

INTERNATIONAL STUDENT ORGANIZATION

Eastern Mennonite University

Harrisonburg, Virginia 22802

CONSTITUTION AND BYLAWS

ARTICLE I

Name:

This organization shall be called the International Student Organization at Eastern Mennonite University.

ARTICLE II

Purpose:

To bring the International and American student body together for intellectual and social interaction in a multi-cultural setting.

ARTICLE III

Membership:

Section 1: Any undergraduate or graduate student enrolled in Eastern Mennonite University, regardless of nationality or religious belief.

Section 2: No membership dues will be requested from students.

ARTICLE IV

ISO Officers:

Section 1: President

The duties of the President shall be:

- (1) To conduct and maintain order in all ISO meetings
- (2) To determine meetings agendas
- (3) To act as the official spokesperson for the ISO
- (4) To develop goals for the Organization with the help of the Steering Committee
- (5) To represent the ISO to the University's student body
- (6) To delegate responsibilities to committee members

Section 2: Vice President

The duties of the Vice President shall be:

- (1) To perform the President's duties in the absences of, or incapacity of the President
- (2) To perform those duties assigned by the President
- (3) To coordinate all committees
- (4) To act as program chairperson
- (5) To ensure the enactment of the Constitution and Bylaws

Section 3: Secretary

The duties of the Secretary shall be:

- (1) To keep a permanent record of all proceedings of the ISO and its committees
- (2) To attend to all correspondence and retain copies of all correspondence of a business or official nature
- (3) To maintain an up-to-date list of all members
- (4) To coordinate and implement publicity for ISO activities

Section 4: Treasurer

The duties of the Treasurer shall be:

- (1) To maintain a current financial status report
- (2) To receive all monies as may be appropriate
- (3) To keep the financial records of the ISO
- (4) To maintain the EMU account for the Organization
- (5) To give an accurate account of the finances of the ISO when needed
- (6) To oversee fundraising activities

Section 5: Publicity Chairperson

The duties of the Publicity Chairperson shall be:

- (1) To assist the secretary with designated tasks
- (2) To keep organizational member informed about ISO events/activities by creating and distributing memos
- (3) To maintain a pictorial history of ISO events

ARTICLE V

Elections:

Section 1: Candidate for Office:

- (1) All candidates must be full-time students at EMU
- (2) Candidates for the office of President must have completed 2 semesters of studies in higher education and be in good academic standing with a minimum 2.5 accumulative grade point average
- (3) Candidates for the offices of Vice President and Publicity Chair must have completed 1 semester of studies in higher education and be in good academic standing with a minimum 2.5 accumulative grade point average
- (4) Candidates for the offices of Secretary and Treasurer must be in good academic standing with a minimum 2.0 accumulative grade point average

Section 2: Process

- (1) A general election shall be held every spring term to determine new officers for the term set forth in Article V, Section 3

(2) Any offices not filled at this time, will be filled during a second general election held at the beginning of the fall semester

(3) All general elections and nomination approval sessions must be announced two weeks in advance

(4) Election of officers shall require a simple majority of the members present at the general election meetings

(5) If there are more than two nominees for an office, and no one candidate has a majority of the first ballot, a runoff between the two nominees with the highest number of votes will be held

(6) In the event a positive is vacated, one of both of the following will occur:

(a) If the presidency is vacated, the Vice President will assume the office of President for the remainder of the that term of office

(b) If any office other than the Presidency is vacated, including the Vice President by succession to President, the President shall nominate a candidate from the steering committee to fill the vacated position for the remainder of the term of office. That candidate shall assume office immediately following the approval by a simple majority vote at a regular steering committee meeting

Section 3: Terms of Office

(1) The term of office shall begin the first week of the fall semester following the general elections; it shall end at the completion of the following spring semester

(2) Officers are encouraged, but not required to attend the orientation session for international students in August

Section 4: Impeachment of Officers

(1) Any member of the advisor has the right to request impeachment of any officer at a steering committee meeting

(2) Immediately following a request for impeachment, a vote shall be taken regarding continuation of the impeachment process

(3) Impeachment votes shall take place at the next steering committee meeting following the motion of impeach

(4) Removal of any officer requires a $\frac{3}{4}$ vote of all members present at the meeting

ARTICLE VI

Standing Committees:

- Section 1: Executive Committee
The Executive Committee will be chaired by the advisor and will consist of the officers of the ISO. They shall assist the President with establishing the meeting agenda. Furthermore, the committee shall collaborate with the President to determine long range plans that will be presented to the ISO for approval.
- Section 2: Steering Committee
The Steering Committee consists of 10 core members of the ISO who meet on a weekly basis with the Executive Committee. Together, these two groups discuss ideas and implement plans for the Organization.
- Section 3: Special Committee
The President can create committees when necessary for special projects.

ARTICLE VII

Finance:

- Section 1: The Executive Committee is responsible for soliciting funds from the Student Government Association.
- Section 2: Fund raising activities should be conducted as least once each academic year.

ARTICLE VIII

Infractions:

- Section 1: The ISO shall observe and support the rules and regulations of EMU.
- Section 2: The Executive Committee shall act as the mediating body in cases of conflicts or grievances involving ISO members.

ARTICLE IX

Advisor:

- Section 1: The advisor for the ISO is designated by the International Student Service Program Advisor.
- Section 2: Responsibilities of the advisor shall be:
(1) To provide for the general well being of the organization
(2) To interpret University policy
(3) To represent the ISO to the university administration

ARTICLE X

Amendment of the Constitution:

Amendment Process

(1) This Constitution can be amended by an affirmative vote of at least ¾ of the members present at the constitutional meetings

(2) A constitutional meetings (a meeting as which an amendment is to be voted upon) will be announced at least two weeks prior to the vote

ARTICLE XI

Repeal of Previous Constitutional Action:

At the time of ratification of this Constitution, all previous actions of any former Constitution of the ISO are hereby null and void.

ARTICLE XII

Ratification of the Constitution:

Section 1: Ratification of the Enactment

This constitution is ratified and enacted when approved by ¾ of the members present at the meeting when the ratification vote is taken.

Section 2: Approval by Members

This constitution is hereby approved by ¾ vote of the members of the International Student Organization of this day:

ISO President: _____

Date: _____

Section 3: Approval by Advisor

This Constitution meets the requirements set forth by Eastern Mennonite University:

Chapter Advisor: _____

Date: _____