

International Student Association (ISA) Constitution and Bylaws

I. Name and Purpose

A. Name

The name of this organization shall be “International Student Association (ISA)”.

B. Purpose

The purpose and objectives of ISA are

1. To encourage students from various countries (including the U.S.) to meet in a friendly atmosphere.
2. To stimulate cultural awareness by providing a means for students of different cultures to interact and share their thoughts and ideas.
3. To plan and organize various activities/trips for community service, club fund-raising, cultural enrichment and general recreation.
4. To provide a vehicle for voicing international student issues and concerns to Central Texas College’s (CTC) administration.

II. Organization

A. General Membership

1. Eligibility

- a. Any international or American student who is registered with Central Texas College for at least one term during the academic year.
- b. Any student who is registered at Tarleton – Central Texas or simultaneously registered at both institutions.
- c. Membership is open to every qualifying student without regard to race, religion, sex, age, disability, or country.
- d. A \$10.00 yearly membership fee is required for admission into ISA for the fall and spring semester of that year.

2. Conduct

- a. ISA members must not be on academic suspension and must maintain a 2.0 GPA to remain active.
- b. ISA members must not use and/or possess alcohol, contraband, controlled substances, explosives, or weapons at any school or student organization functions, either official or unofficial, with or without the club advisor, on or off campus unless otherwise specified.
- c. ISA members must actively participate in scheduled activities and events including fundraisers, community service functions, and social activities. While there are exceptions to this rule, any perceived or obvious lack of participation can result in cancellation of membership and prevent participation in ISA special events (outings, trips, parties, etc).
- d. ISA members must set a good example for other international students, and are expected to be positive ISA representatives on the CTC campus at all times.

B. Officers

1. Eligibility

- a. Candidates who wish to be selected to office must meet all requirements of the general membership eligibility and conduct as stated herein.
- b. Candidates for office must not be on probation or suspension and must maintain a 2.0 GPA to hold office and remain active.
- c. Candidates for officer positions agree to attend all meetings and other activities unless they have an excuse such as illness, official appointment, or educational/professional priority. If an officer has an excess of three unexcused absences, he/she may be asked to step down and the selected alternate will fill this position for the remainder of the academic school year.

2. Term of Office

- a. The term of office shall be from September 15 of each academic year and shall continue for the fall and spring semesters of that academic year. If an officer is unable to complete his/her term of office, the selected alternate will take the vacant position. If another position becomes vacant, the

board of officers shall appoint a replacement officer with the advice of the sponsors.

3. Selection of Officers

- a. The selection of officers shall take place on an annual basis during the month of September. Selected officers shall assume their duties and responsibilities on September 15 of each year.
- b. Officer selection is based on three criteria: selection from written essay, 3-5 minute speech, and member nominations.
- c. Candidates for officer positions must first express interest in a particular position by completing an Officer Selection Form (OSF). This form includes a resume of the candidates' prior activities, memberships and organizational involvements (community service, fundraising, hobbies, interests, etc.) and a one-page essay on the significance of holding a particular officer position (President, V.P. Secretary, etc).
- d. Officer candidates must present a 3-5 minute speech to the membership on what positive contributions they will bring to a particular officer position and the ISA organization.
- e. The membership will cast nominations via secret ballots (following the candidate speeches) and include brief statements regarding the candidates they believe will best serve as ISA officers.
- f. The ISA advisors/sponsors will select the winners of each position based on an evaluation of their essays, speeches and the nomination ballot comments received from the membership.

4. Officers and their duties

a. President

The President presides over meetings and activities. He/she reports directly to the sponsor and is responsible (with assistance from the board of officers) for supervising the activities, goals and objectives of the organization. The President is in charge of meeting with the other officers to conduct the affairs of the association and has authorization to delegate any extra work related to activities to other members

of the officer board. The President is responsible for developing and maintaining a tentative calendar of activities for the semester. This calendar is developed by the President, in collaboration with the board of officers. The schedule must be submitted to the sponsor for approval and/or recommendation. The President is responsible for ensuring that all officers are aware of the scheduled meetings. The President also must participate in new student orientations and welcoming and supporting newly arriving international students.

b. Vice-President

The Vice-President presides over meetings and activities when the President cannot attend. The Vice-President is also responsible for coordinating all investigation activities required for planning; i.e., securing informational brochures, obtaining prices, phoning or writing for times/tickets, etc. In conjunction with the ISA Secretary/Treasurer will ensure officers and members are contacted, informed, and updated on all ISA matters. The Vice-President also must participate in new student orientations and welcoming and supporting newly arriving international students. He/she will also attend Student Government Association (SGA) meetings.

c. Secretary/Treasurer

The Secretary/Treasurer is responsible for the official records and minutes of the association. He/she prepares a written report of the affairs, activities, and meetings of the association. He/she will read these reports during the mid-term general meeting which should take place the second week in November. In conjunction with the sponsor, he/she is responsible for all accounting activities and prepares a report of all expenses and expenditures. He/she will also read the financial report during the mid-term general meeting in November. The Secretary/Treasurer, in conjunction with the ISA Vice-President, will ensure officers and members are contacted, informed, and updated on all ISA matters.

d. Public Relations/Advertising Officer

The Public Relations/Advertising Officer is responsible for public relations to include Bell Tower Buzz notices, posters, and other ISA media requirements. He/she works closely with the ISA advisor and CTC Office of Student Life.

e. Activities Officer

The Activities Officer in conjunction with the Vice-President organizes ISA activities and events throughout the academic year, with the exclusion of fund raising and community service activities. He/she will represent ISA at Campus/Student Life activity meetings and provides a summarized report during ISA meetings. The Activities Officer will also coordinate with the ISA advisor and officers board to maintain an up-to-date calendar of events.

f. Historian

The Historian is responsible for recording the archives and records of the association's activities in the form of an annual scrapbook. He/she will work closely with the ISA Photographer. The Historian also serves as an alternate officer ready to fill any other officers' position which becomes vacant.

g. Photographer

The Photographer is responsible for photographing ISA activities and events (ISA will pay for cost of film and photo development). He/she is responsible for providing one copy to the Historian and one copy to the ISA advisor. The photographer will coordinate with the ISA Historian, Activities Officer, and Public Relations/Advertising Officer to ensure that organization of the scrapbook is up-to-date. He/she is also responsible for ensuring activities and events receive adequate photographic coverage and ensuring photographs needed for marketing, advertising, and/or publicity are readily available. The Photographer also serves as an alternate officer ready to fill any other officers' position which becomes vacant.

III. Activities of the Association

A. General Membership Meetings

1. The general membership shall decide on a day and time for general members to meet. These informational meetings should be dedicated to the development of future activities and/or discussion of subjects to include voting of amendments, immigration, and other single subjects pertaining to international students.

2. The officers shall decide on a day and time for a closed meeting for officers and/or the sponsors on a weekly basis. This meeting will be reserved for the discussion of association business. Officers shall meet, even if there is no business to carry out, in order to maintain a professional relationship between officers, discuss any subject of importance, share opinions, and welcome any prospective members who would like to join the association. Members may attend these meeting but may not intervene in the discussion unless they are invited to participate.

B. Special Activities

1. Special activities (community service, fundraising, cultural enrichment, recreational) may take place during the semester. These activities must be announced in advance by means of posters, flyers, and/or advertisements in the Bell Tower Buzz and/or any other means available and not restricted by Central Texas College. These activities may or may not be restricted to the members of the association and may or may not require a contribution from the participants. These activities must be approved by the advisors of the association.

C. Participation Points

1. Particular activities will be assigned participation point values. Members who actively participate will receive the designated amount of points assigned. The amount of points assigned for each activity must be approved by the association advisor(s). Advisors have discretion and can assign point values based on the significance, degree of contribution, and campus/community function of the activity.
2. Points are used to reward active members for outstanding contributions, services and participation in ISA activities and events. Earned points are also used to determine priority and member standing for special events/activities such as the annual spring break trip. When participation in a recreational event is limited due to transportation, space availability, or other restrictive issues, the number of points each member has earned will determine his/her ranking and eligibility to participate. Members who do not have enough participation points will not be eligible to attend the activity/event/trip in question.
3. Members can review or evaluate their own number of points and current ranking at anytime. A member may also challenge his/her current ranking if he/she believes that the number points earned is incorrect. In such cases members must provide proof to support their

points challenge (i.e. provide photos of an event, which shows that the student was in attendance).

IV. Amendment/Changes to the Constitution and Bylaws

- A. Amendments and/or changes to the constitution and bylaws shall be proposed by an officer and supported by at least one other officer. The proposed amendment shall then be discussed by the board of officers in a restricted meeting. If the amendment is approved, then the President shall submit the amendment to the sponsors for approval/recommendation and then call a general membership selection. The amendment shall be displayed publicly and read before a vote takes place so that all members are aware of the proposed change. The vote shall be conducted at the general membership meeting.
- B. Amendments and/or changes to the constitution and bylaws shall be proposed by any member and supported by at least five other members and an officer.
- C. In order for the amendment to be valid, it must get a vote of two-thirds of the general membership.
- D. Standing rules may be added by a majority vote of members present at a called meeting.
- E. All amendments and/or changes to the constitution and bylaws shall be approved by the sponsors and presented to the Director of International Student Services.

Sponsor's Signature

Date

Co-Sponsor's Signature

Date

President's Signature

Date