

International Student Association.
Minnesota State University Mankato
Approved April 2004

Constitution

Preamble

We, the students of the Minnesota State University, Mankato (MSU, Mankato) of multiethnic origin, in order to promote international goodwill and friendship, unite to ordain and establish this constitution. Let there be understanding and respect among us; derived from our efforts as scholars, and our respective social and cultural heritage.

Article I: Name

The name of the organization shall be:

The International Student Association of MSU, Mankato.
The acronym shall be ISA.

Article II: Purpose

The purpose of the ISA shall be:

1. To increase awareness and understanding across cultures
2. To foster cross-cultural interaction.
3. To promote unity, respect and cooperation among international and U.S students at MSU, Mankato
4. To sponsor, promote, and coordinate activities designed to encourage communication, and further understanding between the various national and cultural groups at the MSU, Mankato and the surrounding community.
5. To ensure equal opportunity in all aspects of its activities for all persons, regardless of race, religion status, gender, national origin, disability or any other group distinction as set forth by the state or federal anti-discrimination sanctions.
6. To provide a platform where international student
7. To ensure the well being of International Students at Minnesota State University, Mankato.

Article III: Membership

1. Any student enrolled at the MSU, Mankato, regardless of nationality, can be a membership of the ISA
2. No membership fees will be charged for the ISA membership.

3. All members of the ISA shall have the rights and opportunity to participate in the activities and the discussion of the organization: U. S citizens, residents, people seeking political asylum/refugee status do not have the General Elections voting and Executive officers right.
4. All international students enrolled at MSU, Mankato under the International Student Office rules, have the right to vote in general elections.
5. All the ISA Student Organization representatives (the new president of each nationality association) have to be reported to the ISA Executive Board/ no later than two weeks after their respective elections, by then respective president.
6. Should the ISA Student Organization representatives fail to meet Article III, Part 5, the ISA General Assembly reserves the right to deny that country a vote at the General Meeting.
7. All members of the ISA are required to uphold this constitution.

Article IV: Officers of the ISA

1. The Executive officers of the ISA shall consist of a President, Vice-President and Secretary; whereas, President and Vice-President shall be elected members and the secretary shall be appointed member.
2. The President of the ISA shall appoint any full time students enrolled at the MSU Mankato, at his/her own discretion and in the best interest of the organization, to form the ISA executive board and the board of directors. All appointments made by the president shall be approved by the General Assembly.
3. The ISA President, Vice-president and Secretary shall NOT be from the same country.
4. No more than two (2) appointed Directors may be from the same country.
5. The ISA Executive Officers and Directors shall have five (5) office hours each week, whereas; the nationality Presidents shall have three (3) office hours each week.
6. Executive Officers and the Directors MUST have at- least one (1) academic year prior to their graduation date.
7. The elected Executive Officers, appointed Directors and the ISA Student Organization representatives shall be referred to as **“the ISA General Assembly”**.
8. The ISA directors shall be responsible to the ISA president for the management of the organization.
9. A vote of each country shall be taken by the representative elected ISA Student Organization Representative (or appointed proxy). If a proxy is appointed the ISA president should be notified before a proxy will be allowed to vote.
10. If the nationality president fails to send a written statement for the proxy, the Nationality Association will be counted absent for the meeting.
11. All the General Assembly members have the right to call for a fitness check on any member of the ISA General Assembly and to propose a vote on the incapacity of the member in question.

12. If any member of the General Assembly has two (2) consecutive un-excused absences, from the General Assembly meeting, a warning shall be sent to that member; upon the third consecutive absence from the General Assembly meeting a motion shall be put to a vote for dismissal.

- a) Quorum = 1/2 of the General Assembly
- b) Dismissal = 2/3 of the quorum in the favor of the dismissal.

Section I: President

1. He/She shall act as the Official Spokesperson for the organization and preside over all meetings as chairperson.
2. He/She shall appoint any full time students enrolled in the MSU, Mankato at his/her own discretion and in the best of the organization, to from the ISA executive board and the board of directors. All appointments made by the president shall be approved by the General Assembly.
3. He/She shall supervise the action of all members in the ISA General Assembly, including office hours
4. He/She with the consultation of the International Student Office shall take any decisions during the breaks and no approval from the General assembly would be required.
5. Within 3 business days of any General Assembly action, the president may veto such action. No later than the second General meeting following the veto, the General Assembly by a two-thirds vote may over-ride the veto. However, the president may not vote in the event that the General Assembly may attempt to over-ride a veto.
6. All appeals made, in writing, by the members of the ISA shall be heard by the President.
7. In the event that the ISA president is temporarily or permanently unable to perform his/her duties, the ISA Vice President shall temporarily assume the office of President until the ISA president is able to return the and perform the presidential duties, or until a president is elected by the ISA General Assembly.

Section II: Vice President

1. He/She shall preside over the meetings as chairperson in the absence of the President.
2. In the event that the ISA president is temporarily or permanent unable to perform his/her duties, the ISA Vice President shall temporarily assume the office of President until the ISA president is able to return and perform the presidential duties, or until a new president is elected by the ISA General Assembly.
3. He/She shall recruit members for the different comities of the organization.

4. He/She shall be responsible for the payments and financial obligation of the ISA
5. He/She shall be responsible for keeping all financial records and receipts
6. He/She shall supervise the Director of Fundraising and assist him/her as and when necessary.
7. He/She shall present all financial expenditures to the ISA Executive Board.
8. He/She shall present a monthly report at the ISA meetings
9. He/She shall work closely with the ISA Liaison officer regarding budget matters.

Section III: Secretary

1. He/She shall be responsible for the minutes of the ISA. The minutes include:
2. He/She shall supply the ISA Executive board with copies of all minutes when required
3. He/She shall be responsible for taking attendance at all ISA meetings, keep records of all minutes and do all correspondence of the ISA.
4. In the event that the ISA Vice President is temporarily or permanently unable to perform his/her duties, the ISA Secretary shall temporarily assume the office of Vice President until the ISA Vice president is able to return and perform the Vice Presidential duties, or until a new Vice President is elected by the ISA Executive Board.

Section IV: Director(s) of Publicity and Public Relations.

1. He/She shall be responsible for informing MISA (Minnesota International Student Association) of the activities of the ISA.
2. He/She shall be responsible for working with the ISA website director.
3. He/She shall present monthly reports to the ISA president.
4. He/She shall be responsible for the dissemination of information of all the ISA activities to the public.
5. He/She shall appoint members to his/her committee
6. He/She shall be responsible for promoting inter-organizational activities within MSU, Mankato
7. He/She shall be responsible for promoting and maintaining the positive image of the ISA
8. He/she shall be responsible for networking with other organizations.

Section V: Director(s) of Fundraising

1. He/She shall be responsible for all fundraising activities of the ISA
2. He/She shall work closely with the ISA Vice President.
3. He/She shall present monthly reports to the ISA president.
4. He/She shall appoint members to his/ her committee

Section VI: Directors of the ISA Website

1. He/She shall be responsible for the maintenance of ISA webpage, discussion site and group mailing list.
2. He/She shall present a monthly report to the ISA president.
3. He/She shall work closely with the directors of Publicity & Public Relations, and the Secretary.
4. He/She shall appoint members to his/her committee

Section VII: Director(s) of Sports and Media relations.

1. He/She shall be responsible for all sporting events of ISA
2. He/She shall be responsible to work closely with ISA directors
3. He/She shall present monthly report to ISA President.
4. He/She shall appoint members to his/her committee

Section VIII: ISO/ISA Liaison (ISO Office Graduate Assistant.)

1. He/She shall act as an advisor to the ISA Executive Board and General Assembly.
2. He/She shall not have the power to overturn any decision made by the ISA Executive Board or the General Assembly.
3. He/She shall offer objective advice to the ISA Executive Board in the management of the organization
4. He/She shall support the decisions of the ISA Executive Board.
5. He/She shall reserve the vote of confidence of the ISA Executive Board in regard to the financial aspects of the organization.

Article V: ISA General Assembly

1. The ISA General Assembly Meetings will be held weekly to conduct the business of the organization. All Executive officers, Directors and ISA Nationality Presidents are to be present.
2. The order of Business of the ISA meetings shall be:
 - Call to order
 - Roll Call
 - Student Forum
 - Approval of Agenda
 - Executive Report
 - President
 - Vice President
 - Director Reports
 - Unfinished Business
 - New Business
 - Announcements
 - Roll Call

- Adjournment
3. The parliamentary code for the ISA shall be determined by the ISA President.
 4. All Executive members and directors are required to attend all the ISA General Assembly Meetings and may be absent (excused) for a maximum of 2 meetings per semester.
 5. Only the ISA General Assembly members have the voting right in making the decision on the ISA policies.
 6. From ISA Executive Board, the Vice President and Secretary shall have one (1) vote each. ISA president shall vote in case of a tie.
 7. Each ISA Directors shall have one (1) vote at the General Assembly Meeting.
 8. Each ISA Nationality presidents shall have one (1) vote at the General Assembly Meeting.
 9. The vote of each country shall be taken by the respective elected ISA Nationality President (or appointed proxy). If a proxy is appointed, notification must be submitted to the ISA president before a proxy will be allowed to vote.
 10. A simple majority of votes is required to pass a motion.
 11. Any grievances, complaints, requests and/or appeals shall be made in writing to the ISA President.

Article VI Constitution Amendment

1. Requests for amendments to the Constitution shall be made in writing to the ISA President.
2. Amendments to the Constitution shall be made at a General Assembly Meeting.
3. A written notice of at least two (2) weeks prior to the General Assembly meeting is required of an amendment to the constitution.
4. A majority vote of 2/3rds at a General Assembly meeting is required to pass an amendment to the Constitution.

Article VII: General Elections

Section I: General Information.

1. The elections for the officer positions of President and Vice President, shall take place in the spring semester of each academic school year at least two (2) weeks prior to the final exams
2. The term of office for the elected officers shall be one (1) year form the day of transition to the next year's decision.
3. The officers shall be elected by a plurality of votes.

4. Any currently enrolled member in the ISA is permitted to vote in the election.
5. The President-Elect, Vice President-Elect and appointed secretary shall; not be individuals from the same country.
6. All other General Assembly, with the exception of the executive positions, is open to all students, regardless of nationality.
7. An Election Committee shall preside over the elections.

Section II: Officer Candidacy

1. All candidates running for Executive Officer positions shall comply with the following requirements for eligibility:
 - Must be enrolled full-time student who has completed at least one semester at MSU, Mankato.
 - Must be in sound academic standing (minimum GPA 2.5)
 - Must comply with the requirements of article III: membership.
2. Each candidate shall bear all responsibility for his/her own election campaign.
3. Each candidate shall be required to speak before a General Election Meeting, and complete an election application form.

Section III: Election Process

1. Election application form (including transcript) must be submitted to the Election Committee two (2) weeks prior to the election date.
2. Voting shall be conducted by secret ballot.
3. The Election Committee shall establish further guidelines consistent with the constitution.
4. All members shall respect the decision of the Election Committee
5. Any member or candidate held in contempt of the Election Committee can be denied participation in the election.
6. The position of the ISA President and Vice President can run on the same ticket.
7. Any candidate running for the upcoming elections shall not be appointed as a member of the elections committee
8. Any member of the elections committee shall be appointed by the ISA President with the approval of General Assembly.

Article VIII: Restrictions

No member of this organization shall have the right to take onto himself/herself (for whatever purpose), the name , the logo the activities, or any other sign, symbol, or token of the ISA.

Article IX: Dissolution

Should the ISA organization be disbanded at any time, all the money and assets of the ISA organization shall be turned over to the Minnesota State University, Mankato International Student Office.