

Iranian Student Association (IRANSA) Constitution at Rensselaer Polytechnic Institute

1. Name:

The name of this organization shall be The Iranian Student Association, hereafter referred to as IRANSA.

2. Purpose:

The IRANSA is an independent organization, subject to the restrictions imposed by the Executive Board of the Rensselaer Union, but otherwise independent of all governmental, political, cultural, social, financial and other institutions. The IRANSA may collaborate with other organizations or co-sponsor events. The scope of activities covers all aspects of Iranian culture, arts, industry, history, sports, literature, music etc.... This organization promotes growth in international understanding and will comply with Rensselaer Union policies. The IRANSA is not a political organization and is not inclined towards any particular political ideology.

3. Membership:

A. Affirmative Action and Hazing:

1. It is the policy of the Rensselaer Union and IRANSA to provide, to the maximum extent feasible, equal opportunity to all qualified individuals without regard to race, color, religion, national origin, sex, sexual orientation, or disability for all aspects of club activities.
2. Reckless or intentional endangerment to health or forced consumption of alcohol or other drugs for the purpose of initiation into or affiliation with any Rensselaer Union organization is prohibited.

B. Regular members shall be eligible to participate in all IRANSA activities, run for office, and vote during IRANSA business and election meetings. Regular members who wish to join IRANSA shall fulfill the following requirements:

- Have paid the IRANSA dues if such dues are required
- Be full-time students who have paid the Rensselaer Union activity fee and/or their spouses

- C. Continuing-education, part time students, degree-completion students, RPI faculty, staff, alumni, RPI-activity-fee-paying students and their spouses and legal dependents shall be eligible for Associate Membership.
- D. Volunteer members shall be those who are not eligible to be Regular or Associate members because they are not affiliated with Rensselaer Polytechnic Institute, but who's talent, skills, or knowledge will assist IRANSA in fulfilling its purpose. The number of individuals as Volunteer members shall not exceed 5% of Regular members.
- E. In order to become an Associate or Volunteer member, an individual must pay the appropriate dues. These members may participate in club activities. However they may not vote, hold office, or be committee chairpersons except with special Rensselaer Union Executive Board approval.

4. Officers:

The executive board of IRANSA consists of five positions:

A. The President:

- shall be IRANSA's leader, spokesperson, and representative.
- shall preside over all General Body and Officer meetings.
- shall oversee/supervise all officers' responsibilities and on-going events or activities.
- shall, upon the resignation or removal of an officer, nominate a Regular member for the remainder of the term of the office, with majority approval of the Regular members.

B. The Vice President:

- shall assume the presidency and its responsibilities for the remainder of term if the president resigns or is removed from the post.
- shall aid the president in running IRANSA.
- shall chair General Body and Officer meetings in the absence of the president.
- shall be responsible for the IRANSA homepage.
- shall maintain a confidential database of all members including alumni information.

C. The Treasurer:

- shall be responsible for all the financial affairs of IRANSA including but not limited to collecting dues and keeping a record of all income and expenditures.
- shall be responsible for making all financial information available to IRANSA members and the Union Executive Board upon request.
- shall be responsible for presenting an annual budget to the Union for Executive Board approval.

D. The General Secretary:

- shall record and maintain the minutes of all executive and General meetings.
- shall be responsible for preparing and distributing newsletters and all types of reports to club members and shall be responsible for any correspondence including electronic mail.

- shall maintain and update a calendar of IRANSA events and activities.
- shall be responsible for maintaining and submitting to the Rensselaer Union an accurate membership list.
- shall maintain the most current list of officers, addresses and phone numbers and submit it to the Rensselaer Union Administration office.

E. Public Relations:

- shall be responsible for organizing social gatherings, entertainment activities and tournaments.
- shall establish communication with other colleges and institutions concerning events and activities.
- shall be responsible for organizing cultural programs utilizing available resources such as WRPI.
- shall be responsible for exploring and presenting ideas about types of cultural activities.

5. Committees

- A. The IRANSA executive board may create any committee (e.g. social, cultural, constitution) to perform specific duties, and appoint a member to chair the created committee.
- B. All committees shall meet at their own discretion, and they shall be responsible to the IRANSA executive board.
- C. In the spirit of Articles 2 and 3A of this constitution, the membership of all committees shall be as diverse as possible.

6. Meetings:

- A. A General Body meeting shall be held within the first three weeks of every fall and spring semester.
- B. Officers meetings shall be held at least once a month during the school year.
- C. General Body or Officers meetings shall also be held on any of the following conditions:
 - President decides to call a meeting
 - Any three other officers decide to call a meeting
- D. Election meetings shall be called by the president and held in the spring semester of every academic year.
- E. Announcements for General Body, Election and Officers meetings shall be published in campus posters, or by any other means available, such as newsletters, e-mail and *The Poly* at least one week in advance.
- F. At least 50% of the officers must be present at any Officers meetings.
- G. At least 50% of the Regular members must be present at any General Body meetings.
- H. Any decision, in all the meetings, shall pass with simple majority of vote.
- I. The official language of all meetings shall be English unless, by unanimous vote of those present in the meeting, an alternative language is preferred.

7. Elections:

- A. IRANSA officers shall be nominated and elected individually for each position.
- B. The notice of an election meeting shall be given at least two weeks prior to the election date and shall be posted in the "Campus Notices" section of *The Poly* and on the "election bulletin board" at the Union one week prior to the election.
- C. All officers are elected for one year.
- D. A vote will be taken by secret ballot.
- E. Candidates will be elected by simple majority of Regular members present.
- F. At least 50% of the Regular members must be present at any election meeting.
- G. Candidates for the election shall be nominated for an officer position by at least one present Regular member and have accepted their nomination.
- H. The order for electing officers is President, Vice President, Treasurer, General Secretary and Public Relations officer.
- I. The candidate receiving more than 50% of the votes is elected. Should there be no candidate elected in the first ballot, the two candidates receiving the most votes shall run against each other in the second ballot for that office.
- J. Should there be a tie, the two candidates shall run against each other in another ballot for that office. Should there be a second tie, the officer will be selected by flipping a coin.
- K. A list of the newly elected officers shall be submitted to the Rensselaer Union Executive Board within one week of the election by the incoming General Secretary.

8. Disciplinary Action/Suspension:

- A. Resignation: Any officer may resign by submitting written notice to the IRANSA Executive Board. E-mail is an acceptable form of written notification.
- B. If a person has violated club rules or Rensselaer Union/RPI regulations, partial and total membership benefits and rights can be removed by a vote of at least two-thirds majority of the Regular Members at a general meeting called for that purpose. The subject individual whose rights are being voted upon has the right to attend that meeting and speak on his/her behalf.
- C. At any time during the penalty period, the issue resulting in the withdrawal of membership benefits or rights for student, faculty or staff members of the Rensselaer Community may be referred to the Rensselaer Union Judicial Board as an appeal case. The penalty remains in effect unless, or until, overturned by the Rensselaer Union Judicial Board. The withdrawal of membership benefits or rights of any other members, including, but not limited to, alumni and Associate Members participating by virtue of the Hudson-Mohawk Consortium relationship, may be appealed to the Rensselaer Union Executive Board.
- D. Removal: Any officer may be removed from office on receipt of a petition signed by 40% of the membership and then by the vote of two-thirds of Regular Members. Any officer removed from office is no longer eligible to hold any office on the Executive Board. The subject individual whose rights are being voted upon has the right to attend that meeting and speak on his/her behalf.

- E. Written notice to the subject individual and all Regular members shall be provided at least two weeks in advance of any meeting at which the removal of any member's or officer's rights or benefits are being voted upon.

9. Policies and By Laws:

- A. Policy Establishment: To pass a policy, standing rule, or bylaw, more than two-thirds of the Regular Members in attendance is required at a General Body meeting.
- B. Policy Revocation: To revoke a policy, standing rule, or bylaw, more than two-thirds of the Regular Members in attendance is required at a General Body meeting.

10. Finance:

- A. Should IRANSA become a funded organization, the Rensselaer Union Executive Board shall have the right to set the level of dues during the budgeting process.
- B. The dues will be collected by the Treasurer, or by the President in the absence of the Treasurer.
- C. Only the Treasurer and/or President has the power to sign any organizational document pertaining to finances.
- D. The club's budget will comply with the Rensselaer Union budget policy and procedures.
- E. Dues will be placed in a Rensselaer Union approved account.

11. Ratification and Amendments:

- A. The club's constitution shall be effective immediately upon ratification by a two-thirds majority of the Regular Members and subsequent approval by the Rensselaer Union Executive Board.
- B. If it becomes necessary that any part of the club's constitution be changed, or that additions to the club's constitution be made, a two-thirds majority of Regular members and subsequent approval by the Rensselaer Union Executive Board must be obtained.

12. Compliance with Union and Institute Standards:

- A. In the event that the club's constitution comes in conflict with any Rensselaer Union or Rensselaer Polytechnic Institute rule or standard, then the constitution will be superseded by that rule or standard.