



CONSTITUTION OF THE INDIAN STUDENTS' ASSOCIATION



Ratified by SSMU Council on: March 23, 2017

1. Article 1: Name

1.1 "Indian Students' Association," referred to hereinafter as the Club.

2 Article II: Mandate

2.1 The Club's mandate shall be to:

- Project traditional and modern Indian values through cultural, social, religious and recreational events
- Bring the Indian diaspora closer to each other by providing a platform of culture, joy and pride at every event
- Raise funds for charity through activities on campus and in the community
- Provide support and services for new students
- Promote active participation of all members in the general activities of ISA
- Facilitate multicultural exchanges with other cultural groups within the university to encourage harmony and raise cultural awareness

2.2 Code of Conduct

2.2.1 The Club shall carry forth its mandate from an anti-oppressive and equitable standpoint AND equal respect shall be given to all members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.

2.2.2 No member shall make personal profit from the club.

2.2.3 Any executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution.



2.3 Student Group Civility

- 2.3.1. The club will maintain cordial and respectful relations with all other clubs, services and independent student groups.
- 2.3.2. The club will not use SSMU resources and/or their club status to prevent other clubs, services or independent student groups from fulfilling their mandate, including but not limited to their acquisition of resources and pursuit of activities.
- 2.3.3. If problems arise between groups, a member of the executive committee and/or collective of the club shall be responsible for contacting the SSMU Vice President of Student Life and attempt to remedy the problem in a collegial fashion.

2.4. Environment

- 2.4.1. The club shall make attempts to regularly monitor the environmental impact of all its events and operations
- 2.4.2. Clubs must attempt to utilize the services and resources available at SSMU in order to maximize capacities for equitable decision-making and environmental stewardship. These include but are not limited to the use of the plate club, green events guide, applications for the SSMU Green fund, assistance of the SSMU environment commissioners, environment committee and green events coordinators.
- 2.4.3. The club must attempt to find sustainable alternatives to the non-recyclable #6 plastic, effective waste management, providing vegan and vegetarian options, purchasing clothing which is ethically sourced and environmentally-friendly, purchasing local and sustainable alcohol, fair trade coffee and tea, and local and/or organic foods.

3 Article III: Membership

- 3.1 Membership for a club under the Students' Society of McGill University is open to all SSMU and PGSS members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
- 3.2 Only Students' Society of McGill University (SSMU) and Post Graduate Students' Society (PGSS) members are eligible to be elected as officers and to hold voting privileges.
- 3.3 Associated non-voting membership is open to all others.

4 Article IV: Executive Committee

- 4.1 The Executive Committee (EC) shall administer the Club and oversee its events and services.



4.2 The EC is composed of the following thirteen portfolios:

- Presidents (2)
- Vice-President External
- Vice-President Internal
- Vice-President Finance
- Vice-President Communications
- Vice-President Events
- Vice-President Services
- Vice-President Graduate Affairs
- Vice-President Sponsorship
- Communications First-Year Coordinator
- Events and External First-Year Coordinator
- Services First-Year Coordinator

5 Article V: Portfolios

5.1 Presidents (2)

- 5.1.1. The presidents shall be the Chief Executive officers, Chief Representatives and Chief Spokespersons of the Indian Students Association (ISA). They shall:
 - 5.1.2. Manage and lead a motivated and successful executive committee.
 - 5.1.3. Call and chair executive meetings and set the agenda thereof; ensure agendas for the weekly meetings are posted at least 48 hrs prior to the meetings.
 - 5.1.4. Enforce the constitution and bylaws of ISA.
 - 5.1.5. Ensure that every portfolio effectively contributes to the growth of ISA.
 - 5.1.6. Implement strict professional practices to ensure efficiency.
 - 5.1.7. Monitor progress and ensuring project deliverables are in line with the plans.
 - 5.1.8. Participate in inter-organizational meetings in the pursuit of enhanced integration and collaboration.
 - 5.1.9. Work on strong channels of communication between the members and the executives and among the executives as well
 - 5.1.10. Maintain the member list master copy and update it in a controlled manner.

5.2 Vice-President External shall:

- 5.2.1 Be the public relations representative of the ISA.
- 5.2.2 Represent the ISA to organizations in the greater Montreal community.
- 5.2.3 Work with the VP Sponsorship and VP Finance in organizing regular meetings with sponsors and presenting progress updates on the state of funding in relevant meetings before an event;
- 5.2.4 Work with the VP Sponsorship to maintain clean, updated, coherent records of all sponsor meetings and the database of sponsor contact information; communicate



and update the ISA Receipt Book that will hold the record of all received monetary sponsorships; and follow up with sponsors after events.

5.2.5 Handling the external aspects of an event.

5.3 Vice-President Internal shall:

- 5.3.1 Represent ISA to other Clubs & Societies within McGill University to forge greater collaboration and cohesion.
- 5.3.2 Manage relations with the Students Society of McGill University (SSMU) and keep a coherent record of venue bookings for activities and ISA External projects.
- 5.3.3 Lead publicity endeavors for ISA events within the McGill Community in collaboration with VP Communications.
- 5.3.4 Present a write-up of each activity undertaken by the ISA through the year.
- 5.3.5 Ensure ticket sales are done in an organized manner adhering to the various standards of protocol established.
- 5.3.6 Ensure the location/time for the weekly meetings are posted at least 48 hrs prior to meetings.
- 5.3.7 Maintain an inventory list of all non-financial assets owned by the ISA and prepare a specific item list before each event.
- 5.3.8 Work with VP Events to ensure that all event processes are carried out in accordance to plan.
- 5.3.9 Provide an effective summary of every meeting within 24 hours of the meeting (as minute and task taker).

5.4 The Vice-President Finance shall:

- 5.4.1 Upon request of at least 48 hours prior, exhibit the books and accounts to any member of the ISA including but not limited to ticket pricing, sponsorship targets, and monetary claims from receipts.
- 5.4.2 Draw up a budget and expenditure record for each event.
- 5.4.3 Manage the ISA's financial Assets (bank account) and receipt book
- 5.4.4 Work with the VP External and VP Sponsorship in sponsor meetings
- 5.4.5 Present an annual written report, in the form prescribed by the Presidents from time to time, to the ISA Executive at the end of the academic year.
- 5.4.6 Be responsible for the semi-annual SSMU Club audit

5.5 The Vice-President Communications shall:

- 5.5.1 Manage the dispatch of the ISA Listserv to all those on the email recipient list; ensure all addendums are received at least 24 hrs in advance.
- 5.5.2 Check and respond (upon consultation) to messages sent to ISA (email, Facebook, etc.); incorporate these into the ISA listserv (if applicable).



- 5.5.3 Ensure communication with the VP Sponsorship for updated information on sponsors (to be advertised on both the listserv and website).
- 5.5.4 Design creative posters and/or tickets for each event for publicity and sponsorship purposes – posters should be designed well in advance.
- 5.5.5 Update and maintain the ISA Facebook Page/Events and ensure that the content is moderated.
- 5.5.6 Update and maintain the ISA Website in line with the ISA vision and mission.

5.6 The Vice-President Events shall:

- 5.6.1 Recommend the thematic focus of events bearing in mind the vision and mission of the ISA.
- 5.6.2 Prepare a task sheet prior to each event which exhaustively lists all the tasks needed to be accomplished.
- 5.6.3 Consult the Presidents who will then delegate these tasks during a weekly meeting.
- 5.6.4 Ensuring all event related purchases are made systematically in advance.
- 5.6.5 Plan ISA's calendar year (events, activities, services, etc.); communicate with the VP Internal for bookings, rentals and agenda planning throughout the year.

5.7 The Vice-President Services shall:

- 5.7.1 Ensure the smooth functioning and coordination of all ISA services.
- 5.7.2 Lead publicity endeavours for all ISA services in collaboration with VP Communications.
- 5.7.3 Create a survey after each ISA event, and for all services at the end of the year to gain feedback from students within McGill.
- 5.7.4 Present a critique of each service provided by ISA at the end of the year.
- 5.7.5 Work with VP Internal to ensure that location/time for weekly services are arranged at least two weeks in advance.

5.8 The Vice-President Graduate Affairs shall:

- 5.8.1 Represent ISA's mandate and work as the liaison between the graduate population, ISA team and the undergraduate population.
- 5.8.2 Work with ISA alumni that either currently reside in Montreal or are visiting. The VP Graduate Affairs will ensure to work with the alumni to establish networking events, panels and other events where the alumni can share their experience.
- 5.8.3 Work with the executive team in order to implement ideas that foster better relations with the graduate population.

5.9 The Vice-President Sponsorship shall:

- 5.9.1 Represent ISA's mandate and work as the liaison between all existing sponsors.



- 5.9.2 Prepare the sponsorship package for each major event and acquire funds through sponsorships maintaining effective relationships with sponsors.
- 5.9.3 Actively work towards acquiring new sponsors by working with VP External and VP Communications.

5.10 Communications First-Year Coordinator:

- 5.10.1 Work closely with the Vice-President Communications.
- 5.10.2 Represent and spread awareness about ISA to first years.
- 5.10.3 Actively participate in executive team meetings and have smooth transition toward future portfolios.
- 5.10.4 Monitor ISA Facebook page and listserv with the help of VP Communications.

5.11 External and Events First-Year Coordinator:

- 5.11.1 Work closely with the Vice Presidents Events and External.
- 5.11.2 Represent and spread awareness about ISA to first years.
- 5.11.3 Actively participate in executive team meetings and have smooth transition toward future portfolios.
- 5.11.4 Monitor logistic support and external work such as dealing with restaurants with the help of VP Events and External.

5.12 Services First-Year Coordinator:

- 5.12.1 Work closely with the Vice-President Services.
- 5.12.2 Represent and spread awareness about ISA to first years.
- 5.12.3 Actively participate in executive team meetings and have smooth transition toward future portfolios.
- 5.12.4 Monitor bi-weekly services and update Facebook statuses with the help of VP Services.

6. Article VI: Fees

- 6.1 The Club's membership fee shall be CAD \$5.00 per year and entitles members to all the benefits of a being a member including but not limited to discounted ticket prices at events.

7. Article VII: Finances

- 7.1 The Executive Committee or Collective shall examine the financial records, and prepare an audit, complete with records of all transactions and receipts, to be submitted to the SSMU at the end of each semester.
- 7.2 All club bank accounts must be kept at Scotiabank as subsections of the SSMU account.
 - 7.2.1 Each account must have a minimum of two and maximum of three signing officers.



- 7.2.2 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account

8. Article VIII: Meetings

- 8.1 Executive Meetings must be held once a week for at least 2 hrs.
8.2 For an Executive Meeting to take place, 9 out of 13 Executives must be present which must include at least 1 President.
8.3 Meetings will be held on McGill University Downtown Campus.
8.4 Time & Venue of the meetings have to be posted at least 48 hours in advance.
8.5 General Meetings must be held at least once a year, possibly taking place during the election or early January.

9. Article IX: Impeachment

- 9.1 Any member of the ISA Executive Committee may be removed from his/her office for impropriety, violation of the provisions of the constitution or delinquency of duties.
9.2 A motion to remove a member of the ISA Executive Committee must be signed by at least 9 out of 13 of the other Executives of ISA, or by at least 63% of the members of ISA, and must be presented in writing at a regular meeting of the ISA Executive Committee. The Motion shall be inscribed on the agenda of the next regular meeting of the ISA Executive Committee.

10. Article X: Resignation

- 10.1 If a member of the ISA Executive Committee voluntarily resigns, the remaining executives will select a member of ISA to replace him/her.
10.2 A majority of 8 out of 12 remaining Executives is required to select the appropriate candidate as a replacement.
10.3 If the President(s) resign, the following rulings will apply:
10.3.1 If ONE of the Co-Presidents resigns, the executive has the right to nominate a member to assume the vacated role.
10.3.2 If BOTH Co-Presidents or the sole President resigns, the VP External & VP Internal will temporarily assume the Presidency post while the executives vote on a plan of action.

11. Article XI: Elections

- 11.1 All Members of ISA have the right to vote.
11.2 Each Member of ISA has the right to contest for any one of the following positions:
- President (2)
 - Vice-President External
 - Vice-President Internal
 - Vice-President Finance



- Vice-President Communications
 - Vice-President Events
 - Vice-President Services
 - Vice-President Sponsorship
 - Vice-President Graduate Affairs (Only members of ISA who are graduate students are allowed to contest for this position).
- 11.3 The following positions are application based and will be sent out in September every year to be filled by first year students only.
- Communications First-Year Coordinator
 - Events and External First-Year Coordinator;
 - Services First-Year Coordinator
- 11.4 Only existing members of ISA shall be nominated for the elections.
- 11.5 Each candidate shall fill out an application form that includes a summary to be made public.
- 11.6 Campaigning period will last a period of 1 week up till Election Day.
- 11.7 The format of elections must be outlined and provided to all candidates 1 week in advance of Election Day.

12. Article XII: Electoral Procedures

- 12.1 The elections for the posts mentioned in Article 11.2 shall be held before April 17th of every year.
- 12.2 The Vice President Student Life of SSMU or his/her representative shall be the Chief Returning Officer (CRO) with final authority over electoral procedure and validity of results.
- 12.3 The Vice President Student Life of SSMU must be notified of the General Meeting two weeks in advance to that date.
- 12.4 The Executive Committee may designate Deputy Returning Officers (DROs) to assist the running of elections in consultation with the CRO.
- 12.5 Elections are to be conducted by a secret ballot of the Members of ISA.
- 12.6 Online voting systems are allowed and encouraged.
- 12.7 Election results must be made available within 24 hrs of the Election if the online system is used or 7 days if a paper ballot system is used.

13. Article XIII: Constitutional Amendment Procedure

- 13.1 Any member of the club may propose an amendment to the Constitution.
- 13.2 All amendments shall be submitted to the Club Commissioner, will be reviewed by the Club Committee and ratified by the SSMU council before they take effect.

14. Article XIV: Bylaws and Policies



- 13.1 The club shall create and maintain bylaws that cover the operations of the club which are not specified in the Constitution.
- 13.2 The club's bylaws shall not contravene the Constitution.
- 13.3 The club by laws must be available to any member of the SSMU when and if requested.

15. Article XV: SSMU Constitution, By-Laws and Policies

- 15.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution By-Laws and Policies shall take effect.
- 15.2 If there are any areas not covered in this Constitution, the SSMU Constitution, By-Laws and Policies shall take effect.