

Constitution for the International Students' Sports Association of Jiangsu University

PREAMBLE: We, the members of International Students Sports Association of the Overseas Education College, Jiangsu University, China; have the ambition to embark on the organization and execution of sports to the highest level so as to make students/member physically and mentally fit.

Do hereby adopt and enact this constitution on this day, -----.....

Article 1: NAME:

- 1) This association shall be known and called the International Students Sports Association of Jiangsu University.
- 2) The motto of the association shall be IMPOSSIBLE IS NOTHING.

Article 2: AIMS AND OBJECTIVES:

- To promote health and fitness among international students.
- To raise awareness of sporting events and competitions.
- To encourage students to join clubs and take regular exercise.
- To lobby for improved facilities for sports for OEC students.

Article 3: MEMBERSHIP:

I Eligibility

- 1) Members of this association shall be all students of the Overseas Education College of Jiangsu University who intend to be a part of any sports team or event, where the sport can be an individual/team/mixed.
- 2) Shall adhere to all rules and regulations of the association.
- 3) All members will be required to fill a form and pay the dues of the association, as decided by the incoming executive for the year.
- 4) A member shall be considered in good standing provided:
 - they have paid all the dues
 - adhered to all rules and regulations of the association

II. Cessation

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

- Dismissal/Termination of studies
- completion of program
- Death

III. Voting Rights

Every member shall have one vote. There shall be no proxy votes or absentee ballot of any kind.

Article 4: Offices

I. Executives

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:

- a. President
- b. Vice President
- c. General Secretary
- d. Treasurer/Financial Secretary
- e. Publicity officer
- f. Organizer
- g. Welfare Officer

II. Functions

- a. The functions of the Executive Committee shall include:
 - i. The executive shall upon their election form the following committees within 14 days of taking office. The membership shall be limited to members of good standing of the association.
 1. Welfare Committee
 2. Judicial Committee
 3. Event Co-ordination Committee
- b. ADHOC committees shall be formed by the executive in a general assembly to carry out special duties in accordance with the aims and objectives of association. The membership shall be limited to members of good standing of the association. The ADHOC committees shall include
 - i. The Audit Committee
 - ii. The Electoral Committee
 - iii. Any others as and when necessary
- c. Functions of the Executive Committee members:
 - i. **The President**
He shall:
 1. Preside over all Executive and General Meetings of the

association.

2. Direct the day to day running of the association
3. Represent the association at all meetings.
4. Under no circumstance, negotiate unilaterally on behalf of International Sports Association without the knowledge of the Executive or use association resources for personal purposes.
5. Vote as tie-breaker in all meetings.
6. Also delegate other executive officers and members to carry out other duties/tasks as deemed fit.

ii. **The Vice President**

He shall:

1. Be a signatory together with the Financial Secretary and Secretary to the association's account.
2. In the absence of the President, preside over all the meetings.
3. He or she may assist with the carrying out of responsibilities and functions of both the President and the General Secretary.

iii. **The General Secretary**

He shall:

1. Be responsible for all the correspondents and minutes of the association.
2. Present a report of the association's activities at all meetings.
3. Keep accurate records of all correspondents and minutes of the association and shall make same available to members whenever required.
4. Under the direction of the President, summon all meetings stating clearly the agenda.
5. Send out all announcements and information concerning the association in consultation with the organizing secretary and publicity officer.
6. Be a signatory together with the Vice President and the Financial Secretary to the association's account

iv. **Financial Secretary**

He shall

1. Keep accurate records of all correspondents and minutes of all sports events and shall make it available to members whenever required.
2. Be responsible for keeping all the accounts of the association and shall be custodian of the association's account books.
3. Issue receipts for all monies received and paid into the association's bank account.

4. Be a signatory with the Vice President and General Secretary to the association's bank account.
5. Keep an impress, which would be decided by the Executive for the day to day running of the association.
6. Prepare and submit financial record on the state of the association's accounts biannually.
7. Be responsible for receiving of all monies of the association and depositing the same in the association's account.

v. **PUBLICITY OFFICER**

He shall

1. Be in charge of publicizing the activities of the Association to all members.
2. Manage all information posted on the notice boards.
3. Perform any additional activities as may be assigned by the executive.

vi. **ORGANIZER**

He shall

1. Arrange for the venue of all activities of the association.
2. Organize meetings, training sessions. Seminars, symposia, press conferences, get-togethers, trips etc. of the association.
3. Perform any additional duties as may be assigned by the executive.

vii. **WELFARE OFFICER**

He shall

1. Be entrusted with collating complaints and reports of members and bringing them to the knowledge of the Executive for appropriate actions.
2. Perform any additional duties as may be assigned by the Executives.
3. Mediate on matters that affect members' unity.

III. Standing Committees

The standing committees shall include

a. The Welfare Committee

shall comprise of the Welfare Officer of ISSA, representative of IMSA and other members of good standing of the association. The number of members shall be a prerogative of the Executive.

b. The Judicial Committee

shall comprise of 3 (three) non-executive members of good standing. The names shall be proposed by the incoming executive and be subject to approval of a General Assembly.

c. The Event Co-ordination Committee

shall comprise of the Publicity Officer, the Organizer, a representative of The Olive and any other members of good standing of the association. The number of this committee shall be the prerogative of the association.

The Standing Committees shall be appointed by the Executive within 14 days of assumption of office.

IV. Functions of Standing Committees

a. Welfare Committee

- i. Be entrusted with collating complaints and reports of students of the IMSA-JU and bringing them to the knowledge of the Executive for appropriate actions.
- ii. Shall be responsible for the procurement and availability of all sporting equipment needed for any upcoming sporting event.
- iii. Perform any additional duties as may be assigned by the Executives
- iv. Shall work in co-ordination with IMSA to appoint a health team whenever required.
 1. The tenure of the health shall be limited to the purpose they are formed for.
 2. The health team shall preferably comprise of members of IMSA.

b. Judicial Committee

- i. Shall have the power to interpret and enforce 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

c. Event Co-ordination Committee

- i. Shall assist in the organization and publicity of events.
- ii. Shall work in co-ordination with the Publicity Officer to raise the profile of the association on campus.
- iii. Shall try to recruit sponsors for the team and any other event organized by the association by working in co-ordination with the Financial Secretary.

iv. Any other duties that shall be given to it by the Executive Committee.

V. ADHOC Committees

Members of these committees shall be appointed at the end of the year at and with the approval of the General Assembly. They shall include the following:

a. Electoral Committee

- i. Shall be responsible for conducting all elections, referenda, opinion polls etc. by secret ballot.
- ii. Shall make rules and regulations of procedure for the exercise and execution of all elections.
- iii. Shall appoint a vetting committee to screen members vying for executive positions.

b. Audit Committee

- i. Shall be an independent body to audit the accounts of the Association at the end of each academic year.
- ii. Shall submit an audited report to the Executive and debrief members at annual general meetings.

Article 4: MEETINGS

1. There shall be two General Meetings per Semester.
2. The time of notification for each such general meeting shall be at least one week prior to the actual date.
3. The duration of these meetings shall not be more than 2 hours at a sitting.
4. Quorum is set at one-third (1/3) of members being present at any meeting.
5. The Quorum can be changed by the President in consultation with members already present in cases of emergency but this modified shall be null and void in cases where the constitution has to be amended.
6. An emergency meet can be called by the President upon consultation with the Executive Members.
7. An emergency meeting shall require a one day notice.
8. Emergency meetings cannot be called to discuss matters pertaining to amendment of Article 4.
9. A special meeting shall be called by members by one-third (1/3) signatories of members with at least 2 from each sport, where sport is any sporting event that the college takes part in, whether individual, team or mixed.

Article 6: STANDING ORDERS

1. All motions shall have a “proposer” and “seconded”. 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.

2. 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.
3. The “mover” and the “seconded” of a substantive motion shall have the right to accept an amendment and if so accepted, shall become part of the substantive motion.
4. 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.
5. Voting at meetings shall normally be secret ballot or show of hands.
6. In the event of a tie, the President shall have a casting vote

Article 5: FINANCE

1. The Treasurer will keep accurate and up to date accounts that will be presented at the Association’s annual general meeting and at other Association meetings during the year.
2. Full accounts of the financial affairs of the club, duly examined by an independent auditor, shall be delivered to Association members with the notice convening the Annual General Meeting.
3. The Vice President, the General Secretary and the Financial Secretary shall be the signatories for the accounts of the association.

Article 7: CONDUCT OF ELECTIONS

1. Any students vying for an office must be a member of good standing.
2. The qualifications for the Office of the **President** shall be a person with experience in a sport and be able to coordinate with others under his administration.
3. A person vying for an office must have been a member of the association for at least one (1) academic year and must have at least one academic year on campus prior to graduation.
4. All offices shall have a one year term.
5. The Executives shall be elected by persons with full membership status.
6. The Electoral Commissioner shall arrange for the conduct and supervision of any election within the association.
7. All interested candidates should apply for nominations to the electoral commission in specified time for evaluation and vetting. The electoral commission shall announce final nominees.
8. The vetting committee shall comprise of the Dean of Overseas Students’ Affairs, one OEC staff, one outgoing executive and two post graduate students with experience in sports.
9. All members of the Executive Committee shall be elected by popular votes by members of the association via secret ballot after every academic year.
10. Elections shall be declared valid by simple majority.
11. Where there are two or more candidates for a particular office, a simple majority is

required to win the elections.

12. In the event of a tie, fresh elections shall be held only for the candidates involved and CLAUSE 14 shall still hold.
13. Any candidate who is unopposed must obtain more than 50% of the total votes cast and if after a second attempt the candidate still fails to obtain the required percentage of votes and there is still no other interested candidate, the elections shall be suspended and the candidates automatically becomes an executive.
14. No member shall hold on to the same executive office for more than two (2) terms.
15. Outgoing Executives shall hand over all documents and assets of sports club 14 days after declaration of election results.
16. Duly elected Executive shall assume office latest by fourteen (14) days after declaration of election results in each election year.

Article 8: RESIGNATION/REMOVAL/IMPEACHMENT AND BY-ELECTIONS

1. 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 Executive and members within four days of the receipt of the letter.
2. The executives upon accepting the resignation shall mandate the Electoral Commission to conduct fresh elections to fill the vacant office.
3. The resigning officer shall handover all documents and assets of the association in his possession not more than (7) days after resignation.
4. 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 association. Such complaint must bear the signatories of at least one-third (1/3) of members.
5. 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.
6. Such officer 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.
7. By-elections shall be held within (21) days after the creation of such vacancies either by resignation, removal, impeachment, death etc.

Article 9: Voting Rights

- Each member of the association shall have one vote.

Article 10: CODE OF CONDUCTS FOR MEMBERS: OF CONDUCTS FOR MEMBERS

1. Members should exhibit a high level of discipline and academic efforts.
2. 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
3. Members must give outmost respect to elected executives and those in authority.
4. No form of violence shall be tolerated; any member with any grievances should report it in writing to the executive committee to be addressed.
5. No member shall be allowed to use the associations name or paraphernalia for any activity or project without due authorization

AMENDMENTS:

1. The Amendment process shall be put in place by a petition in favor of an amendment to the Judicial Committee of the International Students' Sports Association.
2. The aforementioned petition must have the backing of 2/3rds of all members of ISSA.
3. The amendment shall be deemed accepted if the Judicial Committee. After due deliberation, shall rule in favor of the petition.
4. The Executive would then be required to accept and implement the amendment at an emergency general meeting of the association.

Note:

1. He as used in this constitution shall refer to any male or female officially a member of the association.
2. Executive as used refers to members of the ISSA-JU duly elected into office.