

Indian Student Association Cottbus (ISAC) Constitution

ARTICLE I: INTRODUCTION

Section I: Name

This constitution establishes the Indian Student Association in Cottbus, a student association at Brandenburg University of Technology, Cottbus-Senftenberg. The organization shall be known as 'Indian Student Association Cottbus', hereafter shall be referred to as 'ISAC'.

Section II: Purpose

The main purpose of the organization is to connect, guide and provide assistance to Indian students in Cottbus. ISAC should maintain a directory of points of contacts for visa related issues, health issues, international relations and Indian students of different courses to guide the newcomers. The directory should be updated as and when required.

Section III: Objectives

The objectives of the Organization are:

- a. To provide help and assistance within the capacity of the organisation to the new Indian students coming to Cottbus-Senftenberg and the ones presently studying in Cottbus-Senftenberg.
- b. To project a positive image of India and its cultural values and identity.
- c. To disseminate information which is pertinent to India and/or beneficial to Indians.
- d. To speak with a united and effective voice in any matter that would affect the wellbeing of the Indian students at Cottbus-Senftenberg.

Section IV: Authority

- A. ISAC is a voluntary organisation. Taking money from students to host events or any activities, is strictly prohibited. In case of requirement of funds, the ISAC Working Committee should pitch in financial means and approach the relevant university office for reimbursement.

- B. To motivate the volunteer participation, ISAC is authorised to distribute Certificates of Participation. No other incentives or monetary benefits shall be granted.

ARTICLE II: ORGANIZATIONAL STRUCTURE

Section I: Working Committee

The Working Committee of ISAC shall comprise the Core Committee and the Advisory Body.

Section II: Core Committee (CC)

- A. A Core Committee Member (CCM) shall be one who has been elected by the previous elected Working Committee Members, in elections carried out as prescribed in Article II, Section II.F. ISAC Core Committee of 10 members should follow an equal gender ratio consisting of the same number of girls and guys. In case there doesn't exist a sufficient number of either gender participation in the elections, the candidates from the said gender shall be voted in unopposed and the remaining seats shall remain vacant.
- B. To be eligible to contest elections as a Core Committee Member of ISAC, one must:
 - a. be an Indian Passport Holder
 - b. be a matriculated Student at Brandenburg University of Technology, Cottbus-Senftenberg.
 - c. have never been a member of the Core Committee.or
have been an interim member of the Core Committee.
- C. The term of the Core Committee Members shall be from 1st January of the elected year to 31st December of the same year. The term of a Core Committee Member is limited to a period of one year. A Core Committee Member cannot run for elections to be a member of the Core Committee again. However, a Core Committee member may run for the Advisory Body elections.
- D. The Membership of a Core Committee Member shall cease to exist on:
 - a. completion of the Term, i.e. on 31st December of every year.

- b. exmatriculation of the said Member from Brandenburg University of Technology, Cottbus-Senftenberg.
 - c. being voted out by other Working Committee Members by a two-thirds majority vote, citing reasons specified in Working Guidelines Article III, Section III. D.
 - d. resignation due to reasons as specified by the said member.
- E. In the event that a seat of a Core Committee member is vacated due to the above mentioned reasons, the other members of the Core Committee may carry out elections to fill up that position until the end of the term, i.e. until 31st December, provided there are no less than 3 months left for the completion of the term of the Core Committee, in which case the position shall be left vacant.
- a. The elected member shall be treated as a Full member if there are no less than 6 months until the completion of the term, i.e. till the 31st December of every Year.
 - b. The elected member shall be treated as an Interim Member if there are less than 6 months but more than 3 months until the completion of the term, i.e. till the 31st December of every Year.
 - c. Interim Members may run for elections of the Core Committee after the completion of their interim term.
- F. The election shall be conducted in the month of December every year with following guidelines:
- a. The call for candidature will be open on 1st December of every year.
 - b. The Working Committee Members shall vote for the new Core Committee Members in the last week of December. The date shall be decided on consensus within the Working Committee.
 - c. Results shall be declared on the same day and new members shall take charge of the workload from the 1st of January of the next year.
- G. The Core Committee shall be divided into teams as mentioned in Working Guidelines Article II, Section I.

Section III: Advisory Body (AB)

- A. An Advisory Body Member (ABM) shall be one who has been elected by the previous elected Working Committee Members, in elections carried out as prescribed in Article II, Section III.F.

- B. To be eligible to contest elections as an Advisory Body Member of ISAC, one must:
- a. be an Indian Passport Holder
 - b. be a matriculated Student at Brandenburg University of Technology, Cottbus-Senftenberg.
 - c. have completed one term as a full member of the Core Committee.
- C. The term of the Advisory Body Members shall be from 1st January of the elected year to 31st December of the same year. The term of an Advisory Body Member is limited to a period of one year. An Advisory Body Member cannot run for elections to be a member of either the Core Committee or the Advisory Body.
- D. The Membership of an Advisory Body Member shall cease to exist on:
- a. completion of the Term, i.e. on 31st December of every year.
 - b. exmatriculation of the said Member from Brandenburg University of Technology, Cottbus-Senftenberg.
 - c. being voted out by other Working Committee Members by a two-thirds majority vote, citing reasons specified in Working Guidelines Article III, Section III. D.
 - d. resignation due to reasons as specified by the said member.
- E. In the event that a seat of an Advisory Body Member is vacated due to the above mentioned reasons, the position shall be left vacant, with another Advisory Body Member taking up the additional charge for that position, if required.
- F. The election shall be conducted in the month of December every year with following guidelines:
- a. The call for candidature, from the current Core Committee Members will be open on 1st December of every year.
 - b. The Working Committee Members shall vote for the new Advisory Body Members in the last week of December. The date shall be decided on consensus within the Working Committee.
 - c. Results shall be declared on the same day and new members shall take charge of the workload from the 1st of January of the next year.
- G. The Advisory Body shall be divided into teams with at least one Advisory Member present per Team mentioned in Working Guidelines Article II, Section I.

ARTICLE III: WORKING COMMITTEE ELECTION PROCESS

Section I: Selection Timing

- A. Main Elections for the Working Committee will be held in the month of December. The newly-elected Working Committee shall take charge of the workload from the 1st of January of the following year.
- B. Interim elections may take place in the event that a seat of a Core Committee member is vacated. Other members of the Working Committee may carry out elections to fill up that position until the end of the term, i.e. until 31st December, provided there are no less than 3 months left for the completion of the term of the Core Committee, in which case the position shall be left vacant. No Interim elections may be carried out in the months of October to December.

Section II: Seats open for elections

- A. All the seats (10) held by the incumbent Core Committee will be open for elections at the end of every year.
- B. All the seats (no more than 5) held by the incumbent Advisory Body shall be open for elections at the end of every year.

Section III: Candidature

- A. The call for candidates shall be announced on the 1st of December every Year.
- B. The candidates running for the Core Committee should fulfil the eligibility as prescribed in Article II, Section II.B. The candidates running for the advisory body should fulfil the eligibility as prescribed in Article II, Section III.B.

Section IV: Election and Voting Procedures

- A. Based on the number of candidates, elections will be held. The medium of elections shall be as prescribed in the Working Guidelines. Members of the incumbent Working Committee shall be eligible to vote. 10 Members of the New Core Committee and (no more than) 5 Members of the New Advisory

Body shall thus be elected, to start their term from the 1st of January of the following Year.

- B. Every Working Committee member shall vote for 10 candidates from the list of candidates who are running elections. The 10 members who get the most number of votes shall be elected to the Core Committee.
- C. Every Working Committee member shall then vote for a maximum of 5 candidates from the list of incumbent Core Committee members running elections for the Advisory Body. The 5 members who get the most number of votes shall be elected to the Advisory Body.
- D. In the case of a tie, a second round of elections shall be immediately held to act as a tiebreaker.
- E. If there are only 5 (five) or less than five Core Committee members running for elections to the Advisory Body, they shall be elected to the newly elected Advisory Body unopposed.

Section V: Notification of Elections

ARTICLE IV: WORKING GUIDELINES

Section I: Introduction

- A. The working Guidelines of ISAC shall be the basic framework of the working procedure for the Working Committee of ISAC. The main purpose of the working guidelines is to provide a written document clearly mentioning the rules that all the members of the Working Committee, including both the Advisory Body and the Core Committee, shall follow.

Section II: Amendments

- A. Working Guidelines shall be amended by every elected Working Committee, no less than 2 months after their election to the Working Committee, i.e. until 28th of February of every year.

- B. The newly elected Core Committee on the advice of the newly elected Advisory Body, if required, shall make changes to the already existing Working Model. On the basis of the feasibility and smoothness of the working, the team can continue making changes until completing the amendment by the end of February every year.
- C. The Amendment shall be approved in the Working Committee with a vote carried out in the presence of a quorum, as mentioned in the ISAC Constitution Article V, Section II A.
- D. Minor amendments may be carried out in the Working Guidelines from time to time, if required. However these Amendments shall also be carried out in the presence of a quorum, as mentioned in the ISAC Constitution Article V, Section II A.

ARTICLE V: MEETINGS

Section I: Types and Occurrences of Meetings

- A. General meetings shall be held according to the frequency as specified and amended in the Working Guidelines.
- B. Special Meetings shall be held as per requirement, decided during one of the general meetings.

Section II: Quorum

- A. A Quorum shall consist of at least one half of the total members, i.e. at least 8 members are required for a vote. No votes shall be taken in the absence of a quorum.

Section III: Mode of Meeting

- A. Mode of the meetings shall be decided by the Working Committee on their first meeting and accordingly the Working Guidelines shall be amended.

Section IV: Voting in the Meetings

- A. Voting shall be conducted in the meetings on the issues / amendments of the Constitution and the working Guidelines. The medium of Voting shall be decided by the Admin Team members by consensus.

ARTICLE VI: ETHICS

Section I: Moral obligation

- A. The working members of the team are obliged to maintain a moral ground for work and comply with the code of conduct of communication, training and monitoring, compliance with rules and regulations, respect for personal dignity and impartiality, honesty, propriety, business integrity and value of human resources and teamwork.

Section II: Anti discrimination

- A. As per the policy, there will be no discrimination or harassment on the grounds of sex, race, color, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment.

The Constitution of the Indian Students Association, Cottbus shall come in force on the day of 1st of January 2022, passed with a vote - xx in favour and xx against.