

BYLAWS OF ASSOCIATION OF INDIAN STUDENTS

(Amended on January 25, 2006)

- **Article I - Name**

The name of the organization shall be Association of Indian Students (henceforth called "AIS" or "the Association" and Louisiana Tech University henceforth called "LaTech" or "Tech").

- **Article II - Purpose**

Section II.1:

AIS shall exist to promote the interests of students of Indian origin enrolled at Tech. AIS shall work to assist each member in adjusting oneself to the new social, educational, and cultural environment in every possible manner including but not restricted to the following: (a) giving a warm reception to the new incoming Indian students, (b) meeting on a periodic basis to discuss matters of interest common to all Indian students, (c) keeping the members informed about changes in the legislations concerning the international students and/or Indian students in particular, (d) promoting cultural activities involving the Indian students, and (e) maintaining harmonious and amicable relations with other campus organizations, International student communities including the International Student Association (ISA) and the International Student Office (ISO) and the local community of Tech as well as Ruston.

Section II.2:

The members of AIS shall strive to contribute to the exchange of culture between the students of India and the local community, at the same time working towards betterment of campus life.

- **Article III - Membership**

Section III.1:

Membership shall primarily be composed of students of Indian origin enrolled at Tech. However, the membership will be open to students of any race, religion, sex, color, age, or nationality.

Section III.2:

Membership of AIS will be open to any student enrolled at Tech for a nominal membership fee, usually pronounced by the then Committee of the AIS. The membership fee may vary for students and non-students. Any person, student or otherwise, seeking membership of the Association shall also be liable to pay the membership fee. Membership fee is due annually. No refund of membership fee is available for members who withdraw their membership during the year for any reason including graduation from Tech and/or transfer to another University. All members who have paid their annual dues shall be issued membership cards with their full names; members are expected to keep their cards safe throughout the membership period.

Section III.3:

A list of all members shall be compiled and revised at the beginning of each academic quarter. This list will consist of the names, addresses, telephone numbers, e-mail, and any other contact information pertaining to all the members currently enrolled at Tech.

- **Article IV - Officers**

Section IV.1:

The Core Committee of Officers of the Association (henceforth called "Core Committee") shall comprise of President, Vice President, Treasurer, General Secretary, and Cultural Secretary. In addition, numerous Special Officers may be elected to assist the Officers of the Association named above. The exact number of Special Officers shall be decided by other Officers of the Association, and the election of the Special Officers shall be compliant with Section IV.2 below. Election of Special Officers may be held at any time during the term of the Core Committee, as decided by the elected Core Committee; election may either be held with voting by all the members of the Association or only through formal discussions among the Core Committee by majority vote among the quorum of the Officers Committee. (Refer to Sections V.2 and VIII.2)

All Officers, including the Special Officers, have the right to challenge, dismiss, and/or elect any Officer in the Committee of AIS, by majority vote among the quorum of the Officers Committee. (Refer to Sections V.2 and VIII.2)

Section IV.2:

Election of Officers:

The elections for all the Officers of the Association shall take place once a year during the Fall quarter, generally after the first half of the academic term. Elections involve secret ballot and electronic voting. Each member who is a student of Indian origin possesses one valid vote. The outgoing President of the Association shall act as the sole Election Officer; alternately, a neutral Election Officer may be named by the outgoing Committee prior to the Election.

The notification of an upcoming Election shall be (a) announced to all the members whose valid e-mail address is made available to the AIS, (b) released before 48 hours of closing the nominations for candidates, (c) and shall necessarily contain the name of the Election Officer. Any concern raised against the notification shall be brought forth to the outgoing Committee within 24 hours of the release of the notification.

A member shall not be eligible to contest/nominate oneself as an Officer of the AIS, unless he/she

(i) is/was a citizen of India by birth,

(ii) is/will be enrolled at Tech at all times during his/her term as an Officer of the AIS.

Officers shall be elected by a majority vote of approval and shall take office at once.

In special situations where there is no more than one candidate standing up for any particular position, the Election Officer has the discretion to either declare that candidate as a winner or to discuss the further course of action with the Committee that exists before the election, and/or with the rest of the Committee that has formed (if there's a quorum, as defined in Section V.2), and/or seek the advice of the Faculty Advisor of the Association. In any case, it is the right and duty of the Election Officer to make a decision in such a situation and make an announcement within 48 hours after the supposed election.

Section IV.3:

Duties of Officers:

A. President - The President shall assume responsibility for leadership of the AIS and assist the committee and the Association in executing their plans and programs. The President shall call and preside at all meetings and appoint and serve as an ex-officio member of all committees. The President is essentially required to oversee that all Officers, including any Special Officers, are assigned specific duties, particularly when the need arises. The President should also make sure that all the Officers adhere to their duties at all times.

B. Vice President - The Vice President shall preside at all meetings in the absence of the President on all matters concerning the conduct of official business of AIS. It is also the duty of the Vice President to report periodically, formally or informally, to the International Student Office and/or the Faculty Advisor of the Association about the activities of the Association.

C. General Secretary - The General Secretary shall keep a complete written record of all meetings and procedures to assist the President by sending out notices promptly and keep the members of the AIS informed on matters of common interest.

D. Treasurer - The treasurer shall collect all dues, receive all funds, pay all bills, and maintain all financial records pertaining to the AIS, including but not limited to maintaining the Association's bank account in good standing. The treasurer should also periodically report the financial status of the Association to other Officers and/or the President; the frequency of such a report is discussed among the Officers, but the Treasurer should make a special announcement about diminishing funds in the account well before a situation of zero or negative balance is encountered.

E. Cultural Secretary - The Cultural Secretary shall oversee all the cultural and other group activities involving the Officers and/or the members of the Association. The Cultural Secretary may also act as the Public Relations Officer of the AIS and shall work toward building harmony within the Association and between the AIS and other campus organizations and/or local community. The Cultural Secretary may also take the initiative to elect a group of Special Officers, and reserves the right to cite the number of Special Officers required, particularly when (s)he finds the number of elected/proposed Special Officers is insufficient.

In special cases where the Core Committee cannot appoint desired number of Special Officers, the Cultural Secretary may also choose to appoint as many Special Officers as required only on an *ad hoc* basis.

F. Special Officers - The Special Officers shall be an integral part of the Officers Committee. The Special Officers shall have the responsibility and representation of their neighborhood in Ruston in any activities involving the Officers and/or members of the AIS. Any qualified candidate may be exclusively chosen as the Webmaster of the Association, who shall be responsible for all activities pertaining to the AIS website, including but not limited to periodical updates, design modifications, and other maintenance.

Section IV.4:

Faculty Advisor: The Director/Coordinator of the International Student Office shall act as the Faculty Advisor of the Association of Indian Students. The election of the Faculty Advisor, if necessary, shall be made by the Officers of the AIS. The Faculty Advisor reserves the right to call for any of the Officers at any time to know the happenings and activities of the Association, including issues under formal discussion among the Officers.

- **Article V - Meetings**

Section V.1:

Meetings attended by the Officers of the Association shall be arranged by the General Secretary and/or the President of the AIS periodically, the frequency of meetings chosen to be not less than once a month.

All-member meetings may be called by the President with a minimum of three days' notice to the members of the Association, the frequency of meetings chosen to be not less than twice during the term of a Committee.

Any items of common interest among the minutes of these above meetings may be disclosed by the General Secretary to all the members of the Association through e-mail.

The Faculty Advisor reserves the right to ask for the proceedings of any of the meetings to be presented to him/her formally or informally.

Section V.2:

The quorum for the purpose of the Officers Committee meetings shall always be three regular Officers, with either the President or the Vice President as one of the Officers present, and at least one-fifth of the total number of Special Officers if any.

The quorum for the purpose of All-member General meetings shall always be one-twentieth of the total number of enrolled members.

- **Article VI - Finance**

Section VI.1:

All payments on behalf of AIS must be made by checks that will be signed jointly by the Treasurer and either the President or the Vice President.

Section VI.2:

The Treasurer shall present all financial records to the members of the Association in all the All-member General meetings, and in the Officers' meetings when required by the president of the meeting (President/Vice President of AIS) or by the majority of Officers present in a meeting.

Financial records presented in the General meetings should include an abstract of all transactions pertaining to the Association, duly signed by the Treasurer and one of the following: President, Vice President, Faculty Advisor of the AIS.

- **Article VII - Authority**

AIS and its members agree to uphold and abide by the rules and regulations of Tech, apart from all the Federal Laws of the United States of America and the State Laws of Louisiana.

- **Article VIII -Amendment of Bylaws**

Section VIII.1:

Any member of AIS may present suggestions for amendment or revision of the Bylaws of AIS to the Officers Committee of AIS. The presented suggestions

should subsequently be put to discussion in Officers Committee meeting and/or All-member General meeting and votes are drawn for or against the suggestions.

Section VIII.2:

A suggestion voted by the majority shall be discussed in the next immediate Officers Committee meeting before it is implemented. The Officers Committee may, in the next immediate Officers Committee meeting, reject the suggestion only once; if rejected once by the Officers Committee, the suggestion shall be presented in a General meeting again for voting, and if voted for again, shall be implemented in accordance with Section VIII.3.

The word "majority", indicated above, implies two-thirds of the quorum of members present in a General meeting.

Section VIII.3:

Student Organizations Committee must approve all amendments of Bylaws.