



## Constitution of the Iranian Student Association at the University of New Mexico

Last revised: October 4, 2015

### PREAMBLE

We, the members of the Iranian Student Association at the University of New Mexico, do hereby establish this constitution in order that our purpose be realized to its fullest extent. This constitution is and remains the main document with the highest priority for any evaluation, judgment or any type of necessary measurements regarding the organization's activities.

### ARTICLE I. NAME

The name of the organization will be "Iranian Student Association at UNM" at the University of New Mexico, henceforth referred to as "IRSA". The University of New Mexico is henceforth referred to as "UNM".

### ARTICLE II. PURPOSE

IRSA is a non-profit, non-political, and non-religious association. As a cultural or international organization, the purpose of IRSA will be to promote the understanding of Iranian culture, to foster friendship among different groups, and to serve the community at the University of New Mexico.

### ARTICLE III. BASIC POLICIES

- **Section 1.** IRSA shall be non-commercial.
- **Section 2.** The name "IRSA" or the names of any members in their official capacities shall not be used in connection with a commercial concern.
- **Section 3.** IRSA shall cooperate with the University of New Mexico to support the improvement of education in ways that will not interfere with the administration of the University.

- **Section 4.** IRSA may cooperate with other organizations and agencies, but persons representing the organization in such matters shall make no commitments that bind the organization.
- **Section 5.** IRSA agrees to abide by all university policies and local, state, and federal laws.

#### **ARTICLE IV. MEMBERSHIP**

- **Section 1.** Any UNM student, faculty member or staff member who subscribes to the purpose and basic policies of IRSA may become a member of IRSA, subject only to compliance with the provisions of the constitution. NO STUDENT WHO MEETS THE OTHER CRITERIA FOR MEMBERSHIP CAN BE DENIED MEMBERSHIP ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL STATUS, VETERAN'S STATUS, OR SEXUAL PREFERENCE.
- **Section 2.** Active membership is restricted to UNM students. Associate membership is restricted to UNM faculty and staff. Associate members are non-voting members.

#### **Guidelines:**

- **Section 1.** All UNM students (both full-time and part-time) are eligible for membership in IRSA.
- **Section 2.** No restrictions are placed on membership to IRSA
- **Section 3.** IRSA shall conduct a semi-annual enrollment of members during the public session meeting, but persons may be admitted to membership at any time. Active members will include UNM students who have completed the membership application through UNM campus life portal.
- **Section 4.** Only active members shall have the right to vote and hold office in IRSA.
- **Section 5.** The IRSA membership is free. However, donations to support IRSA are highly encouraged.
- **Section 6.** In the event of dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes specified in Section 501C(3) of the Internal Revenue Code of 1954 as from time to time amended.

#### **ARTICLE V. OFFICERS AND THEIR ELECTION**

- **Section 1.** To be eligible to be elected to, appointed to, or to hold an office or be a standing committee chairperson:
  - A. Undergraduate students must be enrolled as full-time students at UNM; graduate students must be enrolled as part-time (with at least 6 hours) or full-time students at UNM.
  - B. Undergraduate students must have at least a 3.0 cumulative GPA, 3.5 for graduate students, and be in good academic standing with the University.

- C. Students must not be on disciplinary probation or deferred suspension. This includes newly elected officers, as well as continuing officers. Students may continue organizational membership if on disciplinary probation.
- D. Students must meet all other academic standards established by the student organization and included in the organization's constitution and/or bylaws.
- E. Graduating seniors who are not registered full-time may still hold office in a student organization during the semester in which they are scheduled to graduate.
- **Section 2.** The following positions should be held by the board: a President, a Vice-President, a Secretary and Treasurer, an Event Coordinator, a Cultural Chair, and a Public Relations.
  - **Section 3.**
    - A. **President:** shall be the official representative of IRSA, shall preside at all of the meetings of IRSA and of the officers meetings, and shall coordinate the work of the officers and members, in order that projects be promoted.
    - B. **Vice President:** should cover the President's responsibilities, if and only if he resigned or was not available to cover his duties. Vice President could also participate in University meetings on behalf of the President. He/she is not a separate position and should be along one of the following positions.
    - C. **Secretary and Treasurer:** shall record the minutes of all meetings of IRSA and document them and be in charge of election ballot. He/She shall receive all monies of the IRSA; shall maintain and accurately record all financial transactions of IRSA; shall pay out local funds in accordance with approved budget as authorized by the organization and shall present a financial statement when requested by the President.
    - D. **Cultural Chair:** shall be responsible to coordinate any cultural group and organizes their activities.
    - E. **Event Coordinator:** shall be in charge of coordinating the events of IRSA like any celebration, exhibition, monthly gatherings or sport activities. He/She should cooperate with cultural chair in order to organize cultural events.
    - F. **Public Relations:** serves as a public relations coordinator of the organization through organizing e-mails, IRSA announcements, and IRSA website. Reserve room for IRSA events and meetings on UNM campus; update the member list and their contact information. Subdivisions like Webmaster and newcomers' section would be included in his/her responsibilities.
  - **Section 4.**
    - A. The election is hold only for the President position. The President candidate is required to announce up to four active members of IRSA as his/her team of officers for all of the positions listed in section 3 when he/she nominates himself/herself.

- B. Interested members must announce their candidacy by submitting a written statement to the secretary till 24 hours before the election.
  - C. The President shall be elected by ballot annually at the last officers meeting of the organization; however, if there is only one nominee, it shall be in order to move that the secretary cast the elective ballot of the organization for the nominee. The election of a member can only be completed by a majority of the voters.
  - D. A vote to President is considered as approval to his/her team of officers.
  - E. The team of officers is in position of decision in any executive activity of IRSA with internal voting.
  - F. The term limit for all officer positions is one academic year.
- **Section 5.**
    - A. The faculty advisor shall serve as a resource and support mechanism for the officers and members of the organization. The faculty advisor should attend meetings and other events as he/she finds necessary.
    - B. The responsibility of the officers and faculty advisors are not limited to what is mentioned above and they shall assist one another in order to achieve the goals of IRSA.
  - **Section 6.** A vacancy occurring in any office shall be filled for the non-expired term by a person elected by majority vote of the active members of IRSA.
  - **Section 7.** Any officer of IRSA in violation of the organization's purpose or constitution may be removed from office by the following processes:
    - A. A written request by at least five members of the organization.
    - B. Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.
    - C. A two-thirds (2/3) majority vote is necessary to remove the officer.

## ARTICLE VI. AMENDMENTS AND BY-LAWS

- **Section 1.** This constitution may be amended at any officers meeting of the organization by a two-thirds vote of the members present and voting; provided that notice of the proposed amendment shall have been given at the previous meeting and that the proposed amendment shall be subject to approval of Campus Life.
- **Section 2.** By-laws shall be added to this constitution by a simple majority vote of the active members at an officers meeting. This constitution takes precedence over any and all by-laws.

## ARTICLE VII. REGISTRATION RENEWAL

The Iranian Students Association at UNM will apply for re-chartering on an annual basis by attending a re-chartering session in the Fall semester of each year no later than October 1<sup>st</sup> of each year.