



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

International Students' Association

ARTICLE I - ESTABLISHMENT

We, the students, faculty, and staff of the University of Rochester hereby establish the International Students' Association (ISA) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

The International Students' Association at the University of Rochester aims to advocate for and support international students and offer them support throughout their studies. ISA also provides programming and education about different cultures and identities for the broader UR student body. We collaborate with other student and university organizations to foster a sense of belonging and inclusive social environment for international students, focusing on appreciating the University's rich cultural diversity.

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - All Students' Association members that have joined the ISA on CCC and have attended at least 66% of all the events hosted by ISA in an academic year.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to perform, compete, nor travel as part of a college student organization.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as ½ of the active membership plus one officer.

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Publicity Chair

SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. All officers shall be responsible for collaborating and coming up with ideas for various events.
- F. The President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfils the purposes set forth above. The President shall also have these responsibilities:
 - a. Maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association.
 - b. Attend meetings with administrative departments like ISO, ISAC, ISSAB, GSA, etc. to represent ISA and plan future collaborations and programming.
 - c. Conflict management.
 - d. Act as a representative of ISA to the outside community.
 - e. Receives emails for co-sponsorships and communicates it to the e-board.
 - f. Communicate and finalize meeting agendas before the meetings to the Vice-President.

- G. The Vice-President shall be responsible for organizing and leading weekly/biweekly e-board meetings. The Vice-President shall also have these responsibilities:
- a. Presides over e-board in the President's absence and aids in President duties.
 - b. Writes meeting agendas, sends agenda to the Secretary to be sent to the general membership.
 - c. Sends out meeting minutes to the e-board and then condenses the minutes into shorter, general minutes for the general membership (to be emailed out); which is emailed to the Secretary who will send out the communication.
 - d. Take roll call at all meetings, tally votes, keep an accurate list of organisation members and take and maintain meeting minutes.
 - e. Writes & sends tasks for e-board, makes sure they have enough information to do their tasks and they know how to do it, and holding them responsible if the task is not done.
 - f. Fill in on tasks where need be.
- H. The Secretary shall be responsible for emailing General members, Co-sponsors and staying updated with ISA's mailbox, bringing up certain emails during meetings when necessary. The Secretary shall also have these responsibilities:
- a. Manages ISA's virtual EMS.
 - b. Maintain relations with ECM & event management.
 - c. Sit with ECM during events and ensure ECM does their job, in collaboration with Publicity Chair.
 - d. All emailing - this means reaching out to performers, general members, etc.
 - e. Make sure that participants/performers are ready for events, lighting cues and performance orders sent to all e-board members.
- I. The Treasurer shall be responsible for maintaining all finances and keep detailed records of all transactions. The Treasurer shall also have these responsibilities:
- a. Attends a mandatory Business Manager training at the beginning of the Fall semester.
 - b. Manage interactions with SAAC, and submits relevant forms anytime money is spent.
 - c. Handle transactions with departments, ECM, photographers, caterers, etc.
 - d. Creates budgets each year, keeps financial records, and work with other officers to go over and ensure purchase orders are correctly handled.
- J. The Publicity Chair shall be responsible for all ISA's public relations and advertisement needs. The Publicity Chair shall also have these responsibilities:
- a. Send out co-sponsorship emails to the student groups.
 - b. Manage ISA's CCC page & website.
 - c. Make designs for social media (Snapchat filters, Facebook profile pictures, etc).
 - d. Design and submit flyer print requests for events through the copy centre.

- e. Publicize events on social media and all possible advertisement avenues.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. **Nomination and Elections Procedure** - The nomination procedure is an open nomination process. Members may nominate another active member or may nominate themselves for an officer position. In the election procedure, each candidate will be required to submit a platform of no longer than 5 minutes. Whichever candidate receives a simple majority will be elected to office. If there is no clear majority, a run-off between the two top candidates will be held. A nominated member must have served for at least one term (2 semester) on an executive officer position to be eligible to run for the position of President of ISA, unless no one else is qualified.
- B. **Term of Office** - The term of office for each officer is two semesters. At the end of the second semester, elections will be held for new officers. Elections will occur at least two weeks before the end of the semester. Current officers will still serve till the end of second semester of their term but after new elections, they will be helping the new elected member with transition.
- C. **Timing of Elections** - Elections will occur around the end of the spring semester for all positions. New officers will transition into their new positions between the later part of the semester, when the elections conclude, to the end of summer. Transition period will officially end before the beginning of the fall semester and elected officers will officially assume their position at the beginning of the fall semester.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a $\frac{2}{3}$ majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

- A. The International Students' Association of the University of Rochester will abide by their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the International Students' Association. Behaviors prohibited under this rule include actions threatening substantial risk of physical or mental injury; actions exposing the individual to

distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

The International Students' Association abides by the non-discrimination policy of the University of Rochester.

Adarsh Kumar

Signature of Confirmation

Adarsh Kumar

President, International Students' Association

04/03/2023

Date

Evan Ji

Signature of Approval

Evan Ji

Chair, Student Organization Administration & Review Committee

4/10/2023

Date