

# INTERNATIONAL STUDENT ASSOCIATION

## Louisiana State University

### CONSTITUTION

#### ARTICLE I: NAME

The name of the organization shall be the International Student Association (ISA) of Louisiana State University (LSU) at Baton Rouge.

#### ARTICLE II: PURPOSE

##### SECTION 1

The purpose of the ISA shall be to promote the well-being of international students, and promote better friendship, interaction, and understanding among international students and between international students and other groups at LSU and the wider Baton Rouge community.

##### SECTION 2

The ISA shall work for the attainment of this purpose through, but not limited to, the following means:

i. It shall be the central group which will embody all international students at LSU, and assist, advise, and represent them in matters of common welfare and concern;

ii. It shall maintain liaison with the International Student Office, International Cultural Center, Union, International Committee, Graduate Student Association, English Language Orientation Program, and the Student Government Association; and

iii. It shall conduct social, cultural, and educational - activities on behalf of and for its members.

#### ARTICLE III: BASIC POLICIES

##### SECTION 1

The association shall be noncommercial, nonsectarian, and nonpartisan.

##### SECTION 2

The name of the association or the names of any member in their official capacities shall not be used in any connection with a commercial concern, or with any partisan interest, or any purpose not appropriately related to the promotion of the objectives of the ISA.

##### SECTION 3

The association shall cooperate with other organizations and groups, but persons representing the association in such matters shall make no commitments that will bind the ISA without the prior approval by the association.

**SECTION 4**

No student who meets the other criteria for membership as listed in this constitution may be denied membership on the basis of race, color, religion, sex, national origin, age, handicap, marital status, or veteran status.

**SECTION 5**

The association shall cooperate with Louisiana State University to support the improvement of education in ways that will not interfere with administration of the University.

**SECTION 6**

The association agrees to abide by all University polices and local, state and federal laws.

**ARTICLE IV: MEMBERSHIP AND DUES****SECTION 1**

All nonimmigrant international students registered at LSU Baton Rouge shall constitute the general body of the ISA. They shall be eligible to participate in all activities of the association except as limited by this constitution.

**SECTION 2**

Any LSU student, faculty member or staff member who subscribes to the purpose and basic policies of the association may become a member of this association, subject only to compliance with the provisions of the constitution.

**SECTION 3**

Active membership is restricted to LSU students. Associate membership is restricted to LSU faculty and staff. Associate members are non-voting members.

**SECTION 4**

Each member of the association shall pay annual dues.  
The amount of the annual dues for the coming year shall be determined by a vote of the active members present at the last general meeting of the current year.

**SECTION 5**

Voting privileges are restricted to the active membership. Active members are members whose dues are current.

**SECTION 6**

Only active members in good standing with the association shall be eligible to participate in the business meetings or to serve in elective or appointive positions.

**SECTION 7**

In the event of the dissolution of the ISA, any funds left in its treasury after all outstanding debts and claims have been paid, shall go to the International Cultural Center of LSU.

**ARTICLE V: GENERAL ELECTIONS****SECTION 1**

For the purpose of the general election, votes shall be assigned as follows:

- i. Each Country or Accredited National Group shall have one vote.
- ii. Each country or Accredited National Group with a membership greater than 100, may exercise one additional vote for each additional 100 (or part, not less than 50) members, but not exceeding a maximum of four votes.

iii. The vote(s) for a country or Accredited National Group shall be determined by a simple majority of individual votes of the citizens of the respective country or Accredited National Group.

iv. The sum of votes of a country or Accredited National Group with a membership greater than 100 shall be determined by a simple majority of individual votes of the citizens of the respective country or Accredited National Group.

v. If two or more candidates receive an equal number of individual votes from the constituents of a country or Accredited National Group, then a fraction of the vote or votes of the respective country or Accredited National Group shall be assigned to each candidate proportional to the number of individual votes.

vi. If two or more candidates receive the same number of votes from countries and Accredited National Groups, the deadlock shall be resolved by a run-off election.

vii. For the purpose of this section, membership in the United Nations shall be the means of defining a Country.

viii. An Accredited National Group is an identifiable national group that is recognized in the "List of Country Codes" issued by the United States Department of State. This list is used by LSU when classifying the origin of international students and is used to establish eligibility for the purpose of the General Elections.

## **SECTION 2**

The function of the General Election shall be to:

- i. Elect the President, Vice President, Secretary, and Treasurer of the ISA;
- ii. Elect the Executive officers of the International Cultural Center (ICC); and
- iii. Approve the accreditation of national groups that have -petitioned the ISA for membership and voting privilege on the Electoral College.

## **ARTICLE VI: OFFICERS AND THEIR ELECTION**

### **SECTION 1**

To be eligible to be elected to, appointed to, or to hold an office or be a standing committee chairperson, a student must:

- A. Must be enrolled as a full-time student at LSU;
- B. Must be in good standing with the University, have at least a 2.0 cumulative GPA, and not on disciplinary probation or deferred suspension;
- C. Must meet all other reasonable academic standards established by the ISA and included in the ISA's constitution and/or bylaws.

### **SECTION 2**

The officers of the association shall at least be President, a Vice-president, a Secretary, a Treasurer, and three Members-at-large. Other offices may be created with the approval of a simple majority of the active members of the association.

### **SECTION 3**

The President, Vice President, Secretary, and Treasurer shall be elected by the Electoral College.

### **SECTION 4**

The three Members-at-large shall be elected by the general membership of the association. They shall not be nationals of the same country as the President, Vice President, Treasurer, or Secretary.

### **SECTION 5**

There shall be a nominations committee consisting of at least three members appointed by the Executive Board. The nomination committee shall include members from the Executive Board of the Association as well as the Governing Board of the International Cultural Center.

- i. One member-at-large shall serve as chairperson of the nominating committee.
- ii. The nominations committee shall open to receive - nominations for election one month prior to the last regular meeting of the association.
- iii. The nominations committee shall not include any member that is running for office in the General Elections for which the nominating committee is operative.
- iv. The nominations committee shall not include any member whose spouse or relative is running for office in the General Elections for which the nominating committee is operative.
- v. The International Student Association's Code of Ethics provides additional guidance for the officers and members of the association.

#### **SECTION 6**

1. Officers shall assume their official duties at the close of the last regular general meeting of the year and shall serve for a term of one year or until their successors are elected.
2. No officer shall be eligible to serve for more than two consecutive terms in the same office.

#### **SECTION 7**

1. Any vacancy in an elective position, other than that of president, shall be filled for the un-expired term by an eligible member elected by majority vote of the Executive Board.
2. In case of a vacancy *in* the position of president, the current vice-president shall assume the office and a new vice-president shall be elected for the un-expired term.

#### **SECTION 8**

##### **1. The President shall:**

- i. be the chief representative of international students at LSU;
- ii. oversee the operation of the ISA, delegate responsibilities, and coordinate the work of the officers and committees of the association;
- iii. perform such other duties that may be prescribed in this constitution or assigned by the association or by the Executive Board;
- iv. preside at all meetings of the general body and the Executive Board of the ISA; and
- v. call a special emergency meeting when necessary to address immediate concerns and needs.

##### **2. The Vice-president shall:**

- i. assume the duties of the president in the absence of or inability of that officer to serve;
- ii. perform other duties which may be assigned by the president or the executive Board.

##### **3. The Secretary shall:**

- i. record the minutes of all meetings of the association and of the Executive Board and keep a record of attendance;
- ii. notify members of the time, place, and date of all meetings, and provide them with the agenda of meetings;
- iii. maintain a list of active membership of the association; and
- iv. prepare election materials for all elections.

**4. The Treasurer shall:**

- i. handle the finances of the ISA in accordance with the approved budget, and as authorized by the ISA;
- ii. receive all monies of the association, maintain the association's account in a reputable financial institution, and be joint signatory with the President for the association's checks;
- iii. maintain an accurate record of the association's receipts and expenses and payout funds in accordance with approved budget as authorized by the association; ,
- iv. present a financial statement at every general meeting and at other times when requested by the Executive Board.

**5. The Member-at-large shall:**

- i. maintain close rapport and liaison with the general membership, and function in support of the other officers of the ISA;
- ii. perform such duties as may be assigned to them by the Executive Board.

**ARTICLE VII: EXECUTIVE BOARD AND COMMITTEES**

**SECTION 1**

The Executive Board shall consist of the officers of the association, namely: President, Vice President, Secretary, Treasurer, and three members-at-large. No more than two members of the Executive Board may be of the same nationality.

**SECTION 2**

The Executive Board shall hold regular meetings to transact necessary business between general meetings and such other business that may be referred to it by members of the association or its committees.

**SECTION 3**

Regular meetings of the Executive Board shall be held monthly during the academic year, the time to be fixed by the Board at its first meeting of the year. A majority of officers shall constitute a quorum. Special meetings of the Board may be called by the president, or by a majority of the Board.

**SECTION 4**

The Executive Board shall choose the advisor for the ISA by means of a simple majority of its officers.

**SECTION 5**

The Executive Board shall appoint an auditing committee at least two weeks before the last general meeting of the current term. The committee shall consist of

at least three active members of the association and shall conduct an annual audit of the treasurer's accounts. The chairperson of the auditing committee, if satisfied with the treasurer's report, shall sign a statement of that fact at the end the report.

#### **SECTION 6**

The Executive Board shall create other committees as may be required to promote the objectives and interests of the association. The chairpersons of committees shall be appointed by the officers. Their term of office shall expire upon completion of the assigned task.

#### **SECTION 7**

The chairperson of each committee shall present plans of work to the Executive Board, and no work shall be undertaken without the approval of the Executive Board. Any vacancy occurring in the chair of a committee shall be filled by the Executive Board.

### **ARTICLE VIII: MEETINGS**

#### **SECTION 1**

The ISA shall hold regular monthly meetings at least twice during the Fall and Spring semesters and once during the Summer term, the date and time to be fixed by the Executive Board. However, special meetings may be called by the president at any time, with the concurrence of the Executive Board.

#### **SECTION 2**

The regular meetings of the ISA are open to the public. However, the privilege of introducing motions and voting shall be limited to active members.

#### **SECTION 3**

The latest edition of Robert's Rule of Order shall govern the association in all cases in which they are applicable and are not covered in this constitution.

### **ARTICLE IX: REMOVAL FROM OFFICE**

#### **SECTION 1**

An officer may be removed from office by a two-thirds vote of the active members constituting a quorum at any regular meeting or special meeting called for that purpose. Any active member shall call for a vote at a regular meeting. However a vote may not take place less than ten days of the recommendation. Active members shall be given written notice of a recall vote no less than five working days prior to the taking of a vote. An officer may end the recall proceedings by resigning.

#### **SECTION 2**

A committee chairperson may be removed from office by two-thirds vote of the Executive Board. The committee chairperson may end the proceedings by resigning.

### **ARTICLE X: FINANCIAL MANAGEMENT**

#### **SECTION 1**

The following standards shall govern all financial transactions by the officers of the association:

i. The treasure or president shall have the discretion to initiate financial transactions up to a value of \$50. Documentation of the transaction shall be provided to the Executive Board and the faculty advisor within thirty days of the transaction or at the next board meeting, whichever comes first.

ii. Financial transactions between \$50 and \$200 shall require prior approval of the faculty advisor.

ii. Financial transactions above \$200 shall require prior approval of the faculty advisor and a quorum of the Executive Board.

## **SECTION 2**

Officers of the association shall conduct financial transactions in a way that is transparent and beyond reproach:

i. Transactions involving cash shall, if possible, be avoided.

ii. Every transaction shall be documented by appropriate receipts from third parties.

iii. Documentation of financial transactions shall be retained for at least two years from the date of the transaction.

## **ARTICLE XI: Code of Ethics**

### **SECTION 1**

Officers of the International Student Association shall exhibit the highest level of integrity and ethics in all their activities conducted on behalf of the association.

### **SECTION 2**

The International Student Association Code of Ethics shall provide guidance to the officers and members of the association.

## **ARTICLE XII: BYLAWS**

The ISA may adopt such by-laws as are necessary and proper for the efficient management and maintenance of the association. Nothing contained in the by-laws shall be inconsistent with the provisions of this constitution, and with LSU regulations governing student associations.

## **ARTICLE XIII: AMENDMENTS**

### **SECTION 1**

Amendments to this constitution may be proposed by any voting member of the ISA.

### **SECTION 2**

The proposed amendment shall be subject to approval of the Dean of Students or his/her designee. Amendments to this constitution shall become effective upon adoption by a two-thirds vote of the voting members of the ISA constituting a quorum at any regular meeting or special meeting call for that purpose.

## **ARTICLE XIV: REGISTRATION RENEWAL**

### **SECTION 1**

The ISA will apply to the Center for Student Leadership & Involvement for registration on an annual basis two weeks after the ISA's new officer elections.

**INTERNATIONAL STUDENT ASSOCIATION**

**Louisiana State University**

**CODE OF ETHICS**

**PREAMBLE**

The ethical conduct and personal behavior of each officer of the International Student Association affect the association's image. This makes it important for the individual to act at all times with integrity.

Officers of the International Student Association shall exhibit the highest level of integrity and ethics in their personal activities as well as all their activities on behalf of the association.

**ARTICLE I: STANDARDS**

**SECTION 1**

All funds shall be used in a judicious manner. Members shall not incur debts (either individually or in the name of the organization) or use organizational funds in a way that is not authorized by a vote of the executive board and acknowledged in writing to the faculty advisor of the International Student Association.

**SECTION 2**

Activities undertaken and decisions made by the officers of the association shall be guided by what is in the best interest of the International Student Association and the international student body that it represents and serves as laid out in Article II, Section 2 of the ISA Constitution.

i. Officers of the association shall abstain from undertaking any activity that unduly benefits or appears to benefit individual members or groups within the international student body.

ii. Officers of the association shall abstain from any decision making procedure or body if a conflict of interest exist or appears to exist. Specifically, officers whose family member or relative runs for office in an upcoming General Election shall abstain or resign from participation in the nominations committee for that election.

**ARTICLE II: ACKNOWLEDGMENT OF CODE OF ETHICS**

Officers of the association shall acknowledge that they have read and understood the Code of Ethics and the ISA constitution by individually submitting a signed copy of this document to the advisor of the International Student Association at the beginning of the first regular meeting of the Executive Board.

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Name

Elected Office

Date