

IRANIAN CULTURAL ORGANIZATION OF UCONN (ICOU), UCONN

ARTICLE I – NAME AND AFFILIATION

- i. **Name**
 - a. The official name of this organization is the Iranian Cultural Organization of UConn (ICOU)
- ii. **Affiliation**
 - a. The ICOU is not affiliated with any national organization, it is local to the Storrs Campus.

ARTICLE II – MISSION STATEMENT

- i. The organization is committed to celebrating and promoting the rich cultural heritage of Iran, manifested in its poetry, music, and other art forms, reflecting its glorious ancient history and civilization. The organization also aims to commemorate traditional Iranian festivals.

ARTICLE III – MEMBERSHIP

- i. Any graduate and undergraduate students, staff and faculty of UConn is eligible to join the ICOU
- ii. An accurate listing of the membership of the ICOU is to be kept on the organization's UConn contact page and regularly submitted by way of the Re-Registration and Roster-Verification forms
- iii. Each individual must participate in at least one-third (33%) of the clubs activities since his or her joining of the club
- iv. Active members have privileges to vote for the executive board, start a motion for the removal of a member or Executive Board from the club

ARTICLE IV – OFFICERS

- i. **Executive Officers**
 - a. **PRESIDENT**
 - i. Must be UConn student, staff or faculty of Iranian origin and have at least one academic year left from their education
 - ii. Presides over all executive and membership meetings
 - iii. Represent ICOU and all of its members at all times
 - iv. Authorize club expenditures
 - v. Inform members of club activities
 - vi. Attend funding board meetings
 - vii. Attend SOLID Executive Leadership and Mission, Values, and Culture Workshop
 - b. **VICE-PRESIDENT**
 - i. Must be UConn student, staff or faculty of Iranian origin and have at least one academic year left from their education
 - ii. Handles the internal functions of the organization

- iii. Assists the President in fulfilling the goals of the organization
- iv. Uphold the president's responsibilities in his/her absence
- v. Attend SOLID Executive Leadership and Mission, Values, and Culture Workshop

c. SECRETARY

- i. Must be UConn student, staff or faculty of Iranian origin and have at least one academic year left from their education
- ii. Keep accurate history and records of the ICOU's activities and meetings
- iii. Write and distribute meeting minutes for each executive board and general body meeting
- iv. Notify members of upcoming events and meetings
- v. Be willing to act as a correspondence agent for the club
- vi. Attend SOLID Mission, Values, and Culture and Secretary Workshop

d. TREASURER

- i. Must be UConn student, staff or faculty of Iranian origin and have at least one academic year left from their education
- ii. Handle bookkeeping and financial needs of the club
- iii. Prepare a budget for each activity
- iv. Organize funding packets
- v. Keep record of and coordinate the financial needs of the club
- vi. Any financial decisions must be cleared by the treasurer and must be vetoed by the Executive Board if it is not seen to be in the club's interest
- vii. Collect dues from members
- viii. Attend the SOLID Mission, Values, and Culture and Treasurer Workshop

ii. Election of Officers

a. Term of Office

- i. Regular terms of office last one academic year
- ii. Each Executive Officer position shall be elected once every academic year in the Spring Semester or whenever a vacancy appears in the Executive Board
- iii. The incoming officers shall serve from the Fall to Spring Semester of the following academic year

b. Election Procedure

- i. Elections shall be conducted online no later than the last week of classes in the Spring Semester preceding the beginning of term of office
- ii. Executive Board should notify all eligible voters
- iii. Each position should have more than 50% of all valid votes
- iv. In case of having less than 50% of votes another election including two candidates carrying more votes will be held

c. Removal/Replacement of Officers

- i. If an officer needs to step down, or is being asked to step down for not fulfilling their duties, the membership/executive board will hold a meeting and follow majority vote to determine if the officer is to be removed.

- ii. If an officer is being replaced outside of election time, ICOU executive will appoint a new officer / ICOU will hold an election for that position following rules of elections.

ARTICLE V – OPERATING PROCEDURE

i. Meetings

- a. General meetings should be held every three months at minimum or at the discretion of the Executive board.
- b. The Executive board will call the general meetings.
- c. In general meeting, secretary will notify members about the meetings and will record the start time and end time of meeting.
- d. In general meetings attendance will be taken.
- e. Executive Board meetings should be held biweekly.
- f. In Executive Board meeting, 4/5 of Executive Board members should be present at the time of meeting.
- g. Members of Executive Board who not present at meeting shall relinquish their right to vote for decisions.

ii. Decision-Making Process

- a. As a general rule, decisions will be made with majority vote of all 5 Executive Board members.
- b. In the case of equality of Executive Board votes, President vote carries.
- c. All members shall be notified of recent decisions in Meeting Minutes drawn up by the Secretary of the ICOU.

iii. Amending the Constitution and Bylaws

- a. Amendments to this document may be made at any point in which the Executive Board or membership sees fit to make changes.
- b. Amendments must be proposed in written format and be presented to the Executive Board.
- c. At least one week of time must be allowed between notifications and votings.
- d. Voting and eligibility for voting are according to articles V. D. Majority vote rules.

ARTICLE VI – ADVISORS

i. Requirements of the Faculty/Staff Advisor

- a. Because this is an academic organization, the advisor must be a faculty member in an academic department on the Storrs Campus
- b. The advisor may also be a Graduate Student as long as they also serve as a Graduate Assistant (GA) or Teaching Assistant (TA)
- c. Majority vote of Executive Board is needed for the selection of the proposed advisors

ii. Duties of the Faculty/Staff Advisor

- a. The advisor of the ICOU will be charged with observing and overseeing the organization
- b. Acts as a resource and helps in implementation of activities and plans

ARTICLE VII – FINANCIAL STATEMENT

- i. Dues**
 - a. No dues are required for membership
 - b. Dues for individual functions may be required
 - c. Dues are paid upon request from the Executive Board at a general meeting
 - d. The treasurer will be responsible for the collection and disbursement of funds
 - e. President and Treasurer must authorize expenditures

- ii. Funding**
 - a. Our organization will seek funding from the Graduate Student Senata (GSS) and pledges to follow all of the funding board director’s policies that come with it
 - b. The ICOU will also hold fundraisers at a minimum of once a semester to bring in additional funding on top of dues to be used to further our mission

- iii. Beneficiary Addendum**
 - a. Upon dissolution of the club, the remaining funds will be donated to the University of Connecticut Center for Continuing Studies
 - b. The address of this beneficiary is: 1 Bishop Circle - Unit 4506 Storrs, CT 06269

ARTICLE VIII – NON-HAZING COMPLIANCE STATEMENT

- i. The ICOU maintains a strong commitment to not engaging in any activities that could be considered or construed as hazing by any legal party or the University of Connecticut Office of Community Standards
- ii. Hazing is defined as any activity without reasonable or legitimate educational value expected of someone for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization that humiliates, degrades or risks emotional, psychological, and/or physical harm, regardless of a person’s willingness to participate.
- iii. In cases of individual violators, appropriate disciplinary action may be imposed as outlined in *The Responsibilities of Community Life: The Student Code*. In cases where the entire organization has authorized such conduct; loss of privileges, temporary suspension of registration, or rescission or termination of registration may be imposed.
- iv. Such penalties shall be in addition to any penalties pursuant to penal law (Public Act No. 88-328) which violator or RSO may be subject

ARTICLE IX – ENABLING CLAUSE

- i. This Constitution and Bylaws were reviewed and ratified by the Executive Board on November 27,2018 at a regular body meeting
- ii. The entire membership and Executive Board were in agreement with this document

ADDITIONAL PROCEDURES (IF AVAILABLE)

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SIGNATURES/DATES

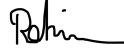
President:



Vice President:

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Treasurer:



Secretary:

