

VIRGINIA UNION UNIVERSITY

INTERNATIONAL STUDENT ASSOCIATION
CONSTITUTION



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Preamble

The International Students Association of Virginia Union University represents students from different nations and cultural backgrounds. Our goal is to facilitate awareness and active participation of VUU students in particular, and the University community in general, in international education endeavors. The Association will also assist international students at VUU to smoothly transit into American life and culture. As an organization, we focus on the importance of international aspects of the educational, cultural, and social aspects of University life in order to promote the production of global citizens who are aware that the world has become globalized and therefore strive to take advantage of all that international education may provide them.

Article I: The Principles

A. The name of the Association shall be:

The International Student Association of VUU – Richmond. The acronym shall be ISA.

B. The purpose of ISA shall be to:

- Promote awareness of international education among VUU students, as well as celebration of the diverse cultures of America on campus.
- Enhance awareness and understanding of global issues as they affect VUU students through internationalized cultural and social activities.
- Promote the active involvement of VUU students in study abroad programs, international student/faculty exchange programs, Model United Nations activities, and many other international programs through which VUU students can enhance their international perspective on issues.

C. International Student Association shall not as an organization engage in any activities condemning or advocating any particular country, race, ethnic group, political system, religion or political party.

D. Membership of ISA shall be open to all International and American students in good academic standing within VUU - Richmond. All members are eligible to run for office on the Executive Committee.

E. All Principle Articles of this Constitution are binding.

Article II: Structure

ISA shall be composed of two fundamental bodies: The Executive Board and the General Members.

A. Executive Board

1. Definition and Organization
2. The Executive Board is the highest decision-making body of ISA.
3. All Executive Board members shall maintain a GPA of at least 2.5
4. All Executive Board members shall attend all ISA and Executive Board Meetings
5. All Executive Board members have equal voting power during the Executive Board Meetings
6. The Executive Board shall consist of:

President:

- Runs the meetings;
- Prepares for the meetings of the Executive Board;
- Creates committees and appoints the respective Chairs;
- Oversees the functioning of the organization;
- Represents the organization;
- Ensure that all ISA-related events are carried out in the spirit of this Constitution.

Vice President

- Replaces the President in his/her absence or when s/he is incapable of performing his/her duties;
- Assists the President in his/her duties;
- Oversees the functioning of the committees. .

Secretary

- Keeps records of all Executive Board and General Meetings;
- Informs all Members about current events and activities;
- Responsible for the publicity of events as well as the promotion of the awareness of the organization on the campus-wide basis.

Assistant Secretary

Treasurer

- Collects members' dues.

- Prepares the budget, presents it to the board for approval, and ensures that the Association's activities adhere to the budget.
- Maintains accurate financial records.
- Deposits club funds at the bank.
- Understands university and club policies regarding student financial accounts relating to school organizations.

Public Relations Officer

- Writes, edits and arranges production of newsletters, in-house magazines, pamphlets and brochures for the Association
- Assists in preparing ISA documents such as annual reports.
- Acts as spokesperson for an ISA and answers written and oral inquiries.

Organizer

ISA Representative

C. Meetings

1. The International Student Association shall meet every other week during regular academic sessions, unless changes are specified during the meeting.
2. The executive board shall set dates and times of these meetings
3. The Executive Board shall meet at least twice per month
4. Two or more members can call a special meeting in addition to the bi-weekly meetings
5. Quorum shall be based on simple majority of the Executive Board members.

D. Advisors

1. ISA shall have at least one faculty advisor
2. The advisor shall assist ISA with programming, budgeting, and organization development
3. The advisor shall assist with the planning of all ISA functions

E. Decision-Making

1. If a dispute or disagreement over an issue discussed arises, it shall be resolved by a simple majority vote of the General Body present
2. The President is eligible to vote in case of a tie

Amendments to the Constitution

1. Any member of ISA can suggest changes at the general meetings.

2. Any changes to this Constitution shall take effect when approved by the majority of the general body on the recommendation of the Advisory Board
3. This Constitution supersedes any and all previous Constitutions of ISA

ARTICLE III: MEMBERSHIP

Membership shall be open to all VUU students with an interest in the ISA, irrespective of race, color, sex, age, religion, ideology, political affiliation, national origin or handicap. There shall be three types of membership: regular members, associate members, and honorary members. Only regular members can vote. Regular members can hold an executive position only after one full semester (fall or spring) of participation in the International Student Association.

1. Regular membership shall consist of any VUU part-time or full-time, undergraduate or graduate dues-paying students.
2. Associative membership shall be conferred upon application, or request to the persons who are not VUU students, but who have shown genuine interest in the ISA
3. Honorary membership shall be open to former members of the association upon departure or graduation from VUU, and to the persons who supported the international student association with outstanding services as determined by the members of the association.

BY-LAWS

ARTICLE I: ELECTIONS

1. Nominees must be dues-paying members of the ISA for at least one full semester (fall or spring).
2. Nominees must have at least a 2.50 cumulative grade point average at the time of election or appointment, and may not be on academic or disciplinary probation during their term of office.
3. Elections shall be held in the second week of April, and the first week shall be set for nominations. This is in view of potential clashes with exam schedules, graduation, fundraising activity, and Easter holiday.
4. Partial elections shall be held at the next general meeting in case of resignation or removal of officers.

5. Elections shall be conducted by a committee elected by the general body. Any member of the association may serve on this committee. Members of this elections committee may not vote.
6. All nominations or declarations of intent to contest for elections shall be made in a general meeting of the association, or made in writing at least one week prior to the date of the elections.
7. Voting shall be by secret ballot and shall be open to only regular (dues paying) members.
8. All ballots shall be counted by the elections committee in the presence of the advisor following the voting process.
9. Results shall be announced prior to the adjournment of the meeting.
10. Newly elected officers shall assume their respective constitutional duties on the beginning of May during the spring semester. All materials shall be handed over, and shall include financial reports, checkbooks, and progress reports from all committees.
11. All executive officers shall be elected for a term of one year commencing in the spring semester.
12. All elected officers may be re-elected for only one additional term. Those elected officers interested in contesting in subsequent elections must resign from their position one week prior to the elections.
13. Calendar of events shall coincide with elections and assumption of duty of the incoming officers.
14. An advisor shall be appointed by the general body.

ARTICLE II: DUES

1. Regular membership dues shall be \$10.00 (ten dollars) --subject to change-- a full semester (fall or spring).
2. Dues must be paid by the end of four weeks of classes.
3. Fees for special programs shall be decided by the general body.

ARTICLE III: ACCOUNTS AND EXPENDITURE

1. The International Student Association shall have two accounts: a checking account or "regular account," and a savings account also referred to as the "ISA emergency fund."
2. The checking account shall be used to sponsor all the activities mentioned in the fall and/or spring officially adopted calendar of events. Spending for specific activities shall be a maximum of a hundred dollars (\$100).
3. The savings account, or "emergency fund," shall be used to support members in the following situations only:
 - a. fifty dollars (\$50) donation to members affected by the loss of a direct relative (immediate family)
 - b. fifty dollars (\$50) donation to members whose health condition has required hospitalization for several days
 - c. one hundred dollars (\$100) donation to members affected by major fire accidents, flood, and similar disasters
 - d. if necessary, contribution of the total fund, less fifty dollars (-\$50), to help repatriate the body of a deceased ISA member, or with his/her funeral
 - e. a maximum of one hundred dollars (\$100) per fundraising activity may be borrowed from the "emergency fund" if such an activity is undertaken by ISA members with the approval of the general body. These members must organize themselves and function as a ad-hoc committee of the ISA the money borrowed shall be reimbursed the week following a successful fundraising activity.

ARTICLE VII: QUORUM

1. One-third of the registered members shall constitute a quorum at a General Meeting.
2. Two-thirds of the Executive Officers shall constitute a quorum at an Executive Meeting.

