



Constitution

Article I: NAME AND PURPOSE

Section 1: Name

Coalition of Indian Undergraduate Students (CIUS)

Section 2: Purpose

- a. To provide representation for Asian Indian Students.
- b. To secure representation for Asian Indian Students.
- c. To voice Indian national and campus wide needs with respect to the University.
- d. To program for Asian Indians in social, cultural, academic and political areas.
- e. To share Asian Indian culture with the Non-Indian community.
- f. To strive to achieve unity and a comfort level amongst the Asian Indian community.

Article II: MEMBERSHIP AND VOTING ELIGIBILITY

Section 1: Membership Eligibility

- a. All students who express interest and support the objectives and purpose of the organization.
- b. Students who have paid CIUS dues.
- c. Membership dues shall not exceed five (5) dollars.
- d. The organization shall not discriminate on the basis of race, creed, ethnic origin, sex, age, political preference, sexual persuasion, handicap status, or marital status.
- e. Members shall have full access to this constitution upon request.

Section 2: Member Responsibility

- a. To participate in organizational functions.
- b. To communicate concerns to the organization.
- c. To encourage student involvement.

Section 3: Voting Eligibility

- a. All students who have paid dues.
- b. All students who have attended at least two (2) CIUS functions in the present academic year.
- c. To ensure that Freshmen have voting privileges, elections shall take place no sooner than the second meeting of the academic year.

ARTICLE III: EXECUTIVE BOARD

Section 1: Executive Board Officers

The officers shall consist of one president, one vice-president, one treasurer, one

secretary, two social chairs and two cultural show coordinators.

Section 2: Eligibility

- a. All should have prior access in planning and participating in CIUS activities. Only MSU undergraduate students may be eligible to be officers.
- b. Although not recommended, Freshmen shall be allowed to run. If elected, they will be placed on a one month probation.

Section 3: Procedures for Officer Selection

- a. Applicants must submit intent of candidacy, or be nominated by a standing member one week previous to the election. An applicant who cannot attend the meeting during which nominations will take place, must submit the intent of candidacy to a board member prior to the election.
- b. One general election shall be held per year.
- c. Voting shall be closed ballot and winners shall be determined by a simple majority.
- d. Each voting member shall have one vote per position.
- e. A member that cannot attend an election can submit an absentee ballot and/or nomination to a member of the Executive Board.
- f. A member can only be nominated for up to five Executive Board officer positions.
- g. One week prior to elections, all nominees must select a maximum of two executive board positions.
- h. Winners will be announced after the vote for officers is completed.
- i. After nominees have accepted their nomination to run for any position, if there is only one individual running for the position, by default it shall be considered an automatic appointment into the e-board.

Section 4: Term:

- a. The officers shall serve for one academic year and their term of office shall begin at the commencement of the fall term.

Section 5: Vacancy:

- a. In the event that the president must step down, the vice president shall preside in vacancy and a special election shall be held to fill the vice president's vacancy. If under any extreme conditions, any other elected Executive Board member is unable to perform his/her duties, the Executive Board has the right to appoint an eligible member for the specific officer position.

Section 6: Impeachment and Removal:

- a. General impeachment of a board member shall first be brought before the board. If it passes a 5/7 vote, it must be brought before the general membership. With 2/3 of the general membership votes, removal of the officer shall take place immediately.
- b. If an officer engages in any severe and blatant misconduct that is detrimental to the organization (specifically slander, assault, threatening, and/or fighting of/with a general member or officer as well as financial misconduct) request for removal shall surpass the board and be immediately brought before the general membership.

ARTICLE IV: DUTIES OF ALL OFFICERS

Section 1: General Duties

- a. Officers must attend all meetings, general and board. When unable to attend, notice must be given to another officer prior to the meeting. It is up to the absent officer to obtain a copy of the minutes, etc.

b. Officers shall attend a majority of CIUS sponsored events. Exceptions apply as in article IV section 1 A.

c. Officers are responsible for finding speakers, workshops for meetings and events.

d. Officers must be responsible for making up the agenda for general meetings.

Section 2: PRESIDENT:

It shall be the duty of the President to:

a. Call and preside over all general meetings.

b. Be the official spokesperson for CIUS.

c. Serve as a liaison to the advisors as well as keep them updated on CIUS student matters and functions.

d. Communicate and inform to others issues pertaining to CIUS as well as voice concerns to the university and community at large.

e. Serve as a representative and direct contact person for MSU groups and the public.

f. Oversee all CIUS events.

Section 3: VICE-PRESIDENT:

It shall be the duty of the Vice-President to:

a. Assume all the duties of the President which the President is unable to fulfill due to absence of any other rational. In such event the Vice-President shall assume responsibility of both positions. (See Section 2)

b. Assist President in duties.

c. Preside over all committee meetings and coordinate the activities of any appointed committee.

d. Be responsible, with the assistance of the President, for serving as a liaison to groups within the campus community and representatives of CIUS to attend other group meetings such as: ASMSU, RHA, Public Service Council, APASO and other MSU organizations.

e. Serve as a liaison to outside Asian Indian organizations.

Section 4. TREASURER:

It shall be the duty of the Treasurer to:

a. Provide accurate and current accounts and records of CIUS.

b. Be responsible for any CIUS funds earned during CIUS sponsored events and dues collected.

c. Assist in preparation of ASMSU Funding requests.

d. Be responsible for contacting ASMSU Funding Board Comptroller after funding request is approved.

e. Keep track of all expenditures and all dealings with the ASMSU Business Office (i.e. filling out all yellows).

f. Make records openly available to anyone who asks.

Section 5. SECRETARY:

It shall be the duty of the Secretary to:

a. Record minutes of the general and board meetings.

b. Be responsible for attendance/membership records at each meeting and for updating of the CIUS member directory.

c. Be responsible for obtaining the copies of: agendas and minutes of all meetings, correspondences, important updates of other groups that CIUS is involved with (i.e. APASO, India Club, etc.), and to see that all these are properly filed.

- d. See that advisors receive copies of minutes and important handouts from CIUS.
- e. Be responsible for the CIUS newsletter and e-mails.
- f. Make minutes of general and board meetings available to all Executive board members and faculty/staff advisors.
- g. Make minutes of general and board meetings available to paid members upon request.

Section 6. SOCIAL CHAIR:

It shall be the duty of the Social Chair to:

- a. Be responsible for organizing, booking, and registering any CIUS event.
- b. Act as a historian: Be responsible for documentation of important programs, events via photographs and videotapes.
- c. Act as a liaison between executive board and subcommittees for CIUS social events and programming.
- d. Act as a liaison between CIUS and other organizations.
- e. Make sure that CIUS is both the educational and social organization it should be.

Section 7. Publicity Officer

- a. Shall be in charge advertising all major CIUS events and general body meetings.
- b. Shall be responsible in assisting with the publicity committee for the annual cultural show.
- c. Should be in charge of updating the CIUS web page.
- d. Work closely with the social chair and secretary and recognizing the procedures of emailing or informing the general body of any CIUS events.

Section 8. Co-cultural show coordinators (Four total)

After the show coordinators are elected into position, it shall be the responsibility of the coordinators to then designate themselves to concentrate on four key categories

- a. Funding
- b. Publicity
- c. Theme
- d. Technician

While it will be expected of the show coordinators to fulfill all the major duties of the show, it is strongly advised that the coordinators are focused with one of the four categories

ARTICLE V: ADVISORS

Section 1: Past officers:

Past officers shall act as advisors to current officers. They shall be voting members and shall be allowed to attend meetings.

Section 2: Faculty:

At least one Staff/Faculty advisor(s) shall be allowed. He/She shall be expected to:

- a. Attend meetings
- b. Be aware of activities and concerns.
- c. Be appointed annually.

ARTICLE VI: MEETINGS

Section 1: Meeting Structure:

- a. CIUS shall meet twice a month at a time set by the majority convenience.
- b. Special meetings shall be called as needed by the Executive Board or Advisors.

- c. Meetings shall be conducted under Robert's Rule of Order.
- d. All meetings (general and board) shall be open to general members with the exception of board meetings that involve issues regarding a persons intimate and private domain. Minutes minus the persons name and private domain shall be available to the members. Calling a closed meeting must be done by a unanimous vote by Executive Board members.
- e. General membership shall be allotted time to voice opinions during board meetings and shall be allowed to speak only at this time. Violation of this rule shall warrant expulsion from the meeting.

ARTICLE VII: FUNDING

Section 1: CIUS is funded by:

- a. ASMSU
- b. APASO
- c. Membership dues
- d. Fund-raisers
- e. Donations
- f. MSU organizations

ARTICLE VIII: COMMITTEES

Section 1: Committees/Subcommittees

Program committees can be established by the executive board.

ARTICLE IX: AMENDMENTS

Section 1:

- a. Bylaws/Amendments Articles can be subject to change by a vote of the entire membership. In order for the change to go into effect the following year it must be passed by a simple majority of the entire membership. In order for the change to go into effect immediately, it must be passed by 2/3 of the entire membership.
- b. The results of the vote shall be given to all members.

ARTICLE X: RATIFICATION OF THIS CONSTITUTION

Section 1:

- a. Ratification Procedure This constitution will be approved by 2/3 of the Executive Board and staff/faculty advisors.
- b. Following Executive Board approval, this constitution will be approved by 2/3 of the general membership.

ARTICLE XI: FLEXIBILITY OF CONSTITUTION

Section 1:

This Constitution is not written in stone, it shall be interpreted by the board and the general membership as different situations arise.

ARTICLE XII: RECOMMENDATIONS

Section 1: Recommendations to CIUS

- a. The purpose of CIUS should be made common knowledge.
- b. CIUS is for fun, keep this in mind.

- c. CIUS is at the same time an organization with a purpose, keep this in mind.
- d. CIUS is not just the Executive Board. CIUS is primarily the general membership.
- e. CIUS is an Asian Indian organization that deals with issues of pertinence to our community as Asians, Indians, Americans, and people of color.
- f. CIUS should not fail to address issues that effect Asian Indian American students.