

CONSTITUTION FOR SANKALPA

Article 1

Name: Sankalpa

Mission: Sankalpa is a non-profit organization and its main aim is to make a difference in the lives of underprivileged individuals in India.

Objectives:

1. Sankalpa will undertake and support sustainable and micro-developmental projects in health, education, sanitation, agriculture and energy through charitable donations to non-governmental organizations (NGOs) in India.
2. Sankalpa will establish partnerships with individual social workers, socially active groups, charitable institutions and NGOs to create, support, implement and sustain micro-developmental projects.
3. Sankalpa will create awareness regarding social issues in India.

Non-Discrimination Policy: Sankalpa and its members will not discriminate against any individual(s) for reasons of race, color, creed, religion, gender, sexual orientation, national origin, age, handicap, or Vietnam-era veteran status.

Article 2

Membership: Membership shall be open to any individual who is sincerely interested in furthering the stated mission of Sankalpa. Voting membership, however, is limited to members of Sankalpa listed on official Sankalpa roster with the Ohio Union. Eligibility for being listed on the roster will be determined by, and is at the discretion of, the Executive Board of Sankalpa. The General Body of Sankalpa shall consist of two classes of members: (1) General/ Voting Member and (2) Co-opt Member. Either membership can be awarded to the individuals fulfilling the eligibility requirements and criteria as set forth in the by-laws.

There shall be no upper limit on the size of the General Body of Sankalpa.

Article 3

Organization Leadership: The Executive Board of Sankalpa shall comprise of, at the very least, the President, the Vice-President, the Secretary, the Treasurer and the Project Coordinator. Other members can be part of the Executive Board of the Sankalpa according to criteria set forth in the by-laws, section 4.

The office bearers shall maintain academic and organizational standards as set forth in the by-laws.

Any General Member who meets the above-mentioned criteria is eligible for election to the Executive Board. Election to the Executive Board shall take place at an annual, specially designated election meeting or through an alternative web-based poll while maintaining the democratic principles of the election process. Election to the Executive Board shall require a majority vote from the voting members, present at the election meeting or participated in the poll.

The term of office for an officer of the Executive board shall be one (1) academic year. Officers who continue to meet the above criteria shall be eligible for re-election to a previously held post, for a maximum continuous term of two (2) academic years. An exception may be allowed by voting members (through voting) in unavoidable circumstances.

Any office bearer who, ceases to meet the criteria for executive board membership during the course of his/her term of office will have to forego the position, and an interim office bearer shall be appointed as per procedures specified in by-laws. The interim office bearer shall assume the duties of office immediately upon appointment and acceptance. A confirmation by a majority vote of voting members at the meeting subsequent to appointment is required to maintain office. Interim office bearer status shall not count toward the term limits outlined above.

In the event that a suitable board cannot be assembled, a body of one or more students appointed by the faculty advisor until such time as the board can be assembled shall perform necessary duties.

Article 4

Advisor: Sankalpa will have a full time member of University faculty or Administrative and Professional staff as its advisor. The executive board or the general body, as per need, may appoint additional advisor or co-advisors provided that they fulfill the guidelines set forth in by-laws.

Article 5

Meetings: Regular meetings of Sankalpa shall be held at least twice a month. The Executive Board, with the approval of the voting members, shall determine the time for such meetings.

Special meetings of Sankalpa may be called at any time by the Executive Board with one week's notice to each member or by a petition of a majority of the membership, submitted at least two weeks prior to the proposed date of the meeting.

Article 6

Method of amending constitution: Amendments to this Constitution may be proposed by any member and shall be voted upon at a regularly scheduled meeting of Sankalpa, with the following requirements:

1. A notice of the proposed amendment shall be presented to the Executive Board.
2. Such notice shall be given a minimum of one week and a maximum of one month prior to the said meeting.
3. All the members of the Executive Board shall vote over the proposed amendment during the said meeting or through an acceptable way.
4. Not more than one academic semester shall pass between amendment proposal and said meeting.

Amendments to the Constitution shall be made with the affirmative vote of two-thirds (2/3) of the members of the Executive Board and with the approval of appropriate governing body, such as the Ohio Union.

Article 7

Method of Dissolution of Organization: When membership drops to five active members or less the organization will dissolve. All remaining funds and assets of Sankalpa shall be donated to a local charity or non-profit organization of the remaining members' choice within 3 months from dissolution. The donation can only be made to an organization that fulfills the tax-exempt criteria suggest under section 501(C)(3) of the Internal Revenue Code or corresponding section of any future federal tax code. However, it is not required that the selected organization has a 501(C) (3) certification.

This constitution was amended and approved at Sankalpa's General Body Meeting dated, August 12th, 2015.

Kaushik K Panda

08-12-15

NAME

SIGN

DATE

BYLAWS FOR SANKALPA

SECTION 1 – MEMBERSHIP

General Membership shall be open to any full time or part-time graduate or undergraduate student enrolled at The Ohio State University and who is sincerely interested in furthering the stated mission of Sankalpa, upon completion of at least one of the following steps:

1. Prospective general member shall attend a minimum of two regularly scheduled Sankalpa meetings.
2. Prospective general member shall volunteer/participate in at least one of the activities/events organized by Sankalpa.

All General Members, who are enlisted on the official Sankalpa roster with the Ohio Union, have the right to vote during elections for the office bearers. The Executive Board will determine the eligibility of a general member to be listed on the roster. Voting for constitutional amendments shall be limited to the Executive Board.

Co-opt membership shall be open to any person desiring such membership, elected/recommended to such membership by at least one General Member and fulfills at least one of the following criteria:

1. Prospective co-opt members shall attend a minimum of two regularly scheduled Sankalpa meetings.
2. Prospective co-opt members shall volunteer/participate in at least one of the activities/events organized by Sankalpa.
3. For off-campus prospective co-opt members, a membership may be rewarded based on their active participation through virtual and/or communication media (e.g. online meetings, web discussions) or their local activities (only after proper approval and authorization from Sankalpa) on behalf of Sankalpa (e.g. project site visits, project funds audit etc.).

SECTION 2 – OFFICE BEARERS

2(1) The President shall be the Executive Officer and shall preside over all meetings of Sankalpa and the Executive Board. He/she shall be an ex-officio member of all standing committees.

2(2) The Vice-President, in the absence of the President shall preside at all meetings of the Sankalpa and the Executive Board. The Vice-President shall also perform other such duties as are assigned to him/her by the president.

2(3) The Treasurer shall be responsible for all fiscal matters of Sankalpa.

- (a) The Treasurer shall collect and receive all funds paid to Sankalpa and

shall deposit them in the official depository of Sankalpa.

- (b) The Treasurer, in conjunction with the University Advisor, will have the final approval of all expenditures.
- (c) The Treasurer will abide by all Policies and Guidelines set down by their respective Funding Board (e.g. The Ohio Union).
- (d) The Treasurer is responsible for educating his/her successor on the obligations of this position and transfer all the relevant material/information to the appropriate personnel before leaving office.
- (e) The Treasurer will keep the accounts and books which, at all times, must be open to inspection by the President, Executive Board, Funding Board, or any authorized auditor.
- (f) The Treasurer will prepare and present quarterly reports and at other such times as the President or Executive Board may direct.
- (g) The Treasurer will be an automatic member of the Fundraising Committee.

2(4) The Secretary shall keep the records of the membership and the minutes of the meetings of Sankalpa and the Executive Board. He/she shall make a report at the annual meeting of Sankalpa and at such time as the President or the Executive Board may direct.

2(5) None of the officers shall receive/claim compensation of any form for their time or labor while conducting their duties as an officer, volunteer or member of Sankalpa. This excludes re-imbusement of any expenses made for Sankalpa from a personal account after receiving approval from the treasurer.

SECTION 3 - ELECTIONS

3(1) Elections will be held no later than the meeting prior to the last meeting of the current academic/organizational year as defined by the Ohio Union.

3(2) All officers shall be elected by a majority vote of those persons casting ballots.

3(3) All elected officers shall assume duty at the beginning of the academic/organizational year immediately after their election.

3(4) All persons being nominated or wishing to run for an office shall present a statement explaining why they desire the position and why they would make a good candidate along with any additional information desired by the Executive Board and or general body. Such statement of purpose can be presented orally at a meeting or shared as a written document.

- (a) The President and Vice-President must meet the following criteria: He/she must be an active voting member. He/she must have actively participated

in a minimum of two activities/events organized/conducted by Sankalpa. An exception may be allowed only after due consent of the voting members of the organization.

- (b) The Secretary and Treasurer may be any voting member of Sankalpa.
- (c) The candidates elected as officers are required to complete the training requirements (if any) for the respective officer positions, as per the criteria and deadlines set by the Ohio Union.

3(4) The current officers shall serve as mentors to the newly elected officers after their election up to the time in which they assume their respective position. This is important in order to ensure a smooth transition between Officers and to maintain the integrity of the long-term and short-term goals set by previous executive boards.

SECTION 4 - EXECUTIVE BOARD

4(1) The Executive Board shall be composed of the elected officers of Sankalpa and the University Advisor along with the chairs of all the interim committees.

4(2) The Executive Board shall determine the policies and the activities of Sankalpa, discipline members, approve the budget and have general management of the organization.

4(3) The Executive Board shall meet regularly at least twice each semester and at the call of the President or Vice-President.

4(4) The immediate past President, to be a voting member of the Executive Board, must be at the present time a full/part-time student enrolled at the OSU, and in good academic and disciplinary standing.

4(5) Members of the Executive Board shall maintain the following standards during their terms of office:

- (a) Maintain full-time student status throughout the term of office.
- (b) Be a voting member of Sankalpa.

SECTION 5 - ADVISORS

5(1) The University Advisor shall consult with Sankalpa Office bearers and ensure that the activities of the organization are consistent with the stated purposes of the organization

5(2) The University Advisor has an obligation to know the rules and regulations governing the handling of all funds and to assist and advise the treasurer in all financial

matters and audit and approve the fiscal report of the organization.

5(3) The University Advisor is required to complete the training requirements (if any) for as per the criteria and deadlines set by the Ohio Union.

5(4) In the event, when there is a need for an additional advisor, a full time member of University faculty or Administrative and Professional staff may be requested to serve as the secondary advisor. The responsibilities of the secondary advisor should be specified the executive board and should not conflict with those of the primary advisor.

5(5) A person, not affiliated with the university may only be designated as a co-advisor for a specific task or responsibility after providing due justification to the general body.

SECTION 6 – COMMITTEES

6(1) There are to be two standing committees at all times within Sankalpa: the Fundraising Committee and the Projects Committee.

- (a) The Fundraising committee shall plan fundraisers and carry them out with support from all members of Sankalpa as well as any additional duties assigned by the Executive Board.
- (b) The Projects Committee shall scrutinize the incoming project proposals, assign reviewers, coordinate the proposal review process, establish contacts with the beneficiaries and ensure a proper correspondence, reporting and follow-up on projects during and after their implementation.

6(2) The Officers shall appoint, and may remove, committee members and a Chairperson for each Standing Committee, as well as assign temporary replacements.

6(3) The Chairs of all the standing committees shall be automatic members of the Executive Board.

6(4) Each Standing Committee must have at least the following role:

- (a) Chairperson - The coordinator of the committee and spokesperson for the committee. She/he is responsible for providing updates to the general body on the progress of the committee at the discretion of the Student Officers. He/She, along with the President, shall decide on the goals of the committee. Any member is eligible to serve as a Chairperson. It is suggested that existing officers do not assume the position of chairperson of any of the standing committees.

SECTION 7 - SPECIAL COMMITTEES

7(1) Special Committees may be established by the Executive Board and shall perform such duties as defined in their establishment.

7(2) The Officers shall appoint, and may remove, committee members and a Chairperson for each committee.

7(3) Each special committee must have at least the following role assigned:

- (a) Chairperson – She/he is responsible for providing updates to the general body on the progress of the committee at the discretion of the Student Officers. He/She, along with the President, shall decide on the goals of the committee. All voting members are eligible to serve as a Chairperson. It is suggested that existing officers do not assume the position of chairperson of any of the standing committees.

SECTION 8 - MEETINGS

8(1) Meetings shall be held at such places as determined by the Executive Board.

8(2) At all meetings, a quorum shall be at least 5 of the voting members of Sankalpa. A quorum is necessary for the organization to conduct official business.

- (a) If necessary, a quorum may be reached by electronic correspondence.

8(3) All matters which require the approval of the membership, and the election of officers, shall be carried by the majority vote of the voting members present, provided that a quorum is present, except for business specified in the constitution or bylaws which require a specific number.

SECTION 9 – REVENUE AND FINANCE

9(1) Revenue may be raised as determined by the Executive Board and Fundraising Committee and approved by the voting members, if necessary. All the fund-raising activities of Sankalpa should comply with tax-exempt purpose, as described under section 501(C)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

9(2) Sankalpa shall have ultimate authority over the revenue, and complete discretion to use the same for purposes consistent with Sankalpa's mission and objectives. The Executive Board shall determine the use and/or disbursement of said revenue with the approval of the general body and in accordance with the rules and

procedures set by the university, Ohio Union and/or the Internal Revenue Services (IRS).

9(3) The Treasurer shall be responsible for the accountability of Sankalpa's money, and shall report to the Executive Board and the Ohio Union.

9(4) Any expenses paid for from accounts, other than Sankalpa's official account, should be reimbursed to the respective members/accounts after appropriate collection and review of receipts of the expenses by the treasurer. No monetary compensation can be made for time or labor provided by the members or officers.

9(5) Sankalpa may partner with other organizations or individuals for raising funds after making an acceptable written or oral contract with the other party. All the terms and conditions of any such contract shall adhere to the Sankalpa's mission and objectives. The contract should also concur with the tax-exempt purpose of Sankalpa as described under section 501(C)(3) of the Internal Revenue Code or corresponding section of any future federal tax code. It is strongly recommended that Sankalpa partner with only those organizations who fulfill the 501(C)(3) tax-exempt purpose.

SECTION 10 – DISCIPLINE

10(1) Any voting member who has not attended a regularly scheduled Sankalpa meeting in ONE academic year shall automatically assume "inactive" status, and lose his/her voting privileges. Such member can re-gain his/her voting privileges by attending at least one regularly scheduled meeting or event of Sankalpa.

10(2) Any student whose membership has been terminated in any manner shall forfeit all interest in any funds or other property belonging to Sankalpa.

10(3) Memberships may be revoked for misconduct or violations of any provisions of the Constitution. The executive board shall hold a formal hearing with regards to removal of any elected officer or member. The member/officer will be notified in writing of the possible revocation and will be allowed to present any defense to charges before action is taken. Membership can only be revoked upon a 2/3-majority vote of eligible members. An appeals process will also be in place if the member decides to appeal his/her revocation. The members must submit in writing to the President who will then forward it to the executive board. This board will take a decision regarding reinstatement before the next general meeting.

SECTION 11 - VACANCY OF OFFICE

11(1) In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board.

11(2) The President shall call for an election within fourteen days after vacancy of any office.

11(3) Election shall be conducted as stated in the bylaws.

11(4) Should the office of President become vacant; the Vice-President should complete the President's unexpired term and call for an election for Vice-President consistent with the provisions of Section 10(2).

11(5) In the case that an officer is unable to serve due to special circumstances which would cause the officer to be ineffective such as a non-local cooperative education job or illness, a temporary officer assuming all power and responsibilities will be appointed by the Executive Board until the elected officer returns. In the case that the President is unable to fulfill his/her duties for such a reason, the Vice-President shall assume the role of President until the President returns and no temporary appointment is necessary.

- (a) The absent officer(s) is expected to keep up to date on the activities of Sankalpa and maintain contact with the temporary officer during their absence from the organization.

SECTION 12 – CONFLICTS OF INTEREST

12(1) It is suggested that all the members and officers of Sankalpa follow the standard ethics and policies while dealing with a situation involving conflict of interest.

12(2) The Executive Board shall make a final decision in a situation where there is a conflict of interest with an existing member of the organization.

12(3) In situations involving conflict of interest with one or more of the Executive Board members, a decision shall be taken either by remaining board members or through general voting.

SECTION 13 - PROJECTS

13(1) All the projects undertaken and/or supported by Sankalpa shall fulfill certain minimum requirements before, during and after the implementation. The detailed procedures and rules regarding review and approval of projects are described in Sankalpa Document PRG/2011 (Guidelines for Proposal Review and Project Implementation).

13(2) Sankalpa shall fund projects that have an annual budget of 3000 USD or less. An exception may be allowed only after due scrutiny of (not limited to) the following: Merit of the project, Sankalpa's account balance, Competency of any other

proposals that may be under review or expected in future.

13(3) The implementing agency (or individual) in India, that receives the funds for an approved project, should comply with the Foreign Contribution Regulation Act (FCRA) of 2011, Government of India, while utilizing funds received from Sankalpa and any other foreign agencies. If the concerned agency does not have an active FCRA account, they should apply to the Government of India for a prior permission to receive funds from Sankalpa, as described by the FCRA revision of 2011 (REF: www.irs.gov).

SECTION 14 - AMENDMENTS OF BYLAWS

14(1) Amendment to these Bylaws may be proposed by any member and shall be voted upon by the Executive Board of Sankalpa, only after a due notice of such proposed amendment to the latter.

14(2) Amendments to these Bylaws shall be made with the affirmative vote of two-thirds (2/3) of the members of the Executive Board and with the approval of appropriate governing body, such as the Ohio Union.

The amendment number 8/2015 to the bylaws was approved and adapted at Sankalpa's General Body Meeting dated, August 12th, 2015.

<u>Kaushik K Panda</u>		08-12-17
NAME	SIGN	DATE

SECTION 15 – RESPONSE TO EXIGENCIES

15(1) Exigencies will be defined by a sudden accident or a natural catastrophe that causes grave damage or loss of life including but not limited to manmade and natural disasters, calamities, war, and other crisis situations which may need immediate attention.

15(2) Sankalpa will set aside upto \$1000 annually for donations to exigencies. The exact amount will be determined based on: Sankalpa's account balance and projected income, funds allocated to projects and funds saved for projects received in the current funding cycle.

15(3) Donations will be made to exigencies: 1) only if Sankalpa has enough funds to fulfill the annual goals of supporting projects in India; 2) With an affirmative

vote of two-thirds (2/3) of all the office bearers of Sankalpa, voting can be conducted in a regularly scheduled meeting or in any other acceptable way; 3) To a national/international organization that fulfills the 501(C)(3) tax-exempt purpose of the Internal Revenue Code or corresponding section of any future federal tax code.

The amendment number 12/2017 to the bylaws was approved and adapted at Sankalpa's General Body Meeting dated, December 4th, 2017.

<u>Pooja Gangras</u>		12-11-17
NAME	SIGN	DATE