

# UMANG

THE INDIAN GRADUATE  
STUDENT ASSOCIATION

WASHINGTON UNIVERSITY IN ST. LOUIS

# CONSTITUTION

(Revised - June 2008)



## **ARTICLE I: NAME**

The organization shall be known as "Umang – The Indian Graduate Student Association of Washington University," hereafter referred to as *Umang*.

## **ARTICLE II: OBJECTIVES**

- 1.1. Provide a forum for closer interaction among graduate students, postdoctoral fellows, and others of Indian origin at Washington University and beyond.
- 1.2. Provide logistical support, advice, and guidance to the incoming Indian graduate students.
- 1.3. Promote interests and awareness in Indian culture among the Washington University community
- 1.4. Support and promote social causes related to India.
- 1.5. Facilitate interaction with eminent professionals.
- 1.6. Facilitate interaction with other student associations of Washington University and other Indian associations in the wider St. Louis community.

## **ARTICLE III: MEMBERSHIP**

### 1.1. CRITERIA

- (a) All graduate students, post-doctoral fellows, and research staff affiliated with Washington University are eligible for membership.
- (b) Spouses and partners of any eligible person are also eligible for membership.
- (c) No person shall be barred from seeking membership based on race, gender, nationality, or sexual orientation.
- (d) Persons not meeting the criteria set forth in Article III(1)(a) or III(1)(b) may be approved for membership by the Executive Council on a case-by-case basis in consultation with the Associate Dean of the Graduate School.

### 1.2. FEES

- (a) Individual membership in Umang may be obtained by paying a fixed fee that is determined by the Executive Council. This fee may be charged on an annual or per semester basis.
- (b) Any person qualifying for Umang membership can apply for a family membership to include a spouse or domestic partner. The cost of a family membership shall not exceed two times the amount of an individual membership.

- (c) The Executive Council may at its discretion offer part-year or part-semester memberships at a discounted rate for students who join mid-year or become Umang members at a late stage of the membership period.

### 1.3. BENEFITS

- (a) Umang members are eligible to attend any Umang event free of cost and any food offered at that event shall be made available to members free of cost.
- (b) If, in the course of certain activities that take place at commercial locations off campus where the Executive Council imposes a charge to cover the cost of the activity, Umang members will be offered participation at the actual cost of the activity imposed by the commercial entity and no more.
- (c) Sale of any articles by Umang to members will be at cost.

### 1.4. REMOVAL

- (a) Any person acting in a manner that is detrimental to Umang or bringing Umang into disrepute may have his/her membership terminated by two-thirds majority in the Executive Council.
- (b) The terminated member may at his/her option request refund of a pro-rated amount of the membership fee.

## ARTICLE IV: EXECUTIVE COUNCIL

### 1.1. STRUCTURE

- (a) The Executive Council is the governing body of Umang and is responsible for fulfilling the objectives laid out in Article II and representing Umang in University-wide committees.
- (b) Only graduate students enrolled in a full-time program at Washington University may occupy posts on the Executive Council.
- (c) The Executive Council shall consist of the President, Vice President - Administration, Vice President - Events, Cultural Secretary, General Secretary, Orientation Secretary, and Treasurer.
- (d) The tenure of the Executive Council will be from July 1 of the calendar year to June 30 of the following calendar year. The outgoing Executive Council will use the period between May 1 and June 30 to familiarize the incoming Executive Council with the duties and responsibilities of the Executive Council.

## 1.2. RESPONSIBILITIES

- (a) The President shall head the Executive Council, represent the organization, be responsible for the coordination of all activities and supervising the election of the succeeding Executive Council.
- (b) The Vice-President - Administration will deputize for the President in his/her absence and will have the casting vote in case of a deadlock in such a situation. He/she will also maintain email lists, member lists, and other records in conjunction with the Technology Representative.
- (c) The Vice-President - Events will be responsible for the organizational details of all Umang events. He/she will establish dates for events, present suitable venues to the Executive Council, arrange food and any other required items for the event.
- (d) The Cultural Secretary will be responsible for the logistics associated with each event. He/she will work closely with the Vice-President - Events to set up Umang events. The Cultural Secretary will also be responsible for identifying opportunities for cultural exchanges within Washington University and beyond.
- (e) The General Secretary is responsible for maintaining minutes of the Executive Council meetings and the General Body meetings. He/she will work closely with the Vice-President - Administration to ensure upkeep of all records of Umang as well as the website.
- (f) The Orientation Secretary will handle all aspects of dealing with prospective students. This includes making initial contact with prospective students, disseminating information in cooperation with the International Office, arranging airport pickups and temporary housing and providing assistance over email in the months leading up to Orientation.
- (g) The Treasurer is responsible for drawing up a budget and maintaining a record of expenses during the year. The treasurer is also responsible for ensuring the timely reimbursement of expenses incurred in the course of Umang business.

## 1.3. FUNCTIONING

- (a) The officers shall vote on all proposals in front of the Executive Council. The proposal will be considered passed by simple majority.
- (b) In the case of a tie, the President may exercise a casting vote. No officer in the Executive Council has veto power over any proposal, express or implied.

## 1.4. OTHER OFFICES

- (a) The Executive Council may appoint at their option, up to two school representatives that act as a liaison between Umang and students in the respective schools. Any current Umang member may be appointed as a representative for the school in which he/she is enrolled.
- (b) The Executive Council will appoint a Technology Representative subject to Article X(1)

## **ARTICLE V: BUDGET AND FISCAL POLICY**

- 1.1. Due to the timing of the budgeting process, the budget shall be drawn up in conjunction with the President and Treasurer of the Executive Council-elect. The President-elect may choose at his/her discretion to involve other members of the Executive Council-elect in the process.
- 1.2. The Executive Council must make every reasonable effort to control expenses and negotiate deals on food, supplies, and other necessary items. Efforts shall be made to re-use non-disposable items rather than re-purchasing them.
- 1.3. In the case that there is a windfall from fundraising, the additional funds should be used equally to organize additional events for Umang and saving into an informal contingency fund. The contingency fund should not at any point exceed the limits set by the Graduate Dean.

## **ARTICLE VI: GENERAL BODY MEETINGS**

- 1.1. A General Body Meeting can be called by the Executive Council and must be held at least once a year. Additional General Body Meetings may be held at the discretion of the Executive Council. The date and location of the General Body Meeting must be announced by the Executive Council at least 14 days in advance.
- 1.2. A General Body Meeting can also be called by a minimum of 5 members of Umang. The members must notify the Executive Council of this action and the Executive Council is beholden to call the meeting within two months of having received the notification.
- 1.3. The quorum for the GBM is the lesser of 10 members (excluding the Executive Council) and 1/3 of the total membership of Umang.

## **ARTICLE VII: ELECTIONS**

- 1.1. Election of the Executive Council will occur in two phases - nominations and elections. The current Executive Council must solicit nominations no later than April 1. Elections must be held and the Executive Council-elect in place by May 1 of any calendar year.
- 1.2. Any full-time graduate student of Washington University may be nominated for a post in the Executive council. The student in question need not be a member at the time of nomination. However, he/she is expected to become an Umang member for the calendar year in which they serve on the Executive Council.
- 1.3. A student who is not substantially present during the upcoming academic year (due to graduation or other leaves of absence) is ineligible to be nominated or elected to the post of President. He/she may be considered for other positions only if no other person has been nominated to that post.
- 1.4. No person may hold the position of President for more than one term. No person may serve on the Executive Council for more than two terms in any position.
- 1.5. Nominees are declared elected by simple majority. Elections are declared unanimous if the position is uncontested.

- 1.6. If there is a vacant position at the end of the elections or due to a resignation or removal, the position may be filled by the Executive Council-elect via nominations or another election. The position of President cannot be filled by nomination.
- 1.7. Voting in the elections is restricted to Umang members only.

## **ARTICLE VIII: AMENDMENTS**

- 1.1. Any amendments to the constitution must be distributed to the Umang general body via email or posting on the website at least two weeks before a General Body Meeting.
- 1.2. Amendments may be ratified only at a General Body meeting by two-thirds majority of present members when quorum is satisfied.
- 1.3. In the case of multiple amendments, they may be debated, modified, and approved as a single package necessitating only a single approval vote.

## **ARTICLE IX: REMOVALS AND RESIGNATIONS**

- 1.1. Any member of the Executive Council can be relieved of their duties by two-thirds majority of the membership of the Executive Council. The Executive Council is required to notify the officer in question at least 1 week prior to the action being taken and consider any statements from the officer in reaching their decision. The vacant position must be filled under the guidance of Article VII(6).
- 1.2. Any member wishing to resign from the Executive Council is required to provide notice at least one month prior to the effective date of the resignation. The vacant position must be filled under the guidance of Article VII(6).

## **ARTICLE X: TECHNOLOGY POLICIES**

- 1.1. TECHNOLOGY REPRESENTATIVE
  - (a) The Technology Representative must be a serving member of the current Umang Executive Council.
  - (b) The Technology Representative may be nominated by the Executive Council. In the case of there being two or more suitable candidates, a simple majority within the Executive Council will be used to determine the representative.
  - (c) The Technology Representative will ensure compliance of Umang's technology policies with ProGradS and University guidelines and act as a liaison between Umang and the Office of the Dean of the Graduate School and other technology support staff.

## 1.2. MAILING LIST

- (a) The mailing list will be maintained on the grad.wustl.edu server provided by the ProGradS community and administered by GPC and the Artsci Computing Center.
- (b) Only people affiliated with Washington University and their family members may be placed on this mailing list. For non-affiliated people, the Executive Council may use an alternate mailing solution.
- (c) The mailing list can only be used for official Umang business as defined in Article VII(3) of the Constitution.
- (d) Only the Technology Representative and the President will know the password for the mailing list.

## 1.3. EMAILS

- (a) The Executive Council may send emails using the mailing list for official Umang purposes such as event announcements, polls, and election of officers.
- (b) The mailing list may also be used to inform members of announcements of general interest or to promote the events of other student groups on campus and social causes in India.
- (c) The mailing list cannot under any circumstance be used for personal purposes or to promote a product, which may result in personal financial gain to any member of Umang.
- (d) The Executive Council will be the sole authority in determining the distribution of e-mails that do not fall under Section X(3)(a) or X(3)(b) of the constitution.

## 1.4. FORUMS AND BULLETIN BOARDS

- (a) The Umang Forum will be maintained on the grad.wustl.edu server provided by ProGradS and administered by GPC and the Artsci Computing Center.
- (b) Only people affiliated with Washington University and prospective students entering a full-time Washington University program within 6 months may register to post messages on the forum
- (c) The Technology Representative will be responsible for moderating the content of the forum, approving any new users, and keeping the forum software up to date to prevent malicious attacks.

## 1.5. WEBSITE

- (a) The Umang website will be used for dissemination of notices related to Umang events and other Umang related business.

- (b) The Technology Representative will be responsible for timely updates to the website. In the case where the Technology Representative is unwilling or unable to assume this responsibility, he may nominate any member of Umang to fulfill this task