



**SOUTH CAROLINA  
STATE  
UNIVERSITY**  
**International Students Association (ISA)**

# ***CONSTITUTION***

**Last Updated: May 1, 2023**

## ***Article I. Name***

The name of the organization shall be, the “**South Carolina State University International Students Association**” (**ISA**). The organization may also be referred to as the **ISA**.

### ***Sec.1.1 Need for an organization and purpose:***

The **International Students Association** is an organization for international and domestic students at South Carolina State University who wish to promote international awareness to meet the following objectives:

- Promote multicultural awareness, international understanding, and world affairs education by hosting programs and engaging in experiences that feature diverse global cultures.
- To stimulate interaction among international and domestic students, as well as the community.
- Orientation of new international students to help them adjust to studying in the United States and to provide them with moral and other support in the pursuit of their educational goals.
- To organize and to mobilize support around issues and activities that may affect or be of special interest to the SCSU international community.
- To provide a forum for the discussion and debate of matters of special interest to its members and to the university community.
- To help members and provide mutual support.
- To speak with one voice to the university administration.
- To promote, encourage, and support academic, athletic, cultural, and social activities and encourage participation in those activities.

## ***Article II. Rules of Membership***

- 2.1** All international and domestic students, as well as faculty and staff are eligible to join the **ISA**. There shall be three (3) classes of members; regular voting members, associate non-voting members, and honorary members.
- 2.2** Regular Voting membership shall be open to any students enrolled at SCSU, and who has registered with the ISA.
- 2.3** Associate Non-voting membership shall be open to alumni, members of the University faculty and staff, as well as the spouses of regular members, and international students from Claflin University. Associate members cannot vote or hold office. However, if international students from Claflin University become associate members of the ISA, one of them should serve on the Advisory Committee to ensure collaboration between international students at SC State University and Claflin University.
- 2.4** Honorary membership shall be open to any person who supports the ISA and are approved by majority vote of the regular members at a duly constituted meeting of the ISA.
- 2.5** There shall be no limit on the size of the membership of the ISA.
- 2.6** This Association and its members shall not discriminate against any individual on the basis of race, color, religion, gender, national origin, age, sexual orientation, disability, or veteran status.
- 2.7** Voting for new members of the Executive Board and of the Legislature shall take place at a general assembly meeting of the membership once two weeks notice has been provided. The meeting shall be presided over by the Association's Faculty/Staff Advisor (or designee from the Office of International and National Student Exchange Programs), or the current President of the ISA (in the absence of the president, the Deputy President or the Chair of the Advisory Committee).
- 2.8.** Members are considered to be "Active" once they pay annual dues.

### ***Article III. The ISA Leadership Structure***

- 3** The leadership structure of the International Students Association shall include:
- a) **The Executive Board**
    - President
    - Vice President
    - Secretary
    - Organizing Secretary
    - Treasurer
    - Two At-Large Regular Members
  
  - b) **The Legislature**
    - 2 Senators
    - 1 Parliamentarian
    - 1 Sergeant-at-arms
  
  - c) **The Advisory Committee**
    - Director, Office of International & National Student Exchange Programs shall serve as Advisory Committee Chair
    - International Education Coordinator
    - Primary Designated School Officer
    - No less than two and no more than three regular members appointed by the Chair
    - One student from Claflin University, if any become associate members

#### **Sec.3.1 The President**

- 3.1.1** Be the executive officer and shall preside over all meetings of **ISA**
- 3.1.2** Present the views of the ISA to the university Administration and any interested party
- 3.1.3** Promote the growth of the ISA
- 3.1.4** Represent the **ISA** at official functions
- 3.1.5** Speak on behalf of the **ISA** in negotiations and in matters affecting the relationships between **ISA** and other organizations
- 3.1.6** Assist in the development of annual goals for the organization
- 3.1.7** Nominate and with the approval of the Executive Board, the Legislature and the Advisory Committee, appoint all appropriate committees and committee chairpersons
- 3.1.8** Appoint, with the approval of the Executive Board, the Legislature and the Advisory Committee Chair, an interim officer to the Executive Board in the case of a vacancy due to resignation or inability of an officer to complete his/her term of office until the post is filled by the general assembly
- 3.1.9** Serve as an ex-officio, nonvoting member of all committees
- 3.1.10** Prepare and file the final annual report and any other reports required by the University
- 3.1.11** Serve as co-signer (**with the Treasurer**) on all financial accounts
- 3.1.12** Maintain contact with the Advisory Board

- 3.1.13 Maintain contact with the organization's alumni
- 3.1.14 Maintain contact with all affiliated university department or community partners
- 3.1.15 Perform other duties deemed necessary for the promotion and development of the organization

### **Sec.3.2 The Vice President shall:**

- 3.2.1 Act in the absence of the President and shall carry out other duties as may be, from time to time, assigned by the President.
- 3.2.2 Liaise with the Office of International and National Student Exchange Programs and the Office of Admissions.
- 3.2.3 Act as the Public Relations Officer for the ISA

### **Sec.3.3 Duties of the Secretary include:**

- 3.3.1 To be acting President whenever both the offices of the President and Vice President are vacant simultaneously due to resignation or inability to complete their terms of office. In such cases, the secretary shall assume these responsibilities until the next meeting shall be held to elect a President and Vice President.
- 3.3.2 Shall Act for the President and Vice President in their absence and carry out their duties.
- 3.3.3 Work with the President and Advisory Committee Chair in compliance with the University's registration requirements.
- 3.3.4 Help the President prepare and file the final annual report and any other reports.
- 3.3.5 Maintaining up-to-date records, documents, and minutes of the proceedings and meetings of the ISA.
- 3.3.6 The issuance of minutes, announcements of meetings, and circulars, and the preparation of agenda for meetings.
- 3.3.7 Act as the returning officer in all the elections within the association where the incumbent is not a candidate in which case the general assembly will appoint a person to oversee elections.

### **Sec.3.4 The Treasurer's duties include:**

- 3.4.1 Establishment and control of the bank accounts and other assets of ISA
- 3.4.2 Serve as co-signer (with the President) on all financial accounts
- 3.4.3 Collect dues and maintain up-to-date financial records
- 3.4.4 Perform other duties relating to the Association's finances as may be determined by current activities of the ISA.

### **Sec.3.5 The Organizing Secretary shall:**

- 3.5.1 Be the chief liaison and information officer of ISA
- 3.5.2 Organize and implement publicity work for the various ISA sponsored activities and programs in cooperation with the Executive Board and Advisory Committee
- 3.5.3 Distribute copies of the constitution to members and prospective members of ISA

- 3.5.4 Plan and coordinate all social, cultural and athletic activities sponsored by the association upon approval of the Executive Board, Legislature and Advisory Committee
- 3.5.5 Act as the Association's Secretary in the absence of the Secretary.

### **Sec.3.6 At Large Regular Members**

- 3.6.1 They shall play represent the interest of the general body at meetings of the Executive Board

### **Sec.3.7 Senators, Parliamentarian & Sergeant-at-arms**

- 3.7.1 The Senators and the Parliamentarian shall constitute the Legislative arm of the ISA.
- 3.7.2 They shall vet and approve all appointments and decisions by the Executive Board before approval by the Advisory Committee.
- 3.7.3 Study, debate and recommend amendments to the ISA Constitution in consultation with the Executive Board and Advisory Committee
- 3.7.4 The Sergeant-at-arms shall maintain the discipline of the ISA and ensure that Roberts Rules of Order and the constitution is adhered to. He shall be a member of the disciplinary committee if constituted by the three arms of the ISA Leadership Structure

### **Sec.3.8 The Advisory Committee**

- 3.8.1 The Advisory Committee consists of a Chair who is the Director of the Office of International & National Student Exchange Programs (OINSEP), Primary Designated School Officer (PDSO) at the University (or his/her designee), the International Education Coordinator, and no more than three members appointed by the Chair to the Advisory Committee in consultation with the ISA President.
- 3.8.2 The Director of OINSEP may delegate his/her duties to the International Education Coordinator or to the PDSO, or to a faculty/staff who is supportive of the ISA.
- 3.8.3 No less than two and no more than three additional members may be appointed by the Chair in consultation with the President and other Committee members.
- 3.8.4 The President and any of the Executive or Legislative members may sit at Advisory Committee meetings upon request of the Advisory Committee
- 3.8.5 The Advisory Committee shall be the guiding arm on every matter concerning the ISA and the President and other Executive Board Members shall consult the Advisory Committee Chair on every decision after approval by the Legislature. The Advisory Committee's word shall be final.

### ***Article IV. Term of Office***

- 4.1 The tenure of office for an Executive Board and Legislature member shall be one academic year after which they may be re-elected for no more than two terms.

- 4.2 Elections will be held once per academic year (preferably in September or April) during a meeting of the general assembly at which at least two weeks notice has been given.
- 4.3 The outgoing Executive Board and Legislature shall continue to function until elections take place. Elected officers take up their duties one day after elections.
- 4.4 The Advisory Committee members are not elected.

### ***Article V. Vacancies***

- 5.1 If the office of President is vacated, the Vice President shall automatically become President for the remainder of the term. Special elections shall be held for the position of the Vice President.
- 5.2 If any other office is vacated, the President shall nominate and, with the approval of Executive Committee, Legislature and Advisory Board, appoint an interim officer to fill that vacancy until the next election is held.

### ***Article VI: Removal or Recall of an Officer***

- 6.1 An officer of the Executive Board shall be removed when he/she does not meet ISA requirements for eligibility or violates the Student Code of Conduct
- 6.2 The procedure requires the active members to initiate a written petition signed by a majority of the active membership stating the reasons why such recall or removal is desirable.
- 6.3 Active members must receive notice about the removal/recall at least seven days before the meeting is scheduled.

### ***Article VII: Elections***

- 7.1 Elections of officers shall be held once a year.
- 7.2 Elected officers must be enrolled as full or part time students and be in good academic standing and not on sanction by the Judicial Board.
- 7.3 Candidates for all offices must have completed at least one academic semester in college.
- 7.4 Elections shall be conducted by secret ballot.
- 7.5 Special elections shall be held for vacated positions.
- 7.6 Only members who have paid annual dues can served as candidates and be elected.

### ***Article VIII: Meetings***

- 8.1 Regular general meetings of the student organization shall he held at least twice per semester.
- 8.2 The executive shall schedule general meetings.
- 8.3 Special meetings of the ISA may be called at any time by the executive upon one week's notice to each member or by a petition of a majority of the membership, submitted one week before the meeting.

- 8.4 An Executive meeting of the ISA shall be considered to have been properly constituted when at least 50% plus 1 of the active members are in attendance.
- 8.5 A General meeting of the ISA shall be considered to have been properly constituted when at least 30% of the active members are in attendance.
- 8.6

### ***Article IX: Sources of Revenue***

The major sources of fund for the association shall be annual membership dues, fundraising, and donations.

- 9.1 Members should pay annual dues within the first month the Fall semester, and within the first month of the Spring semester if they were not enrolled or present in the Fall.
- 9.2 The Executive Board in consultation with the Advisory Committee will propose the annual dues, which shall be subject to the approval of the general meeting.
- 9.3 Fees and donations will help cover the cost of special activities or projects voted on by the members.
- 9.4 In the event of dissolution of the organization, all assets and funds shall be kept in trust until the organization resuscitates.

### ***Article X: Special Committees***

- 10.1 Special Committees may be established by the Executive Board with the approval of Parliament and shall perform such duties as defined in their establishment.
- 10.2 The Executive Board shall appoint, and may remove, committee members and a Chairperson for each committee.
- 10.3 All active members are eligible to serve on committees. An active member is one who has duly registered with the association, paid annual dues, and satisfied conditions for membership. This includes non-voting members.

### ***Article XI: Advisors***

- 11.1 The Chair of the Advisory Committee shall be the Principal Adviser of the ISA.
- 11.2 Removal/Recall of the Advisor: The Advisor is not subject to removal or recall and can serve to the end of the term, step aside, or hand over responsibilities to another member of the Advisory Committee.

### ***Article XII: Discipline***

- 12.1 Any member who violates the Student Code of Conduct may be summoned before the Executive Board with the recommendation of the Sergeant-at-arms.
- 12.2 Depending on the nature of the infraction, the student can be suspended or terminated from membership.
- 12.3 Any student whose membership in the ISA has been suspended or terminated in any manner shall forfeit all interest in any funds or other property belonging to ISA and may not use the organization's name in connection with any activity.
- 12.4 **Appeal process:** Any member whose membership in ISA has been suspended or terminated by action of the Executive Board may appeal to the Advisory Committee in writing within two weeks of the action. The decision of the Advisory Committee is final.



### ***Article XIII: Amendments***

- 13.1** The constitution shall be reviewed and ratified at the first general meeting.
- 13.2** The constitution may be amended by vote of 2/3 of active members present at a properly constituted general meeting, after an ad-hoc Constitution Committee presents a formal report of proposed amendments.
- 13.3** All voting active members may propose amendments to the constitution.
- 13.4** Active Members must be given at least 7 days notice of the proposed amendments before a vote can be taken.

### ***Article XIV: Limitations to this Constitution***

- 14.0** Any section(s) or subsection(s) thereof in this constitution that is contrary to the provisions of the statutes of South Carolina State University, the County of Orangeburg or any other law of the State of South Carolina or that of United States of America, shall be declared void and therefore of no effect.