



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

Association for the Development of Interest in the Indian Subcontinent

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish the Association for the Development of Interest in the Indian Subcontinent (ADITI) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

The organization shall be known as the Association for the Development of Interest in the Indian Subcontinent, referred to as the ADITI. The purpose of the Association is to promote awareness and appreciation of South Asian culture by engaging with the Rochester community. ADITI exists to provide an opportunity to interact and share the history, culture, and experiences of the Indian Subcontinent and South Asia, which includes the following countries: Bangladesh, Bhutan, India, Nepal, Pakistan, and Sri Lanka.

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - Active members are members who have attended at least 40% of general meetings and annual events.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to perform, compete, nor travel as part of a college student organization.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as 1/2 of the active membership plus one or more officers.

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. President
 - a. Need to have been on E-board for a year before running for this position unless no one else is qualified.
- B. Vice-President
 - a. Need to have been on E-board for a year before running for this position unless no one else is qualified.
- C. Business Manager
- D. Co-Cultural Chairs
- E. Co-Publicity Chairs
- F. Co-Communication Chairs
- G. First-Year Representative
- H. Senior Advisor
 - a. Member of the senior class who has at least one semester of E-Board experience, unless no one else is qualified.

SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. The President shall be tasked with the following responsibilities:
 - a. Leading meetings and conflict management.
 - b. Writing meeting agendas and sending them to the Vice President to be sent to the attendees.
 - c. Acting as a representative of ADITI to the outside community.
 - d. Monitoring the ADITI email and Google Drive.
 - e. Sending out tasks to the E-Board, ensuring they have enough information to

- execute their tasks and hold them accountable if not completed.
 - f. Handling and mediating internal and external conflicts.
 - g. Completing activity registrations on CCC and communicating with ECM and co-cultural chairs.
 - h. Communicating with advisor and other WCSA-affiliated staff.
 - i. Keeping a master attendance sheet for all general members and executive board members.
 - j. Maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association.
- F. The Vice President shall be responsible for the following responsibilities:
- a. Assisting the President with the above tasks.
 - b. Presiding over the E-Board in the President's absence and aids in President duties.
 - c. Reviewing meeting agenda to send out to the attendees.
 - d. Supporting and delegating tasks among E-board members, when necessary.
 - e. Managing CCC (i.e. filling out forms, activity reflections, etc.).
 - f. Assisting the president when communicating with ECM along with Co-Cultural Chairs.
 - g. Making all necessary reservations.
 - h. Fostering an environment of unity amongst e-board members through planning of team-building activities.
 - i. Making and maintaining a calendar of upcoming projects, meetings, and events.
- G. The Business Manager shall be tasked with the following responsibilities:
- a. Attending a mandatory business manager training at the beginning of the Fall semester.
 - b. Managing interactions with SAAC and submitting relevant forms anytime money is spent.
 - c. Handling all transactions with internal and external vendors (ECM, caterers, etc.)
 - d. Preparing the budget for the upcoming year every spring.
 - e. Keeping financial records.
 - f. Planning the organization, execution, and documentation of all fundraising efforts.
 - g. Facilitating events involving local vendors and for the management of alumni and parent donations.
 - h. Working with Co-Cultural and Co-Publicity Chairs to go over and ensure purchase orders are correctly handled.
 - i. Working with the President to communicate with the advisor and WCSA staff.

- H. The Co-Communication Chairs be tasked with the following responsibilities:
 - a. Maintaining and regularly checking the organization's email.
 - b. Maintaining consistent contact with outside groups and organizations with regard to potential co-sponsorship opportunities, or donation.
 - c. Coordinating ADITI members' attendance at co-sponsored events to ensure representation and promote ADITI.
 - d. Maintaining an accurate roll call and record of the minutes at all regular and Executive Board meetings.
 - e. Emailing general members and other organizations for co-sponsorships.
 - f. Emailing general members about events and news related to ADITI.
 - g. Administering outreach to potential performers, and ensuring that all relevant information is collected and organized for each performer, such as their performance description, music, and any other required materials.
 - h. Communicating the performance schedule and other logistical details to performers, ensuring they are well prepared for their performances.
 - i. Communicating with co-cultural chairs about performance preferences for performance order.
 - j. Serving as a key liaison between performers and the organization, providing guidance and support as needed throughout the planning and execution of each event.
 - k. Taking attendance at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.
 - l. Writing and distributing a monthly email newsletter.
- I. The Co-Publicity Chairs shall be tasked with the following responsibilities:
 - a. Designing and submitting flyer print requests for events through the copy center.
 - b. Making designs for tunnel painting and banner painting and coordinating meeting times for the aforementioned activities.
 - c. Making designs for social media (snapchat filters, Facebook profile pictures, etc.).
 - d. Maintaining engagement on social media platforms (i.e. Facebook and Instagram) and publicizing events.
- J. The Co-Cultural Chairs shall be tasked with the following responsibilities:
 - a. Decorating event spaces.
 - b. Creating and organizing committees required for events, specifically for our two largest events: the South Asian Expo and Mela. The duties will include forming various committee groups and actively reaching out to members to recruit them to join these committees.
 - c. Coming up with ideas for various events (SAE table activities, screenings, etc.) and keeping the programming culturally aware (activities consistent with the cultures we represent, accurate information, etc.).

- d. Communicating with performers for events.
 - e. Making purchase orders for events and giving it to the business manager.
 - f. Making a tentative schedule of the layout for each event.
 - g. Making sure that participants/performers are ready for events, lighting cues and performance orders sent to ECM). Note: at least one Co-Cultural Chair should be collaborating with ECM during the time of the event.
- K. The First-Year Representative shall be tasked with the following responsibilities:
- a. Reaching out to first years and transfer students, helping connect with ADITI and the University of Rochester community.
 - b. Assisting Co-Cultures and Co-Publicity Chairs through event planning and coordination.
 - c. Reaching out to general members and coordinating opportunities to volunteer for larger-scaled events.
- L. The Senior Advisor shall be tasked with the following responsibilities:
- a. Serving as mentors to the executive board members and the organization as a whole.
 - b. Assisting with the development of the organization's events and long term goals.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. Nomination and Elections Procedure -
- a. Candidates shall be determined through a self-nomination process. To become a candidate, active members shall complete and submit a platform prior to the election proceedings. Candidates can also be accepted on the day of the election without submitting a platform if no other candidate has presented their platform.
 - b. The outgoing President shall preside over the entirety of the elections process. Candidates will have 3-5 mins to pitch their platform. This will be followed by a maximum of 10 minutes allotted for questions and answers. After all questions are asked, the President shall provide a brief overview of each of the candidate platforms, and the members will have a maximum of 10 minutes for deliberation, unless the President decides to extend the deliberation time. In the case that the President decides to run for a position, the Vice President shall preside over the election, and if both the President and Vice President are unavailable, then the outgoing E-Board shall vote to choose the presiding officer.
 - c. The "no confidence" option is a way for members to express their dissatisfaction with the candidates running for a position.
 - i. If a majority of members vote for "no confidence," it indicates that they do not believe any of the candidates are suitable for the position.
 - ii. In such a scenario, the position would remain vacant until the next election cycle or special election cycle, giving members the

opportunity to nominate and vote for new candidates who are more qualified for the role.

- B. Term of Office - Officers shall serve for one academic year, and the transition period shall occur within one month of the new election.
- C. Timing of Elections - The Fall Election cycle shall take place during the month of September. The Spring Election cycle shall take place during the Spring Semester, at least two weeks before the end of classes.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a $\frac{2}{3}$ majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence. a. If a vacancy of a position exists as a result of a no confidence vote, someone must be selected for that position by the rest of the e-board within two academic weeks. This nominee will also be confirmed by the active membership, with at least 50% approval required.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

- A. The Association for the Development of Interest in the Indian Subcontinent of the University of Rochester will abide by their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Association for the Development of Interest in the Indian Subcontinent. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

The Association for the Development of Interest in the Indian Subcontinent abides by the nondiscrimination policy of the University of Rochester.

Signature of Confirmation

Date

Vishwa Shukla

President, Association for the Development of Interest in the Indian Subcontinent

Signature of Approval

Date

Evan Ji

Chair, Student Organization Administration & Review Committee