

# **ASSOCIATION FOR INDIA'S DEVELOPMENT**

## **CONSTITUTION**

### **ARTICLE I**

#### **NAME**

The students of the Indiana University, Bloomington campus hereby create an organization known as the Association for India's Development (AID).

### **ARTICLE II**

#### **PURPOSE**

AID is a charitable organization. Its main objectives are to raise awareness about poverty and related issues, raise funds, and to make charitable contributions for the welfare and development of the poor people and poor communities of India. This development and welfare is achieved through assisting, implementing and supporting charitable projects focusing mainly on literacy, education, rural development, family planning, health care, social welfare, empowerment of people, and environmental responsibilities.

### **ARTICLE III**

#### **STRUCTURE**

##### **Section 1: General Structure**

AID shall be composed of 2 parts: an Executive Committee and other Committees.

**Executive Committee:** The Executive Committee's primary purpose is to make daily decisions about AID's operations and activities, determine and shape AID's long term plans and to decide how the resources of AID can best be used.

**Committees:** The committee's primary purposes are to carry out specific functions designated for each committee by the Executive Committee.

### **ARTICLE IV**

#### **MEMBERSHIP**

##### **Section 1: Eligibility**

All students of Indiana University and community members, including but not limited to professors, business persons and residents of Bloomington and the surrounding areas are eligible for membership in AID after participating in one Community Service Hour (CSH) meeting.

##### **Section 2: Active Member (Voting Member)**

Any AID member who has attended at least three of the last six or two of the last three CSH meetings is considered an active member of AID. AID members who have attended 20 % of the

CSH meetings and General Body Meeting (GBM) in the last one, two or three years are also active members.

**Section 2: Non-discrimination**

All members who participate in AID shall have a right to be free from discrimination on the basis of race, religion, color, sex, sexual orientation, natural origin, age, handicap or veteran status.

**ARTICLE V**  
**EXECUTIVE COMMITTEE FUNCTIONS**

**Section 1: Executive Committee**

The Executive Committee shall be composed of the President, Secretary, Treasurer, Project Coordinator and Public Relations Officer (PRO)

**Section 2: Purpose**

The Executive Committee's primary purpose shall manage the day-to-day affairs of the organization and on any and all questions relating to any manner whatsoever thereto, and to make all contracts necessary for the proper transaction of all businesses. Specifically, the Executive Committee shall:

Determine the specific allocation of AID's funds for projects and sundry expenses

Create and dissolve standing and special committees. In addition, the Executive Committee shall advise the committees on their purpose and functions within AID

Appoint and determine the duties of the faculty advisor following University guidelines and upon deficient performance, the Executive Committee may by majority vote to dismiss the advisor.

Organize for annual elections and elections called to fill vacant seats. The Executive Committee shall appoint an Election Officer whose duties shall include emailing members of upcoming elections and candidacy submission deadlines, timing speeches of candidates and counting ballots.

**Section 3: Term of Office**

The term of an Executive Committee member shall be for one calendar year or until a successor is chosen. The seat becomes vacant prior to the termination of a term; the Executive Committee shall call a general meeting of all AID members to elect replacement for the duration of the term.

**Section 4: Office of the President**

The President shall preside over all meetings of the Executive Committee and general membership. The President shall hold all power necessary to carry out the purpose of the Executive Committee. The President shall, with the secretary, sign all written contracts and written obligations.

**Section 5: Office of the Secretary**

The secretary shall record and store the minutes and other official reports of the organization; shall conduct the official correspondence of the organization, and with the president shall sign written contracts and obligations; shall keep all records, books, documents and papers relating to the organization; shall maintain role of all members of the organization; and shall perform such other duties as required by the Executive Committee.

### **Section 6: Office of the treasurer**

The Treasurer shall keep accounts of monies received by the organization, and deposit the receipts in the name of the organization in the accounts designated by the Executive Committee; and shall not pay out or disburse any of the money of the organization except in the manner and for the purposes approved by the majority of AID members or the Executive Committee. The Treasurer shall make an accounting of all funds received and disbursed and of the financial condition of the organization at every other CSH meeting.

### **Section 7: Office of the Project Coordinator**

The project coordinator shall head the standing committee on project and chair all its meetings; shall record and store the minutes of the Project Committee meetings; shall make a report on the activities of the Project Committee at every other CSH meeting.

### **Section 8: Office of the Public Relations Officer (PRO)**

The PRO shall be in-charge of publicizing the activities of AID through various media to members outside the organization. In addition, the PRO shall be in regular contact with other chapters of AID.

## **ARTICLE VI EXECUTIVE COMMITTEE MEMBERSHIP**

### **Section 1: Election of Executive Committee**

All AID members are eligible to be candidates for the Executive Committee. In addition the candidate for the post of the President will have to have been a member of the organization for at least one calendar year. The Executive Committee shall appoint an Election Officer in charge of carrying out the election process at the first Executive Committee meeting of a calendar year.

Submissions for candidacy for the Executive Committee shall be made at a meeting for all AID members on the second CSH meeting of the calendar year. The nominations can be made either by the candidate or by any AID member to the Election Officer. The nominated candidates will be informed of their nomination by the Election Officer and will be given the chance to withdraw their candidacy. A member can be a candidate for only one Executive Committee post. The Election Officer shall release a list of candidates for various Executive Committee posts.

The nominees shall be permitted to make short speeches concerning their candidacy at the third CSH meeting. The order of the speeches shall be alphabetic by the last names of the nominees. After all speeches are complete, the candidates shall fill out their own ballots and leave the meeting. The ballots of all members towards various Executive Committee posts, except that of the President, shall be cast in secret and the vote counting shall be made by the Election Officer. The Election Officer may also accept ballots through emails or other means as he/she deems fit.

After the votes are counted, the person with the most votes shall assume that office. In the event of a tie, the highest vote receivers shall participate in a run off election at the next schedules CSH meeting. If a tie still remains, the non-candidate members shall vote to break the tie.

The Executive Committee members elected into office shall then vote to determine the President. In case of a tie, the highest vote receivers shall participate in a run off election at the next schedules CSH meeting where all active members of AID shall vote. If a tie still remains, the secretary shall cast the deciding vote.

## **Section 2: Vacancies within the Executive Committee**

If a position within the Executive Committee becomes vacant, any member may make submissions for candidacy to fill the vacancy. An election will be called by the Secretary and the candidate receiving the greatest number of votes shall assume the vacant position till the end of the term. In case the position of Secretary becomes vacant, the President shall manage the election. In case the position of President becomes vacant, the Executive Committee shall vote in the new President.

Members will be notified by email within one week of finding the vacancy in the Executive Committee. Notice shall include the position or office that has been opened and the date that the election is scheduled for. Members will have one week from the date of notice to submit their intent to run for a specific position or office.

## **Section 3: Impeachment of an Executive Committee member**

Impeachment of an Executive Committee member shall be made by a simple majority of all members of the Executive Committee, except the member who is being considered for impeachment.

# **ARTICLE VII MEETINGS**

## **Section 1: Regular Meeting, Time and Date**

Regular meetings of the Executive Committee shall be held at least once a month, preferably during every CSH meeting during a regular semester. The Secretary shall inform all members of the Executive Committee about the meeting to at least 24 hours in advance. The quorum shall be presence of at least three Executive Committee members.

## **Section 2: Community Service Hours (CSH) meetings**

A meeting open to all AID members shall be conducted at least twice a month, the date and time as determined by the Executive Committee. The quorum shall be the presence of at least one Executive Committee member and two AID members.

## **Section 3: Special Meetings**

A special meeting of the Executive Committee or the membership may be called by the President or by 10 percent of the active members of AID. All members shall be given 24 hours notice of such a meeting. The quorum shall be presence of at least five active AID members and at least two Executive Committee members.

## **Section 4: General body meeting (GBM)**

The Executive Committee shall call a meeting open to all members of AID once every calendar year. The President is responsible to set the agenda and the Secretary shall inform all members at least one week in advance and keep the minutes of the meetings. Any issues not directly related to the set agenda shall be raised for discussion by any member with approval of the President. The GBM shall be presided over by the President. The quorum for the GBM shall be at least 25 % of all AID members. Further, at least 2 of the Executive Committee members should be present at the GBM for quorum requirement to be met.

### **Section 5: Voting**

Each active member shall be permitted one vote on issues as they arise. Votes shall be by voice unless a member requests a recorded vote. All votes shall be simple majority and in case of a tie, the President shall cast the deciding vote.

## **ARTICLE VIII COMMITTEES**

### **Section 1: Standing Committees**

Standing Committees shall be created by the Executive Committee and shall remain in existence until the Executive Committee disbands them.

### **Section 2: Special Committees**

Special Committees may be created by the Executive Committee for a particular task as the need arises. The Special Committees shall automatically be disbanded upon completion of the task for which they were created.

### **Section 3: Membership**

Any AID member may be a member of any Standing or Special Committee.

### **Section 4: Chairperson**

Each committee shall have a chairperson appointed by the Executive Committee, the exception being the Standing Committee on projects, which is chaired by the elected Project Coordinator. Each chairperson shall call and preside over meetings of the committee. Each chairperson may elect to appoint a vice-chairperson to preside over the committee in the chairperson's absence.

### **Section 5: Names of Standing Committees**

The following are the Standing Committees of the organization:

Standing Committee on Projects. This committee will be in-charge of reviewing project proposals submitted to the organization or selected by the Project Committee. The Project Committee shall advise the Executive Committee, through the Project Coordinator, about the feasibility of the project in review. Upon approval of the project by the Executive Committee, it shall proceed to implement the project using the resources of the organization made available to it by the Executive Committee.

## **ARTICLE IX BY-LAWS, AMENDMENT AND RATIFICATION**

### **Section 1: By-Laws**

The members of AID shall create a set of by-laws, which may be amended by a simple majority vote of all active members of AID.

**Section 2: Amendments**

This constitution may be amended by a two-thirds vote of all active members of AID. The vote shall be called for by a petition signed by at least 10 % of all active members of AID calling for an amendment to this constitution.

**Section 3: Ratification**

This constitution shall be fully ratified after its passage by two-thirds of the active members of AID.