

Constitution

Indian Studies Association (ISA)

University of North Dakota

ARTICLE I. ORGANIZATION

The name of this organization established by this constitution shall be the Indian Studies Association.

ARTICLE II. PURPOSE

The purpose of this organization shall be to:

- A. To promote a better understanding of cultures between students, faculty, staff, and the greater Grand Forks region.
- B. To encourage communication among student and alumni members, faculty, staff, and administration.
- C. To establish a sense of community among all UND Indian Studies majors and minors.
- D. To help with the recruiting and retention of students into the Indian Studies department.
- E. To foster a closer relationship between current Indian Studies students and Indian Studies alumni.
- F. Interact with Indian programs at UND and nationally.
- G. Increase cultural awareness by providing workshops and other events throughout the academic school year.
- H. Provide input to Indian Studies faculty.
- I. Recognize outstanding contributions to the Indian community.

ARTICLE III. AFFILIATIONS

This organization is not affiliated with any local, state, or national group.

ARTICLE IV. NON-DISCRIMINATION STATEMENT

Membership in this organization shall be without regard to race, color, religion, creed, gender, sexual orientation, national origin, disability, age, marital status, veteran status, political belief or affiliation, or membership or nonmembership in any organization.

ARTICLE V. MEMBERSHIP & MEETINGS

SECTION I. Anyone may become a member who:

1. Is a UND student.
2. Is a faculty/staff member at the University of North Dakota.
3. Is an interested community member.
4. Has paid the required dues.

SECTION II. Voting members shall consist of all UND student members who have paid the required dues.

SECTION III. Non-UND students cannot vote on the following:

1. Election or removal of officers.
2. Removal of members.
3. Amendments to the constitution or bylaws.
4. Financial matters.

SECTION IV. No academic credit shall be offered for participation and/or memberships in this organization.

SECTION V. Removal of Members

1. Violation of University Policy.
2. Violation of the UND Code of Student Life.

SECTION VI. A member may be removed by the following process:

1. A petition submitted to any officer on the Executive Committee. Such a petition must contain the signatures of at least 33% of the voting members. When such a petition is received, the President shall call a meeting of the organization to decide upon removal.
2. The grounds for removal and defense are to be presented to the President at a regular or special meeting of the organization.
3. The member in question shall be provided an opportunity to present a defense either in person or in writing.
4. A two-thirds (2/3) vote of the members present shall decide upon removal with the voting not to occur sooner than 48 hours after the presentation of the grounds and the defense has been made. There must be a quorum for the vote for removal.

SECTION VII. Appeal of Removal of Members

Members may appeal their removal within one week of the vote for removal by requesting that their appeal be heard at the next regularly scheduled meeting, not to exceed six weeks, by presenting a petition with the signature of at least 33% of the voting members. The decision to uphold the vote for removal shall require a two-thirds (2/3) vote of the members present at the meeting. A quorum is required.

SECTION VIII. Meetings

1. The meetings shall be held at least once a month during the academic school year.
2. Special meetings will be held as often as necessary.
3. The quorum for the meetings will consist of 25% of members and two-thirds (2/3) of the Executive Committee.
4. The Parliamentary Authority for this organization shall be Sturgis Standard Code of Parliamentary Procedure.

ARTICLE VI. OFFICERS AND THEIR DUTIES

SECTION I. Elected officers from this organization will make up the Executive Committee.

1. President
2. Vice President
3. Secretary
4. Treasurer

SECTION II. Qualifications for Holding Office:

In order to be eligible to hold an office in this organization, the following qualifications must be met.

1. The candidate must be a student member of the organization.
2. The candidate must have held membership in the organization for at least one semester.
3. The Executive Committee must have a minimum 2.5 cumulative grade point average.
4. The candidate must maintain, at minimum, a part-time enrollment status, defined by six credit hours per semester.

SECTION III. Elections

The processes for elections are as follows.

1. The officers of the organization shall be elected for a term of one year.
2. There will be no restrictions placed on the number of terms of office a member may hold.
3. The election committee will be comprised of Indian Studies staff and faculty. The election committee will be chaired by the faculty advisor(s) and will set the process, rules, and procedures for elections.
4. The process shall use a secret ballot election.
5. Only student members may vote.
6. Elections will be held during the month of April. The election date shall be agreed upon by a simple majority vote of the ISA membership.
7. Nominations must be validated at election time by the advisor(s) to verify at least part-time status and GPA status.

SECTION IV. Duties of the Officers:

A. The President shall be the principal executive officer and shall have the following duties:

1. To preside at all meetings of the organization.
2. To call special meetings of the organization, when required.
3. To submit an Officer Roster Card at the beginning of each semester to the Coordinator of Student Organizations.
4. To schedule all practices, classes, and other activities of the organization, and to obtain appropriate facilities for these activities.
5. To prepare and file any report required by the University.
6. To appoint committee chair people subject to the approval of the Executive Committee.

7. To submit financial records for an annual audit to the Coordinator of Student Organizations at the end of spring semester.
 8. To become familiar with University accounting procedures and policies.
 9. To perform other duties as specified in the bylaws.
 10. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming President prior to giving up the office.
 11. Other duties as needed.
- B. The Vice President shall assume the duties of President in the event of absence or vacancy of the President. In addition, the Vice President shall have the following duties:
1. To assume the duties of the President (until a special election can be held) in the event of a vacancy in the office.
 2. To serve as an ex-officio member of the Standing Committees of the organization.
 3. To perform other duties as assigned by the President or as specified in the bylaws.
 4. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming Vice President prior to giving up the office.
 5. To keep a record of all members of the organization.
 6. To keep a record of all activities of the organization.
 7. To keep and distribute minutes of each meeting of the organization.
 8. To notify all members of meetings.
 9. To handle all official correspondence of the organization.
 10. Other duties as needed.
- C. The Secretary shall have the following duties:
1. To keep a record of all members of the organization, working with the vice president.
 2. To keep a record of all activities of the organization, working in conjunction with the vice president.
 3. To keep and distribute minutes of each meeting of the organization working in conjunction with the vice president.
 4. To notify all members of meetings, working in conjunction with the vice president.
 5. To handle all official correspondence of the organization.
 6. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming Secretary prior to giving up the office.
 7. Other duties as needed.
- D. The Treasurer shall have the following duties:
1. To keep all financial records of the organization.
 2. To prepare and submit financial reports to the members.
 3. To prepare the annual budget and all budget requests for funds.
 4. **To submit financial records for an annual audit to the Coordinator of Student Organizations at the end of Spring semester, working in conjunction with the president.**
 5. To become familiar with University accounting procedures and policies.

6. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming Treasurer prior to giving up the office.
7. Other duties as needed.

E. Executive Committee:

1. Responsibility: Management of this organization shall be vested in an Executive Committee responsible to the entire membership to uphold this constitution.
2. Membership: Membership shall consist of the president, vice-president, secretary, treasurer, and one member-at-large.
 - a) Is a UND student.
 - b) Is a faculty/staff member at the University of North Dakota.
 - c) Is an interested community member.
 - d) Has paid the required dues
3. Meetings: The Executive Committee shall convene at least once per semester.
4. Quorum: A quorum of this committee shall consist of 2/3 of the members.

F. Special Committees: To be appointed as necessary.

1. The president shall have the authority to appoint any special committees, with the approval of the executive committee.

G. Quorum: 25% of student members at scheduled meetings.

SECTION V. Vacancy of an Office.

In the event of a vacancy in an office other than the President before the expiration of a full term, a special election shall be called by the President within two weeks to fill the vacancy.

SECTION VI. Removal of Officers.

Officers may be removed for cause only after being given notice and provided with an opportunity to be heard before a quorum of the Indian Studies Association. Grounds for removal for cause included:

1. Violation of University policy.
2. Violation of the UND Code of Student Life.
3. Failure to perform the duties of the office as set forth in the constitution and bylaws of the organization.
4. Failure to uphold the provision of this constitution and bylaws.
5. Other causes.

SECTION VII. An officer may be removed by the following process:

1. A petition to remove the officer in question must be submitted to another officer. Such a petition must contain the signatures of 33% of the voting membership. When such a petition is received, the officer shall call a meeting of the organization to decide upon removal.
2. The grounds and defense for removal are to be presented by the officer in charge at a regular or special meeting of the organization.

3. The officer in question shall be provided an opportunity to present a defense either in person or in writing.
4. A two-thirds (2/3) vote of the members present shall decide upon removal, with voting not to occur sooner than 48 hours after the presentation of the grounds and the defense have been made. There must be a quorum for the vote for removal.

SECTION VIII. Appeal of Removal of Officer.

An officer may appeal his/her removal within two weeks of the vote for removal by requesting that their appeal be heard at the next regularly scheduled meeting, not to exceed six weeks, by presenting a petition signed by at least 33% of the voting members. The decision to uphold the vote for removal shall require a two-thirds (2/3) vote of the members present at the meeting. A quorum must meet for this decision.

ARTICLE V. ADVISOR

SECTION I. The faculty and/or staff advisor (s) shall be selected by the Executive Committee and approved by majority vote of those members present at the first regular meeting of each school year. The advisor must be a member of the UND faculty or staff.

SECTION II. The advisor has the following duties:

1. The advisor must co-sign all financial transactions of the organization.

ARTICLE VII. BYLAWS

SECTION I. Provision for Bylaws

1. The organization may approve bylaws for the specific operation of the organization.
2. No bylaw shall be adopted that is contrary to the provisions of this constitution.

SECTION II. Vote Required

1. The organization may adopt, amend, or rescind any bylaw by a 2/3 majority vote of the membership.
2. Any proposed bylaw must be publicized to the members at least one meeting prior to the meeting at which it is going to be voted upon.

ARTICLE VIII. AMENDING THE CONSTITUTION OR BYLAWS

Amendments can only be made by the following steps:

1. Any amendment to become part of the Constitution or Bylaws must be passed by a two-thirds (2/3) majority vote of the members present.

2. All amendments to the Constitution must be approved by the UND Student Policy Committee before they take effect.
3. The Executive Committee shall be responsible for forming, enacting, and maintaining bylaws and policies that are passed by a majority vote of the members present.

ARTICLE IX. FINANCIAL STRUCTURE

SECTION I. The finances of the organization shall be under the supervision of the Advisor, who shall operate in accordance with the policies of the University of North Dakota regarding the finances of student organizations. The organization requirements are as follows:

1. All funds from University sources will be deposited and maintained in a University of North Dakota account.
2. The President and/or the Vice President shall be authorized to sign all financial transactions dealing with organization funds.
3. The Advisor(s) of the organization must co-sign all financial transactions of the organization.
4. General membership dues are required. The only exception will be for Indian Studies Alumni.
5. Financial needs will be met by fundraising efforts, MAC, and SAC allocations.

SECTION II. Dues

Dues for this organization shall be approved by a simple majority vote of the voting membership.

This constitution was approved by the organization's members on _____.

President

Officer

Advisor

Coordinator of Student Organizations

Date approved by Student Policy Committee: _____