

ARTICLE I. Name and Purpose

Section A. Name

Part 1. The official name for this organization is "IRANIAN GRADUATE STUDENTS ASSOCIATION".

Part 2. This organization will use this name or its acronym, "IGSA" in all publicity materials and correspondence.

Section B. Purpose

Part 1. All activities of IGSA are directed towards the following purposes:

- To promote an understanding of Persian culture at USC
- To foster friendship among different cultural groups
- To provide a source of union and support for Iranian community at USC

Part 2. To attain the above goals IGSA will sponsor social and cultural events.

ARTICLE II. Membership

Section A. Types

Part 1. All currently enrolled Iranian graduate students are eligible to be voting members.

Part 2. All other USC students and USC staff, faculty, alumni, and alumnae are eligible to be non-voting members.

Section B. Requirements

Part 1. Voting rights will be granted after an application has been submitted to current holders of IGSA office and are valid until the end of the spring semester. They may be extended for the following year; given the membership requirements are satisfied.

Part 2. In case a member fails to maintain his/her student status, his/her membership shall be terminated. Membership shall be restored when he/she regains student status.

Part 3. All members are required to demonstrate support for the purpose of IGSA

Part 4. Membership decisions will not discriminate on the basis of age, race, religion or creed, national origin, ethnicity, gender, disability, or sexual orientation.

Section C. Rights

Part 1. Only voting members are eligible to participate in voting processes.

Part 2. All members are eligible to attend all meetings and events of this organization.

Part 3. If a fee is charged to attend a particular event, the membership will establish a fee scale for voting members, non-voting members, and others as appropriate.

Section D. Withdrawal of Membership

Part 1. Members may have their membership withdrawn for failure to adhere to the requirements for membership as stated above.

Part 2. A simple majority vote of quorum present at a special meeting is required for withdrawal of a membership.

Part 3. Members to be voted upon in this regard will be notified of the intention to do so in writing at least two weeks prior to the meeting at which the vote will be taken.

ARTICLE III. Officers

Section A. Officer Titles

- President
- Vice-President
- Treasurer
- Public Relations
- Event Coordinator

Section B. Duties

Part 1. The President shall:

- Preside over meetings and be responsible for the execution of all decisions adopted by the organization officers.
- Vote on IGSA matters only in case of a tie.

Part 2. The Vice-President shall:

- Assist the President in the execution of decisions.
- Maintain IGSA property and supplies.
- Maintain the approved constitution of IGSA.
- Record the minutes of all meetings of IGSA and post them on IGSA website.

Part 3. The Treasurer shall:

- Attend GSG orientation and ensure all the USC policies are followed.
- Manage the budget and finances of IGSA.
- Maintain records and reports on the financial transactions of IGSA.
- Arrange for fund requests through the University.

Part 4. The Public Relation Chair shall:

- Coordinate all the IGSA's interaction with other organizations.
- Handle email correspondence of IGSA.
- Manage IGSA website.

Part 5. The Event Coordinator shall:

- Direct the planning of IGSA programs and events.
- Produce flyers of IGSA events.
- Reserve all venues for IGSA events.

- Part 6. All Board Officers are expected to attend every general and special meeting, as well as assist in activities sponsored by IGSA.
- Part 7. All officers should meet with IGSA advisor regularly.
- Part 8. Within one week after the results of the election are revealed, the old officers should meet with the newly elected officers to educate the new officers and hand them all the documents they have from the past year.

Section C. Requirements For Running For and Holding the Office

- Part 1. All officers and candidates for office must be currently enrolled USC students.
- Part 2. All officers and candidates for office must be voting members.

Section D. Nomination and Election

- Part 1. Any members may nominate any other member, including himself or herself.
- Part 2. Only voting members can take part in the election.
- Part 3. Nomination should end prior to the start of election.
- Part 4. Election should be completed by the end of April.
- Part 5. The nominees with the highest number of votes in the election will be elected as officers.
- Part 6. The votes should remain unseen throughout the election. If for any reason the confidentiality of the election is compromised, the election would automatically be cancelled and a re-election is to be held.
- Part 7. When required, the election would be supervised by IGSA advisor.
- Part 8. In case of a tie, if neither of the nominees withdraws from the position, a reelection should be held.

Section E. Removal From Office

- Part 1. Officers may be removed from office for failure to perform duties or for violations of the membership clause.
- Part 2. A two-thirds vote of the members present at a special meeting shall be sufficient for removal from office. For more information regarding special meetings refer to Article IV, Section C.
- Part 3. Officers to be voted upon in this regard will be notified of the intention to do so in writing, at least one week prior to the meeting at which the vote will be taken.

Section F. Terms of Office and Vacancies

- Part 1. The term of IGSA office is one year starting in summer and ending by the end of subsequent spring semester.
- Part 2. Should a vacancy in office occur, there will be another nomination procedure and election for that vacant office, during special meeting of the association.

Part 3. In the meantime, the Treasurer will assume the duties of the President, and the Public Relation Chair will assume the duties of the Treasurer, and the Event Coordinator will assume the duties of the Public Relation Chair, and the Vice-President will assume the duties of the Event Coordinator should those offices be vacant.

ARTICLE IV. Meetings

In order to facilitate the participation of members in the meetings, the meetings should not be held during regular business hours. In special cases, this limitation can be bypassed.

Section A. Quorum

Part 1. Quorum is one half of the total number of voting members which participated in IGSA executive board election of the corresponding year.

Section B. General Meetings

Part 1. In the beginning of the fall semester, IGSA executive board should hold a general meeting in order to demonstrate their goals throughout the year.

Part 2. By the end of each semester, a general meeting should be held to overview IGSA's activities during that semester.

Section C. Special Meetings

Part 1. Special meetings are called to conduct business in the organization.

Part 2. Proceeding of a special meeting cannot have authority in the absence of a quorum.

Part 3. The agenda of the meeting should be provided for the voting members, at least two week prior to the special meeting.

Part 4. The president should call for a special meeting.

Part 5. Upon the request of the quorum a special meeting should be held.

Part 6. A simple majority vote of members present at a special meeting is required to pass a Resolution or Bylaw Amendment.

Part 7. A two-thirds vote of the members present at the special meeting is required to pass a Constitutional Amendment.

ARTICLE V. Affiliations

Section A. USC

Part 1. IGSA is a recognized student organization at the University of Southern California, but is not a part of the university itself.

Part 2. In all correspondence business transactions, it may refer to itself as an organization at USC, but not as a part of USC itself.

Part 3. IGSA accepts full financial and production responsibility for all activities it sponsors.

Part 4. IGSA agrees to abide by all pertinent USC policies and regulations. Where USC policies and regulations and those of IGSA differ, the policies and regulation of USC will take precedence.

Part 5. This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization, unless those activities expressly benefit and further the goals of the University, and have received prior review, approval and consent of Office of Campus Activities, Risk Management and/or General Counsel.

ARTICLE VI. Faculty/Staff Advisor

Section A. Advisor Requirements

Part 1. As a recognized student organization at the University of southern California, IGSA is required to have an official advisor from the USC faculty or staff.

Part 2. Other persons may serve as special advisors as needed.

Section B. Duties

Part 1. The advisor must sign the recognition application each year, or whenever officer information changes or amendments are made to constitution.

Part 2. An advisor may not vote in IGSA matters, hold office or unduly influence decisions of the student organization.

Part 3. When required, the advisor should supervise IGSA executive board election.

ARTICLE VII. By-laws And Amendments

Section A. By-laws

Part 1. By-laws can be added to this constitution by a simple majority vote of the quorum at a special meeting.

Part 2. This constitution takes precedence over any and all by-laws.

Section B. Amendments

Part 1. This constitution can be amended through a special meeting as stated in Article IV, Section C.