. Every committee shall be organized through the consent of the Executive Board.
- c. The Executive Board shall pass around a sign-up sheet for each of the committees at a general meeting. The President shall appoint one person in each committee to be the Chair of that committee, should more than one person volunteer to be the Chair of the committee (if the committee has nothing to do with an office); otherwise, the appropriate officer shall become the Chair of that given committee.
 1. If an officer has a chair position within a committee and would not be able to fulfill those responsibilities, the Executive Board shall appoint a member to be a Chair of the assigned committee
- d. The Chair shall report to the Executive Board

- e. Each committee shall elect a Vice Chair in whatever manner they choose.
 1. The Vice Chair shall run the committee meetings in absence of the Chair
 2. The Vice Chair shall report to the Executive Board in absence of the Chair

Section III. CULTURAL SHOW COMMITTEE

The Events Coordinator shall be the Committee Chairperson

The Chair's powers and duties shall be:

- a. To form sub-committees listed in *Article V. Section II. of the Constitution*
- b. To oversee the execution of the committees through the sub-committee chairs
- c. To hold meetings twice a month with all chairs and/or vice-chair(s) two months prior to the show and meet once a week or more with them 2 weeks prior to the show

Section IV. TECHNICAL SUB-COMMITTEE

The Webmaster shall be the Subcommittee Chairperson

The Chair's powers and duties shall be:

- a. Oversee the committee making sure they get the following information from the choreographers:
 - Lighting preferences for their dances
 - Audio preferences for their dances
- b. Overseeing the video of "The Making of the SIA Show"

Section IV. BACKDROP SUB-COMMITTEE

The Secretary shall be the Subcommittee Chairperson

The Chair's powers and duties shall be:

- a. To oversee the committee on brainstorming on decoration ideas based on the year's show theme
- b. Find the items needed to fulfill the committee's ideas

- c. Decorate the backdrop of the stage and anywhere the committee feels fit of the show's auditorium

Section IV. PUBLICITY SUB-COMMITTEE

The Publicity Officer shall be the Subcommittee Chairperson

The Chair's powers and duties shall be:

- a. Oversee the committee making sure they think of ideas of publicizing the show other than the common ways of flyers, posters, A-Frames, and emails
- b. Overseeing the execution of the ideas and creation of show flyers and posters and any other kind of advertisement done for the show

ARTICLE III. ELECTION PROCESS AND VOTING

Section I. NOMINATIONS

- a. Shall be conducted in all or one of the following ways:
 - Shall open up to the floor at the end of the first general meeting of April
 - Shall be sent in by email by the individual running or someone else nominating an individual
 - Individual shall fill out a nomination form on the SIA website
 - Any other way the Executive Board feels fit to accept nominations
- b. Shall be closed one week after nominations were open
- c. Webmaster shall post candidates' names onto the website until the night the nominations close

Section II. CAMPAIGNING

- a. Campaigning shall begin the night the nominations close
- b. Campaigning shall end one week after nominations have closed (one week before election)
- c. Campaigning shall be permissible in the following ways:
 - AIM Profiles
 - AIM Buddy Icons
 - Hanging up / passing flyers around
 - Word of mouth

- d. Campaigning shall not be permissible in the following ways:
 - Over the SIA listserv
 - Asking an officer for help sending over the SIA listserv
 - Getting together as a group of individuals for a ticket
 - No profanity in any shape or form throughout the campaign
 - No slander in any shape or form throughout the campaign
- e. Any impermissible actions found during the campaign stated above shall be brought up to the Executive Board and that individual or individuals shall be subject to disqualification for that year

Section III. ELECTION

- a. Election shall be done two weeks after nominations have open up (one week after campaigning started)
- b. Each candidate shall have three minutes to speak, except for the President and Vice President
 - 1. The President shall have five minutes to speak
 - 2. The Vice President shall have four minutes to speak
- c. After each candidate has spoken, there will be a question answer period, based on the following that happens first:
 - 1. A maximum of 3 questions are asked
 - 2. A two minute time limit has expired
- d. Each candidate not currently speaking for the same office shall step out of the room or in an area where he or she shall not hear their competitor
- e. After all the candidates for each office have spoken, voting shall take place after all the candidates are out of the room
- f. All the candidates shall be invited back in and the winner shall be announced at a later date that the current year's Executive Board feels to see fit

Section IV. VOTING

- a. Voting shall take place by secret ballot when the candidate is out of the room.
- b. Candidate must receive a majority to win.
- c. Only active members shall have the right to vote.
- d. If a member is unable to attend the elections and still would like to vote, he or she must contact the officer(s) in charge of elections to obtain an absentee ballot form before elections are held

Section V. EMERGENCY ELECTIONS

- a. Shall be announced at the next scheduled membership meeting
- b. Elections shall be done at the following membership meeting abiding to *Article III. Section I - IV* of these bylaws.