

INTERNATIONAL STUDENT ASSOCIATION
Organization Constitution
Revised Spring 2019

Name of Organization

The name of the organization shall be “International Student Association”, and shall be known in abbreviated form as “ISA”.

Purpose

International Student Association is a non-political, non-religious organization created to foster, promote, and support awareness of and appreciation for the international student community at The University of Kansas, while providing opportunities for social interaction and constructive cultural exchange.

Limitations of Purpose

This organization is not to be used as a vehicle or forum for promoting or endorsing religious, political, or ideological agendas.

Sponsorship/Advising

This organization shall be sponsored and advised by The University of Kansas Office of International Support Service. The Director of International Support Services and his/her designate(s) shall serve as advisors to this organization.

Membership Defined

Membership is open to all students, faculty, and staff of The University of Kansas, and who are committed to the stated purpose of this organization. All international students enrolled at the University are considered de facto members. However, individuals must be currently registered with ISA to be considered active members. Member registration shall remain valid for the full term of the academic year in which the registration is submitted. Only active (registered) members have voting privileges, and only active (registered) student members who meet the designated eligibility criteria may hold an executive office.

Executive Board Membership Defined

The board of executive officers for this organization shall be President, Vice President, Secretary, Treasurer, Cultural Chairperson, Assistant Cultural Chairperson, Social Chairperson, Assistant Social Chairperson, Public Relations Officer, Graphic Designer, Volunteer Chairperson, Student Senate Representative, Advisor(s), and up to two additional officers to be established as needed at the discretion of the board. All executive board members, with the exception of the advisor(s), shall be enrolled as students at The University of Kansas at the time of their election and throughout the term of their office.

The addition of new executive officers, as well as their titles and duties will be subject to the needs faced by the executive board during the academic year. No more than two discretionary executive officers will be accepted per academic year.

All officers with the exception of the following noted will be elected according to the procedures defined in this this document and other processes adopted by the executive board for this purpose. The positions of Public Relations Officer, Graphic Designer, Volunteer Chair, Student Senate Representative, and the two discretionary officers (as described above) are appointed by the elected executive officers.

Function of Executive Board

The Executive Board shall be the decision-making body of the organization.

Duties of Executive Officers

All executive officers shall be members of the Executive Board. As members of the board, all executive officers shall attend all regular and special meetings of the board in accordance with the adopted meeting attendance policy to be determined annually by the Executive Board. All executive board officers shall be full voting members of the board, with the exception of the president, whose vote is reserved for casting in the event of a tie vote of the board (except as noted elsewhere in this document that a vote of the entire Executive Board is mandated), and the advisor(s), who is/are non-voting member(s) of the board. Position-specific duties of the individual executive officers are defined as follows:

ELECTED POSITIONS

PRESIDENT:

- Preside at all meetings of the organization.
- Represent the organization in campus or community meetings or functions where the organization has need of representation or appoint a proxy representative for such purpose from the current registered membership.
- Serve as official host or hostess of all events bearing the sponsorship of the organization.
- Convene meetings of the organization as necessary and in accordance with the bylaws and regulations of the organization.
- Prepare agendas for all meetings and in cooperation with the Secretary notify members of scheduled meetings.
- Create special committees as may be necessary and appoint committee chairs for the same; supervise the functioning and performance of these committees.
- Serve as ex officio member of all committees of the organization.
- Vote in the case of a tie, except as noted elsewhere in this document that a vote of the entire Executive Board is mandated.
- Create and delegate the publishing of events on social media.

VICE PRESIDENT:

- Assume the functions of the president in the temporary or permanent absence of the president.
- Coordinate all general elections.
- Coordinate staffing of the organization's office.
- Is in charge of booking meeting/event spaces and catering reservations.

SECRETARY:

- Record and maintain written minutes of all executive board and general meetings of the organization.
- Inform members of meeting times and locations.
- As directed by the president, be responsible for all official correspondence for the organization.

TREASURER:

- Maintain the financial records of the organization
- In conjunction with the executive board, prepare and monitor the annual budget for the organization.
- Make routine budget reports to the executive board.
- Be responsible for the collection of all funds received by the organization and for the deposit of all such receipts into the appropriate account of the organization in accordance with established procedures.
- Be responsible for the payment of all valid financial obligations of the organization from the appropriate account(s) of the organization in accordance with established procedures.
- Connect with organizations/other entities regarding fundraising opportunities.

CULTURAL CHAIRPERSON:

- Coordinates all aspects of the cultural programming endeavors of the organization, including but not limited to the annual “World Expo”, and “Fall Dinner” (or its equivalent) in co-operation with the Social Chairperson.

ASSISTANT CULTURAL CHAIRPERSON:

- Assist the Cultural Chairperson in coordinating the cultural programming endeavors of the organization.

SOCIAL CHAIRPERSON:

- Coordinate all aspects of the social programming endeavors of the organization, including but not limited to dances, parties, and similar engagements.
- Coordinate the annual “Festival of Nations” and help Cultural Chairperson with “Fall Dinner” (or its equivalent).

ASSISTANT SOCIAL CHAIRPERSON:

- Assist the Social Chairperson in coordinating the social programming endeavors of the organization.

APPOINTED POSITIONS

The following positions are appointed by the Executive Board of this organization:

PUBLIC RELATIONS OFFICER

- Coordinate all publicity efforts promoting the organization and events sponsored or hosted by the organization. This includes preparation and distribution of advertising posters, fliers, and similar public notices both tangible and virtual. Cooperate with Volunteer Chair.
- Reach out to campus organizations and offices (student, alumni, the Office of University Relations, the University of Daily Kansan, etc.).
- Take pictures at all ISA events.
- Cooperate with the Volunteer Chair to engage volunteers in the promotion of events of the organization.

GRAPHIC DESIGNER:

- Design promotional materials for the organization and its events.

Finish designing the material in a timely manner so that promotion can take place in accordance with the timeline established by the Public Relations Officer.

VOLUNTEER CHAIR:

- Recruit and coordinate volunteers (from the general membership) before and during the organization's events.
- Work with Social Chair and Cultural Chair especially during major events that involve a high number of participants.
- Create a separate group on social media to keep in touch with the volunteers, and report to the Executive Board during meetings (volunteers are not members of the Executive Board).
- In charge of promotion logistics (distributing flyers with the help of volunteers) and cooperate with Public Relations Officer.

STUDENT SENATE REPRESENTATIVE:

- Serves as liaison between the Student Senate and ISA board
- Attends meetings of both ISA executive board and Student Senate
- Proposes or assists in proposing Senate legislation in the interest of ISA.

(The existence of this position is contingent upon the continued allowance for representation of the organization by Student Senate.)

Election of Officers/Regular Elections

Scheduling of Elections: Annual election of officers shall occur no earlier than the final week of April and no later than the third week of September, exclusive of the summer term and coincidental periods when classes are not in session. The specific date of elections within these parameters shall be scheduled at the discretion of the executive board. The election meeting date shall be publicized to the membership for at least seven calendar days prior to the election meeting date.

Method of General Election: Election of officers shall be by secret written ballot cast by current registered members in attendance at a meeting designated and publicized for the purpose of elections.

Electorate: All current registered ISA members and who are in attendance at a designated election meeting are eligible to vote. Proof of current valid registered membership and personal identification may be required to verify eligibility to vote. Intentions to run for office shall be expressed in advance to the current President and Vice President in a manner prescribed in the posting promoting the elections.

Eligibility for Officer Candidacy and Maintenance of Elected Position

A candidate for office must be a currently enrolled student of The University of Kansas and must be a registered member of International Student Association at the time of nomination. Only active (registered) student members who meet the designated eligibility criteria may hold an executive office. To maintain an elected office for the duration of an elected term, the incumbent must continue to remain enrolled as a student at The University of Kansas, must maintain current registration as a member of International Student Association, and must abide by the established constitution, by-laws, and procedures of this organization and relevant regulations of The University of Kansas.

Term of Office for Executive Officers

If the regular annual general elections are held prior to the end of the Spring semester, the term of office for the new officers shall begin following the last day of the Spring semester. If the regular annual general elections are held in the Fall semester, the term of office shall begin immediately following election. In either case, the term office for incumbents shall expire upon the assumption office by the newly elected officers.

Term of office for an officer elected by special election of the Executive Board to fill a vacant office shall begin immediately upon election, and shall have the same expiration date of all other incumbent officers serving the in the same current term of office.

Filling of Vacant Offices/Special Elections

Vacancies occurring following the annual general election of officers but before the next annual general election of officers shall be filled by simple majority vote of the quorum of officers present at a meeting where a specified agenda item is a “**special election**” for the specified vacant position(s). The vacancy and a call for nominations must be posted to the general membership for at least seven days prior to such election.

Governance

In general practice, decisions of the Executive Board, as determined by a simple majority vote of the defined quorum of the Executive Board and passed in accordance with the adopted procedural guidelines of the organization, shall govern the operation of this organization.

At the discretion of the Executive Board, decisions relating to the functioning of the organization may be deferred to a vote of the general membership of the organization, provided the issue to be decided and the time and location of the meeting in which the decision is to be made has been presented to the membership at least seven days prior to the meeting.

Executive Board Meetings

Meetings of the Executive Board shall be held at least once per month during the regular Fall and Spring semesters, with the exception of the first and last months of the term when classes are convened for less than two weeks during the month. Additional meetings may be convened as deemed necessary by the Executive Board or at the discretion of the president.

Meetings during the Summer term and other times when classes are not normally in session shall be convened only if the defined quorum is present for such meeting.

Meetings shall be scheduled by the president in conference with the executive board and shall be held at a time and location that shall enable the specified quorum to be in attendance.

Meetings of the Executive Board shall be open to the general membership of the organization for the purpose of observation. However, attendees who are not members of the Executive Board shall be permitted to participate in discussion only upon consent of the presiding officer. The presiding officer may likewise limit the length of discussion for which such consent has been granted.

Only executive officers that have been assigned voting privileges by virtue of this document shall be allowed to vote at meetings of the Executive Board.

Quorum

A two-thirds (2/3) quorum of the executive board must be present for any transaction of business. For a vote to be valid, the specified quorum of executive officers must be present at the time of voting. Decisions rendered without a vote of the mandated quorum shall not be binding upon the organization.

General Membership Meetings

The Executive Board may schedule meetings of the entire membership at its discretion for the purpose of dissemination of information; discussion of issues related to the organization and planned activities of the organization; voting on issues deferred to the general membership in accordance with procedures stated elsewhere in this document; and other purposes as deemed appropriate by the Executive Board.

Common Procedural Language

While respecting the diversity of languages represented by the membership of the organization, the official procedural language of the organization shall be English, being the single language common to the entire membership.

Removal of Officers

An officer may be removed from office for failure to perform the prescribed duties of office as described within these operating procedural guidelines or for failure to abide by the established published procedures and/or policies of the organization.

An officer against whom such accusations have been brought shall be given written notice of such accusations and shall be invited to appear before a hearing of the entire Executive Board (not a quorum) to discuss these accusations. The written notice to the accused officer shall be delivered at least three days prior to the executive board meeting scheduled for this purpose. The decision whether or not to remove the accused officer shall be determined by a three-fourths (3/4) majority vote of the entire Executive Board. Voting shall be by written secret ballot.

If the Executive Board determines by the prescribed vote to remove the accused officer, the removal from office shall be immediate, and the removed officer shall immediately relinquish all responsibilities of office. However, removal from office does not constitute expulsion from membership in the organization. To be expelled from membership in addition to being removed from office, the procedure for expulsion described elsewhere in these operating procedures must be followed.

Written notice of the accusations and scheduling of the Executive Board meeting for this process shall be performed by the president. In the event that the president is the accused officer, then the issuance of written notice and scheduling of the hearing shall be performed by the vice president.

Expulsion of Members

Members of the organization whose behavior has been deemed to be in violation of the ethics and standards of the organization may be expelled from this organization.

Members who are being considered for expulsion shall be given written notice of the accusations and shall be invited to appear before a hearing of the entire Executive Board (not a quorum) to discuss these accusations. The written notice to the accused member shall be delivered at least three days prior to the Executive Board meeting scheduled for this purpose. The decision whether or not to remove the accused

member shall be determined by a two-thirds (2/3) majority vote of the Executive Board. Voting shall be by written secret ballot.

If the Executive Board determines in accordance with the prescribed vote to expel the accused member, the expulsion shall be immediate, and the expelled member shall immediately relinquish all privileges of membership.

Members who have been expelled may not rejoin the organization for a period of twelve calendar months. Following this period of time, the individual may appeal to the Executive Board for permission to again register for membership. The individual may be granted approval for membership re-eligibility upon a two-thirds (2/3) affirming vote of the entire Executive Board (not a quorum).

Membership Dues

As deemed necessary and appropriate, the Executive Board may establish membership dues for this organization. Likewise, as deemed appropriate, the Executive Board may abolish previously established membership dues for this organization.

Statement of Non-Discrimination

In accordance with established policy of The University of Kansas and the Kansas Board of Regents, this organization shall not discriminate on the basis of sex, race, religious faith, national origin, age, or physical handicap.