

International Student Union (ISU) Constitution

A. MEMBERSHIP:

Membership is open to everyone – one does not have to be an international student to join. There will be no discrimination in membership as per the constitution of Carnegie Mellon University.

Officers: The description of the tasks of every position follows:

1. President (Co-Presidents):

- Presiding over ISU meetings and the elections.
- Preparing the Union's budget with the help of the treasurer.
- Ensuring that the organization fulfills its objectives by supervising the event coordinators, their planning processes and schema, and fundraising activities.
- Ensuring that planned activities are carried out accordingly.
- Representing the international students in relations with the Student Senate, the Graduate Student Assembly, the Foreign Student Advisor, the Office of Student Activities, the Dean of Student Affairs and other CMU and outside officers.

2. Vice President:

- Providing support and assistance to the President.
- Coordinating activity coordinators.
- Coordinating the fundraising campaigns with the aid of the treasurer.

3. Treasurer:

- Keeping track of financial records: reports, payment notes, etc.
- Preparing the Union's budget with the help of the President.
- Handling the reimbursements: payments and receipts
- Updating the e-board about the financial status every month
- Implementing the fundraising campaign.

4. Secretary:

- Maintaining the d-list of ISU members.
- Organizing and announcing meetings.
- Taking and keeping summaries of meetings and e-mailing them to every officer within 24 hours.
- Handling announcements through the b-board and the distribution list.
- Maintaining documents and reports for organized activities, except for those regarding money, which are kept by the treasurer.

5. IT Chair:

- Designing and updating the web page of the Union.
- Replying to the e-mails received by the Union.
- Announcing the events of the Union on the Web page.
- Communications and publicity coordinator.

(Official webpage: <http://www.cmuisu.org>)

6. Social Chair:

- Coordinating special events, like the socials, parties, and movies.
- Responsible for the activities. Specific responsibilities include sending communications to members, administering and presiding over meetings and events, liaising with officials of the CMU staff and Senates, processing complaints, and for maintaining accurate accounts.
- Propose, with the help of the other officers, individual coordinators for specific events.
- Implementing activities requiring a quick response such as relief campaigns for the victims of natural disasters.

7. Senior Advisors(2)

- Ex-President or Vice-President of the board.

- Support the present board in all aspects and attend all meetings
- Transfer all information to the new board.

8. Freshmen Representatives (3)

- To be appointed by the newly elected E-board.
- Help with any of the above mentioned activities.

B. ELECTIONS:

The elections will be held every academic year. However, officers will be replaced after a strike anytime during the duration of their position, if need be.

The president and vice president positions will be filled by previous board members. Co-Presidents will be appointed if the board is unable to reach a decision. Preference will be given to other board members wishing to fill other positions. All other positions are open to the public body, pending a submission of intent (single paragraph of qualifications) and then a speech on voting day.

Note: When a leader misses 2 meetings in succession OR 3 meetings altogether he/she will get a WARNING. Any missed meetings after the warning, will automatically be considered a strike.

The following is a step-by-step outline of the election process at the Union under the circumstances that there stand at least 15 people at the election.

Nominations are collected prior to the day of the elections, further nominations can be made during the elections.

- I. A vote is taken to see if any amendments to the constitution are required.
- II. Speeches are made by both incumbents and elects
- III. Votes will determine the best candidates to fulfill the leadership positions.

The elections will be based on a meritocracy – one should only vote for the person who is best qualified for the responsibilities outlined in the constitution. Since the responsibilities of the officers are different, there will be different elections for each. An important principle is that the Union members should refrain from engaging in or introducing internal politics – such actions are completely against the foundations of the Union.

Procedure for Meetings:

The Union will meet to forward ideas to each other. These meetings will be announced by e-mail and will be coordinated for the duration of the activity only. There will also be get-togethers which may or may not be periodic. The purposes of the get-together may be to provide a personal, face-to-face forum for ideas and to help members get to know one another.

C. SOURCES OF FUNDS

The main source of funds will be by the JFC and the Students Senate (from the proceeds of the activities fee); However, to help defray operating costs of the Union the following measures will also be taken:

- * JFC Funding
- *Getting sponsorship from various departments and companies.
- *Fundraisers
- * Outings
- *Movie Screenings (foreign movies)
- *Donations
- *Other business activities, such as sales of Union-related products.

A final note must be stressed here – the International Student Union is an organization for and by the students, therefore although the Union will try to use the above points as guidelines, they may be amended by the will of the majority at any time (not just at election time). JFC and CoSO will be consulted on all major changes to ensure that the principles of Carnegie Mellon University will not be violated by the changes.