

INDIAN CULTURE CLUB CONSTITUTION

Revised In Fall 1998
Revised In Spring 2001
Revised In Spring 2002
Revised In Spring 2003
Revised in Spring 2006
Revised in Spring 2008

Article I: Name and Purpose

Section One: Name

This organization shall be known as the "Indian Culture Club", abbreviated "ICC", a Class One organization of the Student Government Association of Montclair State University Incorporated.

Section Two: Purpose

The purpose of ICC is to promote awareness of the Indian culture by organizing events that involve both traditional and non-traditional cultural activities. We participate in charitable activities throughout the year, as well as donating fundraiser profits to different charities. Indian Culture Club likes to bring together the diverse Cultures at Montclair State University by Co-Sponsoring various activities.

Article II: Membership

Section One: Eligibility

Membership is open to all fee-paying undergraduate members of the Student Government Association, Inc.

Section Two: Members in Good Standing/Voting Members

Those who attend a minimum of five general membership meetings in a single semester and attend at least two events that the Organization chairs will be entitled to voting privileges thereafter.

Section Three: Special Membership/ Honorary Membership

Honorary Membership may be conferred upon individuals who do not meet the eligibility standards of the organization but do remain active with the organization.

Article III: Advisor

A faculty advisor or administrator must be appointed by the President and approved by 2/3 of the voting membership present. The advisor shall serve in an advisory capacity only and must be an ex-officio member.

Article IV: Meetings

Section One: Meeting Time

At the first meeting each semester, the membership shall set forth a day and time for general membership meetings, which must be adhered to throughout the semester.

Section Two: Emergency Meeting

Emergency meetings may be called by the President or Vice President. Voting members may call for an emergency meeting by 2/3 of the voting members signing a petition, which is submitted to the President or Vice President.

Section Three: Quorum

Quorum is the minimum of fifty percent plus one of the voting membership required to be present in order to call a meeting to order where business will be legally transacted.

Section Four: Transitional Meeting

Transitional meetings shall be held after the election of the new Executive Board, with the outgoing Executive Board, where all organization materials will be transferred.

Article V: Executive Board

Section One: The Executive Board

The organization shall be administered by an Executive Board that will serve as the backbone of the organization. The Executive Board is responsible for running the organization in an effective and dedicated manner. They are to make sure that the Organization is following all rules and policies of the Student Government Association of Montclair State University Incorporated.

The Executive shall consist of President, Vice President, Treasurer, Secretary, Public Relations, Historian, and Program Coordinator.

Section Two: Duties of the President

The President's Powers and Duties shall be as follows:

- Ensure that the organization operates in accordance with the current SGA Policies, Procedures and Sanctions
- Must have at least one year E-Board experience with any Class II or higher Organization of SGA.
- To oversee all activities of the organization
- Be the official Host of the Organization.
- Co-sign all financial documents with Treasurer.
- Shall attend the SGA Leadership Conference
- Shall vote in case of a tie, excluding elections.

Section Three: Duties of the Vice President

The Vice President's Powers and Duties shall be as follows:

- Ensure that the organization operates in accordance with the current SGA Policies, Procedures and Sanctions
- Must fulfill the duties of the President in his or her absence.
- Run the general meetings.
- Oversee the effectiveness of all committees
- May vote at any time with the voting board.

Section Four: Duties of the Treasurer

The Treasurer Power's and Duties shall be as follows:

- Ensure that the organization operates in accordance with the current SGA Policies, Procedures and Sanctions
- Manage the account of the Organization.
- Co-Sign all financial documents with the president.
- May vote at any time with the voting board.
- Supervise all financial affairs of the organization.
- Shall meet with SGA bookkeeper once a month and provide books.
- Shall keep up to date records of all incomes and expenses of the organization.
- Give detailed financial status to all executive board members.
- Come up with a Budget proposal to be shown to Executive Board for the following year.
- Attend SGA Leadership conference with the President.

Section Five: Duties of the Secretary

The Secretary's Power's and Duties shall be as follows:

- Ensure that the organization operates in accordance with the current SGA Policies, Procedures and Sanctions.
- Maintain all records of all correspondence.
- Shall provide up-to-date organization information to the SGA.
- Will come up with the Agenda for the general Meetings.
- Will provide all meeting minutes on time to the SGA Executive secretary.

- May vote at any time with the voting board.
- Maintain and update all membership information.
- Send out a weekly email to all members with Meeting Minutes and Information discussed at meeting.

Section Six: Duties of the Public Relations

The Public Relations Coordinator Powers and Duties shall be as follows:

- Ensure that the organization operates in accordance with the current SGA Policies, Procedures and Sanctions.
- Maintain etiquette with Campus Community.
- Recruit New Members into the organization
- To provide and distribute publicity [flyers and posters] prior to every event the organization is involved in.
- Is to promote everything the organization does.
- Is to talk to other organizations for co sponsorship opportunities.
- Is to make a committee for external Sponsorship for the Big Events.
- Is to create a Facebook event page.

Section Seven: Duties of the Program Coordinator

The Program Coordinator's Powers and Duties shall be as follows:

- Ensure that the organization operates in accordance with the current SGA Policies, Procedures and Sanctions
- Must check well in advance that all necessary paperwork for the event is in order. [Food waiver, Trip Forms, Performance Contracts, Room Requests, etc]
- Must be present to help set up all the events.
- Must come up with new ideas to bring the Montclair Community as one.
- Is to make various committees for the successfulness of each event.
- Is to run the General Meeting in case of the absence of the Vice President.

Section Eight: Duties of the Historian

The Historian's Powers and Duties shall be as follows:

- Ensure that the organization operates in accordance with the current SGA Policies, Procedures and Sanctions
- Shall take pictures at every meeting and every event the organization partakes in.
- Shall help the Public Relations to help Membership involvement.
- Shall make a scrapbook each year with everything the organization did.
- Shall try to do something special for Birthday's of active members.
- Make a brochure with the PR for more involvement.

Section Nine: Executive Board Members

1. *The executive board shall meet a minimum of four times each month to coordinate and discuss the organization's events.*
2. *The Executive Board shall meet at least twice over the summer to plan for the Fall Semester.*
3. *Each Executive Board member will provide a minimum of two office hours each week.*
4. *If an Executive Board member isn't able to provide office hours, during their scheduled hours they may complete them at another time with permission from the President.*

Section Ten: Training

All current Executive officers are responsible for training their successors so they are confident to run the organization in an efficient manner. Also they are to go in depth with what each duty means and how it should be handled.

Section Eleven: Term of Office

The term of office for all officers shall be from June 1st to May 31st. However, newly elected officers, will work side-by-side with the current officer from the date they win the election to May 31st.

Article VI: Elections

Section One: Eligibility

- *Must be an Undergraduate with good academic standing with Montclair State University.*
- *Member must be in Good Standing with Indian Culture Club. Attending 2/3 of the meetings and events.*
- *Anyone wishing to run for President must have at least one year E-Board experience with any Class II or higher organization of the SGA.*

Section Two: Procedures

- *Nominations for executive officers shall be taken four weeks prior to the Annual Holi Show.*
- *The Elections shall take place two weeks prior to the Annual Holi Show.*
- *Voting shall be conducted by a secret ballot.*
- *Tabulations of votes shall be done by two or more mutually agreed upon members in good standing with the advisor present.*
- *A plurality of the votes is required to win.*
- *The SGA Attorney General must be present for election procedures.*

Section Three: Vacancies

- *In the event the office of the President is vacated, the Vice-President shall complete the term, and a new Vice President shall be elected.*
- *In the event that any other office shall be vacated, nominations shall be held at the next meeting with the election to occur at the following regular meeting. All appropriate procedures governing elections shall be followed, however, the dates aforementioned do not apply to emergency elections. The replacement officer shall serve the remainder of the term.*

Article VII: Committees

Section One: Standing Committee

- *The Publicity committee shall be responsible for design and distribution of publicity in all its forms throughout the year. They will assist the PR.*
- *The Diwali Festival committee shall come up with decoration Ideas, event coordination and planning with the PR and Program Coordinator.*
- *The Holi Show committee will do the same as the Diwali Show committee.*
- *The trips committee shall be responsible for the coordination of all the organization’s trips and outdoor events.*

Section Two: Ad Hoc Committee

Ad hoc committees may be formed by the President with the advice and consent of the voting membership. The chairperson shall be appointed by the President with the advice and consent of the voting membership.

Section Three: Membership

All members in good standing must serve on at least one committee.

Article VII: Removal of Privileges

Section One: Loss of voting Rights

A member may lose his or her voting rights with the following justifications:

- *The member has accumulated four unexcused absences from committee or general membership meetings.*
- *The member fails to maintain in good faith the requirements necessary to carry out the purposes of this organization.*

Section Two: Loss of Office

An officer may be removed from office by acting in contradiction to the constitution or showing irresponsibility with the organization’s functioning through his/her duties.

- *The officer may be brought up for removal by a petition signed by a majority of the general membership.*
- *The accusers shall present their argument for removal at the earliest possible meeting provided the accused has been given sufficient two weeks to prepare a defense.*
- *A 2/3 vote of the voting membership present shall be required to remove the officer.*
- *SGA Attorney General, Chief Justice or Associate Justice must be present at any impeachment proceedings.*

Section Three: Appeals/Reinstatement

Any action taken under the auspices of this article may be appealed by the next meeting. A ¾ vote of the voting membership present shall be required to reinstate the member or officer. Reinstatement of voting rights can also be re-established by following the guidelines set for in Article II, Membership.

Article IX: Amendments

Section One: Introduction of Amendment

Amendments may be introduced by the President or by a petition signed by a majority of the voting members submitted to the President. The proposed amendment must be introduced at least one meeting prior to voting.

Section Two: Passage

A 2/3 vote of the voting membership present shall be required for the amendment to pass.

Section Three: Final Approval

Final approval by the Student Government Association of Montclair State University Incorporated is necessary before any amendments go into effect.

Article X: PARLIMENTARY PROCEDURE

Robert's Rules of Order or general parliamentary procedure, shall govern all procedural matters not governed in this constitution.

Article XI: DELEGATION OF POWERS

All powers not expressed in this document are hereby delegated to the Student Government Association of Montclair State University Incorporated.

Article XII: ADVERTISING CLAUSE

This organization shall use only its full chartered name or a recognizable abbreviation in all its advertising for all meetings and events. All advertising shall state "A Class One Organization of the SGA, Inc.". All advertising must follow current SGA & MSU posting policies.