

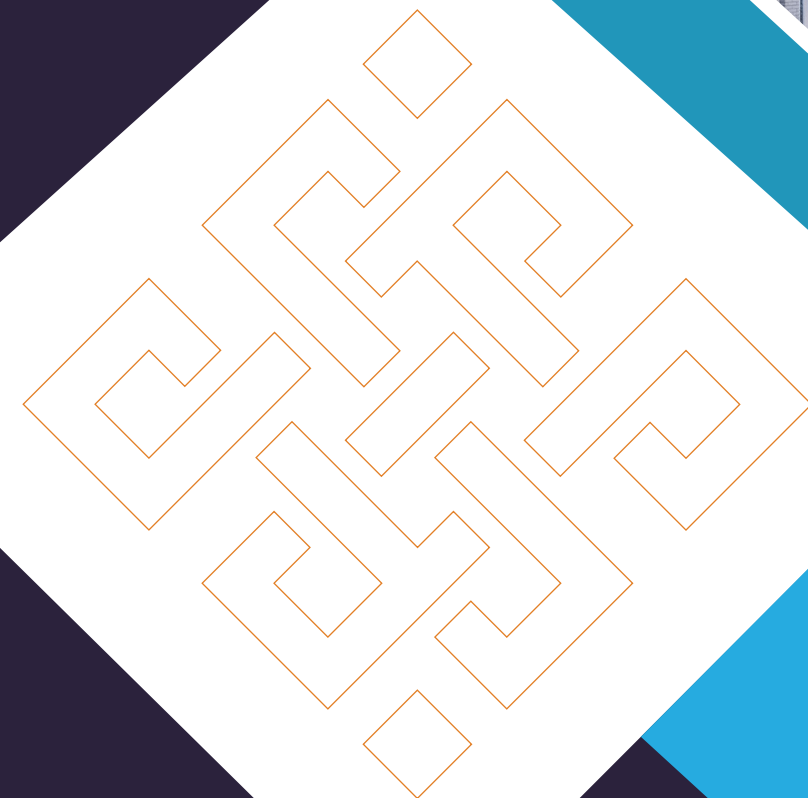


REVA UNIVERSITY

Bengaluru, India



REVA INTERNATIONAL
STUDENTS ASSOCIATION
(RISA)



www.reva.edu.in

RUKMINI EDUCATIONAL
Charitable Trust

CONSTITUTION FOR THE INTERNATIONAL STUDENTS ASSOCIATION IN REVA UNIVERSITY

ARTICLE I: NAME AND PURPOSE

Section 1: Name

The name of this organization shall be **REVA INTERNATIONAL STUDENTS ASSOCIATION** hereafter referred to as the Association.

Section 2: Purpose

The purpose of the Association shall be to promote the interests and welfare of the international students at Reva University to serve as a liaison between students and university administration, and to provide opportunities for students.

ARTICLE II: MEMBERSHIP

Section 1: Eligibility

All currently enrolled students at REVA University are eligible for membership in The Association.

Section 2: Representation

The Association shall include representatives from all countries represented at Reva, who shall be elected or appointed in a fair and transparent manner that ensures equitable representation. Every School in the university must have a minimum of one representative.

Section 3: Responsibilities

All members of the Association shall be responsible for attending meetings, participating in The Association activities, and promoting the goals and objectives of the organization.

ARTICLE III: OFFICERS

Section 1: Positions

The officers of the Association shall consist of a President, Vice-President (Male), Vice-President (Female), General Secretary, Joint Secretary, Treasurer, cultural secretary, sport secretary, Academic Secretary, Welfare Secretary, Social Outreach and Public Relation Secretary.

Section 2: Qualifications

The office must include only one representative per country.

All officers must be members of the Association, and in good academic standing with REVA University.

Section 3: Elections

Elections for officers shall be held at the end of each academic year. All elections shall be conducted in a fair and transparent manner and shall be open to all members of the Association.

Section 4: During the election all the international students of REVA University must vote.

Section 5: Term of Office

Officers shall serve a one-year term, beginning on August 1st and ending on June 31st of the following year.

ARTICLE IV: DUTIES OF OFFICERS

Section 1: President

The President shall preside over all Association meetings, represent the Association in meetings with university administration, and ensure that the goals and objectives of the Association are being pursued.

Section 2: Vice President (Male & Female)

The Vice President shall assume the duties of the President in their absence, assist the President in their duties, and oversee Council committees.

Section 3: General Secretary

The Secretary shall maintain all Association records, including meeting minutes and attendance records, and handle all correspondence on behalf of the Association.

Section 4: Treasurer

The Treasurer shall be responsible for maintaining accurate financial records, handling all Association funds, and preparing regular financial reports for the Association.

Section 5: Joint Secretary

The Joint Secretary shall assume the duties of the General Secretary in their absence, assist the General Secretary in their duties.

Section 6: Cultural Secretary

The cultural secretary shall be responsible of the management of the international students' cultural events at Reva university.

Section 7: Sport Secretary

The sport Secretary Shall organize sports activities fest involving the international students at Reva university and from other associations.

Section 8: Academic Secretary

The academic secretary shall supervise academic affairs such as promotion, tenure. Organize international student's orientation day and international students' conferences.

Section 9: Welfare Secretary

Devise and develop strategies to ensure strong and vibrant relation with Associations coordinate campaign works of the association.
Maintain media records of any international student event at Reva university.

Section 10: Social Outreach and Public Relation Secretary

Will be responsible for Oversees, plans, and implements community outreach strategies and activities.

ARTICLE V: MEETINGS

Section 1: Regular Meetings

The Association shall hold regular meetings at least once per month during the academic year. The time of these meetings shall be determined by the Association.

Section 2: Special Meetings

Special meetings may be called by the President or by a majority of the Association members with at least 48 hours' notice to all members.

Section 3: Quorum

A quorum for the association meetings shall consist of at least 50% of the Association members.

ARTICLE VI: COMMITTEES

Section 1: Committees

The Association may establish committees as needed to carry out its objectives. Committees shall be chaired by Association members and may include non-Association members as well.

Section 2: Committee Responsibilities

Each committee shall be responsible for carrying out specific tasks or projects as assigned by the Association. Committee chairs shall report regularly to the Council on their committee's progress.

ARTICLE VII: BYLAWS AND POLICIES

Section 1: Election Procedures

The Association shall establish procedures for conducting fair and transparent elections, including procedures for nominating candidates. Before the creation of the Association, Overseers (Signatories of the constitution) shall organize the election for the Officers of the Association.

ARTICLE VIII: FINANCES

Section 1: Budget

The Association shall create a budget for each academic year, which shall be approved by the Association members. The Treasurer shall manage Association funds in accordance with the approved budget.

Section 2: Fundraising

The Association may engage in fundraising activities to support its objectives, subject to university policies and regulations.

ARTICLE IX: AMENDMENTS

Section 1: Amendment Procedures

This constitution may be amended by a two-thirds vote of the Association members, provided that written notice of the proposed amendment is given to all members at least one week in advance.

Section 2: Review

The Association shall review and update the constitution as necessary at least once every Five years.

ARTICLE X: CODE OF CONDUCT

Section 1: Standards of Behaviour

All Association members shall adhere to a code of conduct that promotes mutual respect, professionalism, and ethical behaviour.

Section 2: Disciplinary Procedures

Any member of the Association who violates the code of conduct may be subject to disciplinary action, including but not limited to reprimand, suspension, or removal from office. Disciplinary procedures shall be established by the Association.

ARTICLE XI: DISSOLUTION

Dissolution Procedures:

In the event that the Association is dissolved, any remaining funds or assets shall be distributed to REVA University for the benefit of its students, subject to university policies and regulations.

ARTICLE XII: RATIFICATION

Section 1: Ratification Procedures

This constitution shall be ratified by a two-thirds vote of the Association members.

Section 2: Effective Date

This constitution shall become effective immediately upon ratification.

ARTICLE XIII: ELECTIONS

Section 1: Election Procedures

Elections for the student Association shall be held annually in accordance with the guidelines set forth in the bylaws. All students enrolled as members of association are eligible to vote shall have the opportunity to do so in a fair and transparent manner.

Section 2: Nominations

Nominations for the student Association shall be open to all students who have enrolled as member and who meet the eligibility criteria set forth in the bylaws. Nominees must submit their candidacy to the election committee with all relevant documents necessary for contesting in election within the established deadline.

ARTICLE XIV: COMMITTEES

Section 1: Creation and Purpose

The Association may create committees as needed to carry out its objectives. The purpose of each committee shall be clearly defined by the Association.

The committee shall come into force only on the approval of the Advisory Committee.

Section 2: Composition and Membership

Each committee shall be composed of at least one Association member and additional students as necessary. The Association shall appoint members to each committee.

ARTICLE XV: ADVISORS

Section 1: Selection

The Association should be advised by one or more advisors to provide guidance and support in the execution of its objectives. Advisors shall be from authority of the university, or some student selected based on their experience and expertise in areas relevant to the Association's work.

Section 2: Role and Responsibilities

Advisors shall serve in an advisory capacity and shall not have voting rights. They shall provide guidance and support to the Association and shall attend Association meetings as necessary.

ARTICLE XVI: TRANSITION

Section 1: Succession Planning

The Association shall establish a succession plan to ensure a smooth transition of leadership and continuity of the Association work.

Section 2: Orientation and Training

Newly elected Association members shall receive orientation and training to ensure a clear understanding of their roles and responsibilities.

ARTICLE XVII: INTERPRETATION

Section 1: Authority

The Association shall have the authority to interpret the provisions of this constitution and to make decisions on matters not specifically addressed herein.

Section 1: Disclosure

Association members shall disclose any conflicts of interest or potential conflicts of interest that may arise in the course of their work on the Association.

Section 2: Recusal

Association members shall recuse themselves from any decision-making process in which they have a conflict of interest or potential conflict of interest.

ARTICLE XIX: NON-DISCRIMINATION

Section 1: Non-Discrimination Policy

The Association shall adhere to a non-discrimination policy that prohibits discrimination based on race, ethnicity, gender, sexual orientation, religion, or any other protected characteristic.

Section 2: Compliance with University Policies

The Association shall comply with all university policies and regulations related to non-discrimination and equal opportunity.

ARTICLE XX: RECORDS AND DOCUMENTATION

Section 1: Record Keeping

The Association shall maintain accurate and complete records of its meetings, decisions, and activities.

Section 2: Access to Records

Association members shall have access to Association records as necessary to carry out their responsibilities. The public may also have access to these records in accordance with university policies and regulations.

ARTICLE XXI: LIABILITY AND INSURANCE

Section 1: Liability

The Association shall not be held liable for any damages, losses, or injuries resulting from its activities, provided that such activities were carried out in good faith and in accordance with this constitution and university policies and regulations.

Section 2: Insurance

The Association may obtain liability insurance as necessary to protect itself and its members from potential legal liability.

ARTICLE XXII: PUBLIC RELATIONS

Section 1: Public Communications

The Association shall be responsible for communicating with the public on matters related to its work. All public communications shall be consistent with the Association's objectives and shall adhere to university policies and regulations.

Section 2: Media Relations

The Association shall designate a spokesperson to handle media inquiries and shall establish procedures for responding to media requests.

ARTICLE XXIII: EVALUATION

Section 1: Evaluation Procedures

The Association shall conduct a self-evaluation at least once per academic year to assess its performance and identify areas for improvement.

Section 2: Assessment Criteria

The Association shall establish criteria for evaluating its performance, which may include measures such as meeting attendance, achievement of objectives, and feedback from stakeholders.

ARTICLE XXIV: BUDGET AND FINANCIAL MANAGEMENT

Section 1: Budget Preparation

The Association shall prepare an annual budget that reflects its objectives and priorities. The budget shall be presented to the student body for approval.

Section 2: Financial Management

The Association shall manage its finances in a responsible and transparent manner, in accordance with university policies and regulations.

ARTICLE XXV: AMENDMENTS

Section 1: Amendment Procedures

This constitution may be amended by a two-thirds vote of the Association, provided that the proposed amendments have been submitted in writing to all Association members at least two weeks prior to the vote.

Section 2: Approval

Amendments to this constitution shall be approved by the university administration before they can take effect.

ARTICLE XXVI: DISSOLUTION

Section 1: Dissolution Procedures

In the event that the Association is dissolved, its assets shall be distributed in accordance with university policies and regulations.

Section 2: Disposition of Records

Association records shall be transferred to the university archives or to another appropriate repository in accordance with university policies and regulations.

ARTICLE XXVII: ADVISORY COMMITTEES

Section 1: Establishment of Advisory Committee

The University shall establish advisory committees to overview the working of the association. The advisory committee composed of Vice Chancellor, Pro Vice Chancellor (AGTP), Pro Vice Chancellor (Engg), Registrar and Director (International Relations and Research Collaborations)

Section 2: Appointment of Members

Advisory committee members shall be appointed by the University and all the discussions of the Association shall place before the committee and only on the approval the same it will be implemented. The decision of the advisory committee will be final in all matters of the association.

ARTICLE XXVIII: CONFIDENTIALITY

Section 1: Confidentiality of Association Discussions

Association members shall maintain the confidentiality of Association discussions and decisions, except as required by law or university policy.

Section 2: Confidentiality of Student Information

The Association shall protect the confidentiality of student information in accordance with university policies and regulations.

ARTICLE XXIX: REMOVAL FROM OFFICE

Section 1: Grounds for Removal

Association members may be removed from office for cause, including but not limited to violations of this constitution or university policies and regulations, failure to fulfil the duties of their office, or conduct unbecoming of Association member.

Section 2: Removal Procedures

The Association shall establish procedures for removing members from office, which shall include notice, an opportunity to be heard, and a vote of the Association.

ARTICLE XXX: SUSTAINABILITY

Section 1: Promotion of Sustainability

The Association shall promote sustainable practices on campus and advocate for policies and programs that support environmental sustainability.

Section 2: Sustainable Practices

The Association shall strive to incorporate sustainable practices in its operations, including but not limited to reducing waste, conserving energy and water, and using environmentally friendly products.

ARTICLE XXXI: DIVERSITY AND INCLUSION

Section 1: Commitment to Diversity and Inclusion

The Association shall promote diversity and inclusion on campus and advocate for policies and programs that support these values.

Section 2: Inclusive Practices

The Association shall strive to incorporate inclusive practices in its operations, including but not limited to ensuring diverse representation in Association leadership, promoting dialogue, and understanding across cultures and backgrounds, and actively working to prevent discrimination and bias.

ARTICLE XXXII: SIGNATORIES

Section 1: Advisory Committee Signatories

1. Vice Chancellor
2. Pro Vice Chancellor (AGTP)
3. Pro Vice Chancellor (Engg)
4. Registrar
5. Director – International Relations and Research Collaborations:

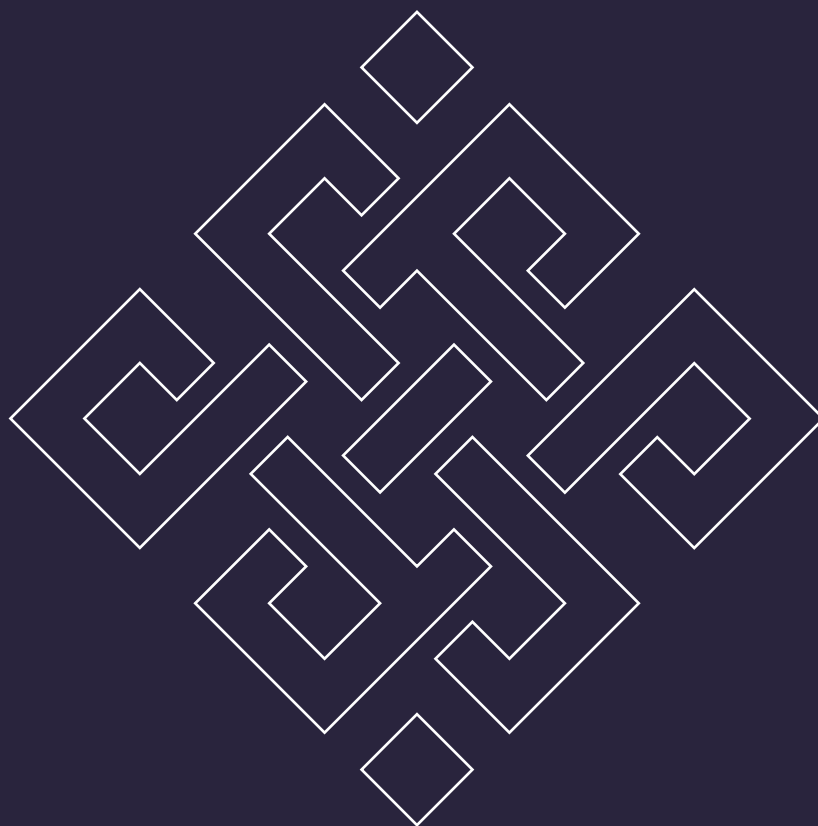
Section 2: Signatories

The following individuals are current Overseers of the Association and have signed this constitution as a symbol of their commitment to its principles and objectives:

Organization committee:

President
Vice President
General Secretary

Section 2: Updates to Signatories



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