

**THE CONSTITUTION
of
THE INTERNATIONAL STUDENT ORGANIZATION
of
CENTRAL MICHIGAN UNIVERSITY**

PREAMBLE

Promotion of international and intercultural understanding and dialogue among the people of different background represented at Central Michigan University.

ARTICLE I

NAME

The name of this organization is the International Student Organization (ISO) of Central Michigan University (further “Organization”).

ARTICLE II

PURPOSE

SECTION 1.

- A. The purpose of this Organization is to promote diversity and multiculturalism among people of different background at Central Michigan University (further “CMU”) and to promote better understanding, dialogue and closer relations, by means of intercultural events, discussions, cooperative and development activities.
- B. The Organization aims to provide assistance to international students in terms of academic, social, and self-development adjustment.
- C. Only cultural events will be promoted through the organization, religious activities **SHOULD NOT** be promoted through the organization.

ARTICLE III
MEMBERSHIP

SECTION 1. GENERAL MEMBERS

- A. All CMU students who are interested in furthering international understanding are invited to become general members;
- B. Membership in the Organization shall not be denied because of age, color, disability, gender, familial status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status or weight.
- C. Members do not have to pledge in order to join the club.
- D. No membership fee is required to join the club.

SECTION 2. HONORARY MEMBERS

- A. All CMU faculty and staff who show interest shall be appreciated by becoming honorary members of the Organization.
- B. All members of the Organization who have graduated shall also be appreciated by becoming honorary members of the Organization.

SECTION 3. TERMINATION OF MEMBERSHIP

- A. Membership can be withdrawn from the Organization by making a written request to the E-Board.
- B. Organization has the right to expel any member in the event of violation of the by-laws of the Organization. The following procedures shall be adopted:
 - 1. All members have the right to lodge a written complaint to the E-Board about any member of the Organization or about the Organization itself.
 - 2. Upon the receipt of a complaint, the E-Board shall call an emergency general meeting to discuss the issue. The defendant shall be given the right to defend him or herself in the meeting.

3. All eligible voters will take a vote of confidence, and the result of the voting will determine the issue.

SECTION 4. REGULATIONS

- A. All members shall abide by university regulations and this Constitution.

ARTICLE IV

DUES

SECTION 1. BANKING PROCEDURES

- A. Organization's funds will be saved under the account titled "International Student Organization" in a local bank.
- B. The president and treasurer must both sign for transactions involving the account. However, in the absence of the president or treasurer, the vice-president may sign for transactions.
- C. The treasurer will abide by university regulations.
- D. Funds received from the Student Budget Allocation Committee (SBAC) or any other entity shall be saved in an on-campus account titled "International Student Organization."
- E. Organization's budget planning will be held during regular E-Board meetings.
- F. In an event that any E-Board member requests a proof that a specific transaction has taken place, the Treasurer, or, in case of absence, the President, shall bring the proof to the following meeting.

ARTICLE V

ELECTION OF INTERNATIONAL STUDENT ORGANIZATION OFFICERS

SECTION 1. OFFICERS

- A. The officers of this organization shall be President, Vice-President, Secretary, Treasurer, Public Relations Manager, Event Coordinator, IT Administrator, and SGA representative. These officers shall be elected at the end of the spring semester and take office within one week following their election. The previous E-Board has to hold a meeting within one week to introduce new E-Board members to the Club. Officers will hold these offices for one academic year. They can be re-elected for the same office for one term only.
- B. All officers shall know all the terms in the constitution and follow it.
- C. All officers shall check the Club's e-mail regularly.

SECTION 2. QUALIFICATIONS FOR HOLDING OFFICE

- A. To run for office, a member has to maintain general membership status.
- B. All officers must be CMU students and must have a 2.0 GPA or above at the time of appointment or election.
- C. No single individual shall hold more than one officer position.
- D. The officers are allowed only 2 unexcused absences from the E-Board per academic year. It is the E-Board's responsibility to excuse absences and determine whether any member has had an excessive number of absences.
- E. Officers shall attend meetings regularly. In case of inability to attend meeting an E-Board member shall send an email notification of his or her absence to all E-Board members.
- F. Officers should be responsible for ALL events that are sponsored by Organization.
- G. Each Officers shall maintain scheduled office hours in the Student Organization Center (SOC) and office hours shall be determined by the officers in E-Board's general meeting.

ARTICLE VI

VOTING & ELECTION PROCEDURES

SECTION 1. ELIGIBILITY FOR VOTING

- A. Only General Members of the Organization are eligible to vote.
- B. All members are eligible to vote for E-Board members during annual elections of the Organization.
- C. Amendments in the Constitution shall be voted upon by E-Board members in concern of all the General members of the organization.
- D. The advisor(s) has no voting rights.

SECTION 2. PROCEDURES FOR ELECTIONS

- A. Whoever wants to run for any E-Board positions must be a General Member of the Organization.
- B. Elections will be held in the spring for the following year.
- C. Officers will hold these offices for one academic year. They can be re-elected for the same office for one term only.
- D. Each election shall be supervised by Election Committee.
- E. Election Committee will consist from the Advisor and a person selected by E-Board (the latter will not have right to vote during elections).
- F. Voting by proxy is prohibited.
- G. If an officer position becomes vacant in the fall semester or within the first two months of the spring semester, a formal election procedure will be held for the vacant position. If the position vacant within a month of springs elections the president may appoint an organization member to fill the role until formal elections.

SECTION 3. DECISIONS MAKING

- A. The E-Board members make all organization decisions collectively.

B. All E-Board members shall make decisions based on the Constitution and the officer handbook.

C. Responsibilities of each officer are mentioned below.

SECTION 4. RECALL OF OFFICERS

A. Officers will be recalled under the following conditions:

A.1 Failure to perform duties;

A.2 Malfeasance;

A.3 Excessive absences.

B. When a vacancy occurs in any E-Board position, it shall be filled by a special election at the next general meeting after the position becomes vacant.

C. Termination of membership of an officer shall follow the same procedure as for the general membership.

ARTICLE VII

DUTIES OF OFFICERS

SECTION 1. PRESIDENT

A. The President is the official representative of the organization at all times.

B. The President is responsible for the coordination of the meetings and all the activities or events undertaken by the organization.

C. He/She can call special meetings.

D. He/She shall know all the by-laws of the organization and be able to delegate responsibilities to the members.

E. The President may call an emergency or special meeting with one day prior notice.

- F. The President will regularly inform the Advisor(s) of the updates of organizational activities.

SECTION 2. VICE-PRESIDENT

- A. The Vice-President shall assume the duties of the president in his/her absence or inability to act.
- B. The Vice-President shall be the alternate for all organizational representatives.
- C. The Vice President shall assist President in coordination of the meetings and all the activities or events undertaken by the Organization.
- D. If the office of the President should become vacant, the Vice- President shall become President and hold an election to fill vacant position.

SECTION 3. SECRETARY

- A. The Secretary shall be responsible for taking notes at all the general and E-Board meetings and keeping minutes.
- B. He/She will email the minutes of every General Meeting to the Organization's E-Board members and/or members of the Organization following guidance of the President.
- C. He/She shall take attendance at meeting.
- D. He/She shall keep a list of members, honorary members, their local addresses, phone numbers, and e-mail addresses.
- E. He/She is also in charge of keeping file of all events and activities sponsored by the International Club.
- F. He/She shall work closely with the President to prepare an agenda for every General/E-board meetings.
- G. He/She shall check mail regularly.

SECTION 4. TREASURER

- A. The Treasurer shall be in charge of all financial transactions. He/She shall be the sole custodian of the Organization's account.
- B. The Treasurer shall receive all dues and fees, pay all debts by the end of the semester in which they were incurred, and keep an accurate account of receipts and disbursement.
- C. He/She shall keep the financial documentation balanced and ready to be presented at every General and E-Board meeting.
- D. He/She shall present a monthly update to the Advisor(s).
- E. In case of any misappropriation of funds, the Treasurer shall bring this to the attention of the E-Board.
- F. In the unlikely case that the organization is dissolved, the treasurer shall pay all outstanding debts, and the balance in the Club's account will be transferred to CMU according to the university regulations.

SECTION 5. PUBLIC RELATIONS MANAGER

- A. The Public Relations Director shall place advertisements in the CM Life or other newspaper, and radio stations regarding new members, meetings, programs, and club presentations and events.
- B. The Public Relations Director shall make room reservations for meetings and activities.
- C. He/She shall make flyers for meetings, programs, activities and events, and post it on and off campus.
- D. He/She shall also be responsible for any publications of the Organization, including revising the letter sent to International students in their informational packets.

SECTION 6. EVENT COORDINATOR

- A. The Event Coordinator shall be responsible for implementation of activities held by the Organization, such as, but not limited to, intercultural events, discussions, trips, and other cooperative activities.
- B. The Event Coordinator shall work closely with the Public Relations Director for scheduling various events and activities.

SECTION 7. INFORMATION TECHNOLOGY (IT) ADMINISTRATOR

- A. The IT Administrator shall be responsible for making the Organization's web page, which should include the Organization's Constitution and a list of E-Board members.
- B. He/She shall keep the web page up-to-date about all the meetings, events, and activities sponsored by the Organization.
- C. He/She shall be responsible for keeping track of changes in Organization's information and shall post pictures and the newsletter on the site.

SECTION 8. STUDENT GOVERNMENT (SGA) REPRESENTATIVE

- A. The SGA rep will attend SGA meetings on particular day representing International Student Organization (ISO) at these meetings.
- B. The SGA rep will communicate SGA matters to the International Student Organization and International Student Organization matters to the SGA.
- C. The SGA rep will assist the president with SBAC funding requests as needed and as directed by the president.

ARTICLE VIII

ADVISOR(S)

SECTION 1.

- A. Advisor (s) must be faculty or staff members of CMU.
- B. The selection of an Advisor (s) requires nomination by a member of the organization and approval by a majority vote of the E-Board members.
- C. The term of office is one calendar year. An advisor can be re-elected for more than one term.
- D. The Advisor (s) shall provide advisory assistance in strategic leadership, planning and organizing activities.
- E. The Advisor (s) shall assist in management conflict resolution.

ARTICLE IX

MEETINGS

SECTION 1.

- A. E-Board meetings will be held on a monthly basis at a specified day and time as decided at the beginning of each semester. If, in the event, a meeting does not take place on the designated date, E-Board members shall notify members of the changes.
- B. Every member shall have an opportunity to put forward his/her opinion in meetings.
- C. E-Board members shall attend meetings regularly. In case of inability to attend a meeting an E-Board member shall send an email notification of his or her absence to all E-Board members. If any member does not attend meetings regularly the President may call for an emergency meeting to discuss possibility of termination of membership through voting.
- D. General meeting will be called at any time, by approval of 2/3 of E-Board members, at least 1 week before the meeting takes place.
- E. Special meetings shall be called as deemed necessary by the President.
- F. The President can warn any member for misbehavior in the meetings. A total of three warnings in a meeting will require the individual to leave the meeting.

ARTICLE X
AMENDMENTS

SECTION 1

- A. This constitution may be amended at any time.
- B. Any member of the organization may propose amendment of the Constitution.
- C. Amendments shall be discussed by E-Board members.
- D. Amendments shall be approved by majority of E-Board members' votes specified as at least
2/3 of votes.
- E. Any changes within the constitution should be consulted with the Advisor.
- F. The constitution will be reviewed on an annual basis each summer and submitted at the
beginning of the fall semester to Office of Student Life.