

CONSTITUTION OF THE INTERNATIONAL STUDENT'S UNION OF JIANGSU UNIVERSITY

(ISU-JSU)

PREAMBLE

The international students' Union of Jiangsu university (ISU-JSU) represents students from different countries and backgrounds. We the members having been authorized and validated by the governing body of Jiangsu university and overseas education college (OEC) hereby commit ourselves to the purpose of providing comprehensive representation and support for registered international students in Jiangsu university.

We hereby adopt and enact this constitution on this day, DATE ___ MONTH ___ YEAR ___

ARTICLE 1: NAME

- i. The union shall be known and called the International Students Union of Jiangsu University (ISU-JSU)
- ii. The motto of the union shall be **UNITY IN STRENGTH.**

ARTICLE 2: AIMS

The aims of the union shall be:

- i. To foster unity amongst students in Jiangsu University.
- ii. To facilitate the dissemination of information among international students.
- iii. To mobilize the intellectual resources of members in an effort to contribute positively to the socioeconomic development of our respective countries.
- iv. To promote active participation in programs that will aid the improvement of student education and well-being in Jiangsu University.
- v. To provide a platform for solving problems of members.

ARTICLE 3: MEMBERSHIP AND AFFILIATIONS

A. Membership

The union shall consist of:

- i. all registered students of Jiangsu University.

ii. all established and approved student bodies.

B. Cessation of membership

A member shall lose his/her membership under any of the following conditions:

- i. Dismissal/Termination of studies.
- ii. Completion of program.
- iii. Death.

ARTICLE 4: OFFICES

A. EXECUTIVE COMMITTEE

There shall be executive officers duly elected by members and shall constitute the Executive Committee, herein known as the Executive. They shall comprise the following:

- I. President
- II. Two (2) Vice Presidents (1 postgraduate and 1 undergraduate)
- III. Secretary General
- IV. Treasurer/Financial Secretary
- V. Publicity officer
- VI. Organizing Secretary
- VII. Welfare Officer
- VIII. Women Commissioner

B. Functions of the Executive Committee:

I. The President

The President shall:

- a. Be the chief executive officer of the International Student Union.
- b. Preside over all executive as well as general meetings.
- c. Direct the day to day running of the union

- d. Under no circumstance, negotiate unilaterally on behalf of union without the knowledge of the Executives or use union resources for personal purposes.
- e. Vote as tie-breaker in all meetings.
- f. Also delegate other executive officers and members to carry out other duties/tasks as and when necessary.
- g. Have the ultimate responsibility for the enforcement of the Constitution and By-Laws of the Student Union.
- h. Be the official representative of the Student Union both inside and outside the University Community.
- i. Be one of the signatories to the account of the Union
- j. Have the power to place items on the agenda of the Assembly and Student union Platform: in conjunction with his/her executives and such other advisers as he/she may wish to consult, shall prepare a platform stating the projects and goals to be pursued by the Student union during his/her term of office.

II. The Vice President

First Vice President(Postgraduate) shall:

- a. Discharge the duties of the President as Acting President whenever the President is unable to discharge the powers and duties of his office.
- b. Coordinate the activities and affairs of the post graduates, religious groups, national associations and the ad hoc committees set up by the union.
- c. Work hand in hand with the women's commissioner in the execution of her duties.
- d. Act as director of student organizations, by overseeing the needs of clubs and other similar student organizations and endeavoring to assist them.
- e. Assist Student Union recognized student organizations in the performance of their operations whenever such assistance is requested and advise any international students desiring to establish a new organization.
- f. Make recommendations directly to the executive regarding sanctions against groups that fail to abide by the policies of the Student Union.
- g. Make recommendations directly to the Executive, regarding the approval or denial of groups which request Student Union recognition.
- h. Assist the president in the coordination and administration of the office and staff.

Second Vice President shall:

- a. Discharge the duties of the President as Acting President whenever both the President

- and First Vice President are unable to discharge the powers and duties of his office.
- b. Assist the President in coordinating the operations of the Executive Branch.
 - c. Work hand in hand with the organizing, welfare, financial and publicity committees in the execution of their mandates and duties.
 - d. Represent the President on occasions designated by the President.
 - e. Assist the president in the coordination and administration of the office and staff.

III. General Secretary

The General Secretary shall:

- a. Be responsible for all the correspondents and minutes of the union
- b. Present a report of the union's activities at all meetings.
- c. Keep accurate records of all correspondents and minutes of the union and shall make same available to members whenever required.
- d. Under the direction of the President, summon all meetings stating clearly the agenda.
- e. Correspond directly with the leaders of the monitors' club, IMSA, and any other academic clubs not mentioned by name in the constitution but is recognized by OEC and the Union.
- f. In consultation with the organizing secretary send out all announcements and information concerning the union.
- g. Be one of the signatories to the account of the Union
- h. Maintain accurate database of all members, contact information and other details.
- i. Take attendance at all meetings and maintain an attendance record.
- j. Check eligibility for potential officers, prior to annual elections.
- k. Keep copy of constitution and circulate to all members.
- l. Assist in special projects as assigned by the President

IV. Financial Secretary

The Financial Secretary shall:

- a. Be responsible for keeping all the accounts of the union and shall be custodian of the union's account books.
- b. Issue receipts for all monies received and paid into the union's bank account.
- c. Be a signatory with the President and Secretary to the union's bank account.
- d. Keep an imprest, which would be decided by the Executive for the day to day running of the union.
- e. Prepare and submit financial record on the state of the union's accounts bi-annually to the members.
- f. Be responsible for issuing receipts upon confirmation of all monies deposited into the union account and depositing of cash received in the union's account.
- g. Be responsible for the disbursement of the Student Union budget and revenue, except where otherwise stated in the Constitution or By-Laws of the Student Union.
- h. Take all reasonable steps to ensure that the Student Union monies are not mishandled and shall review any Student Union operation wherever he/she determines that such an audit is necessary.
- i. Make recommendations directly to the executive regarding sanctions for organizations which mishandle Student Union monies.
- j. Have the power to withhold disbursements of Student Union funds subject to approval of the executive.
- k. Make certain that a strict inventory is kept on all assets of the union.
- l. To communicate with Treasurers of all Student Union funded groups to inform them of any significant changes to Student Union fiscal, accounting and/or disbursing policies and procedures.
- m. In case of financial emergency, the Treasurer, with the approval of the Executive, shall have the power to execute budgetary line transfers that are deemed absolutely necessary by the executives.
- n. Be responsible for submitting an annual draft budget to the audit and ISU-JSU members.

V. Organizing Secretary

The Organizing Secretary shall:

- a. Arrange for the venue of all activities of the union.
- b. Organize meetings and all other activities of the union.
- c. Oversee all academic, recreational and supporting activities of the union.

- d. Work closely with ISSA, Music and Dance club and the Cultural festival Committee.
- e. Be entrusted with all assets of the union.
- f. Perform any additional duties as may be assigned by the executive.

VI. Publicity officer

The Publicity Officer shall:

- a. Be in charge of publicizing the activities of the ISU to all students.
- b. Design integration modules to bring together and foster unity of all members of the ISU.
- c. Perform any additional activities as may be assigned by the executive.
- d. Mediate on matters that affect members' unity.
- e. Manage all information and disseminate promptly through all appropriate channels.
- f. Coordinate with the media sources to promote and publicize all activities.
- g. Serve as the contact/resource person for ISU-JSU members.
- h. Make known to all recognized student organizations the resources and services offered to them by the Student Union.

VII. Welfare Officer

The Welfare Officer Shall:

- a. Head the Welfare Committee of the ISU and work closely in ensuring the welfare of ISU member
- b. Be entrusted with collating complaints and reports of members of the ISU-JSU and bringing them to the knowledge of the Executive for appropriate actions.
- c. Perform any additional duties as may be assigned by the Executives.

VIII Women's Commissioner

The Women's Commissioner shall:

- a. Be the voice in charge of all the women in the executive body and other student bodies.
- b. Serve as a link between women, OEC, JSU and other sister universities. Able to project the interest of the Jewels at all times.
- c. Innovative, visionary and creative planning programs that promote the growth and

- development of women. e.g career guidance
- d. Effective planning and celebration of yearly international women's day.
- e. Oversee all activities of women's committee.
- f. Maintain Unity, peace and team work between committee's commission and council must be present at all commission and council meetings.
- g. Defend and protect women at all times.

C. APPOINTMENTS

- i. Patrons shall be selected by executives of ISU and presidents of affiliated international student bodies.
- ii. The Executive shall appoint standing committees at least three (3) weeks after assumption of Office which shall include:
 - a. Judicial Committee
 - b. Welfare Committee
- iii. The Executive shall oversee the formation of ADHOC committees by members in a general assembly to carry out special duties in accordance with the aims and objectives of the union.
- iv. The ADHOC committees shall include:
 - a. The Audit Committee
 - b. The Electoral Commission
 - c. And any others as and when necessary to carry out special duties in accordance with the aims and objectives of the Union

D. Officers – Authorities Concerning Contracts and Student Activities

I. A contract may be executed on behalf of the Student Union only if such contract bears the signatures of the Student Union Treasurer (or designee appointed by the Treasurer in writing) and the Student Union President and Vice President.

II. In the event that a contract which has been executed and entered into by the Student Union contains a provision which allows the Student Union to terminate, opt out, or otherwise exercise any

options under such contract, any decision to terminate, opt out, or otherwise exercise any options under such contract may be exercised only if approved by the Student Union Treasurer and the Student Union President and Vice Presidents.

III. Notwithstanding the foregoing, a contract for the services of an accounting, disbursing and/or fiscal agent may be executed on behalf of the Student Union only if such contract bears the signatures of the Student Union Treasurer and the Student Union President. Any decision to terminate, opt out, or otherwise exercise any option under a contract for the services of an accounting, disbursing and/or fiscal agent shall only be valid if approved by the Student Union Treasurer and the Student Union President. Any decisions concerning the investment of funds shall be consistent with all laws; invested funds may be co-managed or combined with investments of other campus organizations only if such action is authorized by both the Student Union Treasurer and President. Investments shall be limited to those which guarantee the preservation of principal.

E. Functions of the Standing Committees

Membership of these committees shall be odd-numbered but must not exceed five (5) persons in good standing.

a. Judicial Committee

I. Shall have the power to interpret and oversee the implementation of the constitution.

II. Shall be responsible for the amendment of the constitution.

III. All impeachment proceeding against any members of the Executive shall be brought before the Judicial Committee.

IV. Except, where the committee finds it advisable, all sittings of the committee shall be in public, and unless specifically provided in this constitution, the decision of the Judicial Committee in all matters shall be by simple majority.

V. In proving cases of misdemeanor on the part of any member, the Judicial Committee shall make recommendations for appropriate sanctions.

VI. Shall preside over all electoral disputes that may arise.

VII. The Committee shall only be subject to the dictates of this constitution.

b. The Welfare Committee

I. Members of this committee shall constitute class /floor representatives and welfare representatives of all other affiliated student bodies.

II. Shall work closely with the Executive in fulfilling welfare obligations to members.

III. Shall advise the executive on welfare matters arising from the individual members.

IV. Shall perform any other duties assigned by the executive.

V. Shall advise the executive on possible avenues of fund raising for the union.

F. Functions of the ADHOC Committees

Members of this committee shall be appointed by the house at the last general meeting before the end of the academic year and shall not be more than five (5) persons.

a. Audit Committee

I. Shall be an independent body to audit the accounts of the Union at the end of each academic year.

II. Shall submit an audited report to the Executive and debrief members at annual general meetings

b. Electoral Commission

I. Shall be responsible for conducting all elections, referenda, opinion polls and all other electoral process. By secret ballot.

II. The leader shall be selected by the committee members as agreed.

III. Shall make rules and regulations of procedure for the exercise and execution of all elections.

IV. Shall appoint a vetting committee to screen members vying for executive positions.

ARTICLE 5: MEETINGS / ACTIVITIES

I. There shall be Executive and General Meetings as well as emergency Meetings as shall be determined by the President as stated in the constitution.

II. All members of the Executive shall be present at all meetings. Any executive members wishing to absent him/her must give cogent reasons, in writing to the President or Secretary General at least

24 hours before the said meeting.

III. Notice of a general meeting shall be given to members not less than five (5) days before the time of the meetings unless. A Notice is deemed as circulated if it is posted on the notice board and all major channels of communication social network platforms.

IV. There shall be emergency meetings as and when necessary per semester, that may however be convened at shorter notices.

V. There shall be two General Meetings per Semester.

VI. The duration of each meeting shall not be more than 2 hours.

VII. Quorum is set at two-third ($2/3$) of members being present at any meeting but can be changed by the President in consultation with members already present at any meeting.

VIII. A special meeting shall be called by members by one-third ($1/3$) signatories of members with at least 4 from each class.

IX. A simple majority shall be the deciding factor for ruling on matters arising at sitting.

X. ISU shall organize seminars and others forums to sensitize its members as and when need arises.

ARTICLE 6: STANDING ORDERS

i. All motions shall have a “proposer” and “seconder”. No discussion shall be allowed on any motion until it has been proposed and seconded. The mover of a motion shall be allowed to speak first for the motion.

ii. Debate shall be limited to the immediate pending question and the President shall rule out of order if any speaker is failing to adhere to the subject of discussion.

iii. The “mover” and the “seconder” of a substantive motion shall have the right to accept an amendment and if so accepted, shall become part of the substantive motion.

iv. Point of order must be heard at all times except during the act of voting and must be dealt with in the conduct and procedure of the meeting.

V. Voting at meetings shall normally be by secret ballot or show of hands.

vi. In the event of a tie, the President shall be the tie breaker.

ARTICLE 7: FINANCE

- i. FUNDING shall be by yearly contribution of membership dues as shall be agreed by the house and this shall be used for the running of the union and Welfare fund.
- ii. The Union shall have an account with a bank to be determined by the house.
- iii. Signatories to the account shall include the President, Financial Secretary and the General Secretary
- iv. There shall be a Fund for the union into which shall be paid:
 - a. All monies raised or received for the purpose of or on behalf of the Union
 - b. Any other monies raised or received in trust for and on behalf of the union.
- v. No money shall be withdrawn from the Fund except:
 - a. To meet expenditure that is charged upon the Fund by the union
 - b. Where the issuance of those monies has been authorized:
 - By a resolution of members or
 - By the Executive Committee in case of emergency and should be communicated to members at the subsequent General Meeting.

ARTICLE 8: CONDUCT OF ELECTIONS

- I. Any students vying for an office must be of good academic status and law abiding.
- II. The qualifications for the Office of the **President** shall be a person with experience in leadership and should **NOT** have failed in any subject in the academic year in which the election is held
- III. A person vying for an office must have been a member of the union for at least one (1) academic year and must have at least one academic year prior to graduation.
- IV. All offices shall have one year term and no member shall hold on to the same Executive office for more than two (2) terms.

V. The Executive shall be elected from among persons with full membership status.

VI. The Electoral Commission shall arrange for the conduct and supervision of any election within the union.

VII. All interested candidates should apply for nominations to the electoral commission in specified time for evaluation and vetting and the electoral commission shall announce final nominees.

VIII. The vetting committee shall comprise the Patron, one OEC staff, one tutor of related student course, one outgoing executive and a post graduate student.

IX. All members of the Executive Committee shall be elected by popular votes by members of the union via secret ballot after every academic year.

X. Where there are two or more candidates for a particular office, a simple majority is required to win the elections.

XI. In the event of a tie, fresh elections shall be held only for the candidates involved and CLAUSE 14 shall still hold.

XII. Outgoing Executives shall hand over all documents and assets of ISU-JSU within 14 days after declaration of election results.

XIII. Duly elected Executive shall assume office latest by fourteen (14) days after declaration of election results in each election year.

ARTICLE 9: CODE OF CONDUCT

A. FOR EXECUTIVES:

i. Executives must not misappropriate union funds or assets.

ii. **Members** should maintain a high level of confidentiality and integrity

iii. High level of discipline

iv. Members should maintain a harmonious and good professional relation among each other.

v. Members should have a positive attitude toward learning and academic excellence.

B. FOR MEMBERS:

- i. Members should exhibit a high level of discipline and academic excellence.
- ii. Members should abide by all the rules and regulations enshrined in the handbook of overseas students given by the Overseas Educational College of Jiangsu University
- iii. Members must adhere to all student ethics and principles.
- iv. Members must give outmost respect to elected executives and those in authority.
- v. No form of violence shall be tolerated; any member with any grievance should report it in writing to the executive committee.
- vi. No member shall be allowed to use the unions name or belongings for any activity or project without due authorization.

ARTICLE 10: RESIGNATION/REMOVAL/IMPEACHMENT AND BY-ELECTION

I. Any member of the Executive who wishes to resign must inform the Executive in writing fourteen (14) days before the date of resignation and this intent shall be communicated to the Executive and members within four (4) days of the receipt of the letter.

II. The ISU and executives upon accepting the resignation shall mandate the Electoral Commission to conduct fresh elections to fill the vacant office.

III. The resigning officer shall handover all documents and assets of the union in his possession not more than (7) days after resignation.

IV. Impeachment of an Executive member shall be initiated by the Judicial Committee on the receipt of a written and addressed complaint from any member of the union. Such complaint must bear the signatories of at least two-third (2/3) of registered members.

V. Any officer appointed by the executive may be removed from office for stated reasons and a replacement shall be made within seven (7) days after removal from office.

VI. Any appointed officer served with a notice of removal may make an appeal in the form of writing to the Judicial Committee within three (3) days after being served with the notice of removal.

VII. By-elections shall be held within (10) days after the creation of such vacancies either by resignation, removal, impeachment, death etc.

ARTICLE 11: BENEFITS/HONORARIA

I. Certificate of service shall be given to outgoing Executive and committee members by newly elected executives

II. Certificate of honor shall also be given to vibrant and outstanding members by newly elected members under the guidance of outgoing executives.

III. It is within the perview of newly elected executives to decide to honor the outgoing executives and committee members in any other form as deemed fit.(excluding monetary form)

IV. Certificate of membership shall be given to members upon completion of their study in Jiangsu University. Active members comprise members who pay their dues as at when appropriate, participate actively and contribute to the student union.

ARTICLE 12: AMENDMENTS

I. Part or parts of this constitution may be amended by a majority of at least two-third (2/3) of members who shall petition the Judicial Committee in writing.

II. The constitution under no circumstance should be suspended.

ARTICLE 13: INTERPRETATION

1. He as used in this constitution shall refer to any male or female officially a member of the union.

2. Executive as used refers to members of the ISU duly elected into office.