

# THE CONSTITUTION OF JEWELS ASSOCIATION



# PREAMBLE

Jewels Association is an association for all the female students in Overseas Education College, regardless of their cultural backgrounds.

## ARTICLE 1: NAME

- i. The association will be known as “Jewels”
- ii. The greeting or catch phrase will be “**JEWELS - SHINE!**”

## ARTICLE 2: MOTTO

“PEACE, INTEGRITY AND EXCELLENCE.”

- i. **PEACE:** To embrace the world and ourselves.
- ii. **EXCELLENCE:** - Defining ones clear goals.
  - Focusing on dreams.
  - Aspiring to greater heights.
  - Maximizing resources.
  - Achieving set goals.
  - Giving back to society .
- iii. **INTEGRITY:** - To uphold female virtue and worth.
  - Respect self, others, authority.
  - Uphold the dignity of family, country, Jiangsu University and China.

## **ARTICLE 3: AIMS OF THE ASSOCIATION**

The aims of the association shall be:

- i. To unite all the female OECians of Jiangsu University into a big family of love.
- ii. To promote multi-cultural diversity to enhance learning new cultures.
- iii. Easy Dissemination of information, especially sensitive feminine issues.
- iv. To provide direction and mentoring using women achievers as mentors via seminars and conferences.
- v. To promote active participation of all students (male and female) in programs that will aid in the empowerment of women in the university,

## **ARTICLE 4: AUTHORISED SIGNATORY**

The Commissioner and/or Vice Commissioner of Jewels Association for the time being shall have the power to sign all documents on behalf of the Association.

## **ARTICLE 5: MEMBERSHIP**

### **A. TERMS OF MEMBERSHIP**

- i. All registered female students of OEC in Jiangsu University.

### **B. TERMINATION OF MEMBERSHIP**

A member shall lose her membership under one of the following conditions:

- i. Expulsion from the university.
- ii. Completion of studies.
- iii. Death

### **C. CATEGORIES OF MEMBERSHIP**

- i. Commission Member
- ii. Committee Member
- iii. General Member

# **ARTICLE 6: OFFICES**

## **A. EXECUTIVE MEMBERS**

The executive members of Jewels Association shall constitute the Jewels Commission and will be called the "Commission". They shall comprise of:

- i. Commissioner
- ii. Vice Commissioner
- iii. Secretariat & Correspondence Officer
- iv. Organizing Officer
- v. Health & Welfare Officer
- vi. Academic Coordinator
- vii. Sports Coordinator
- viii. Talent Coordinator
- ix. Finance Coordinator

The Commission shall consist of active, dedicated, reliable and available ladies from various year groups and degree programs.

The commission shall serve as the decision making body of all the international female students.

## **B. COMMITTEE MEMBERS**

There shall be 7 subdivisions of the Commission which will serve as the functioning body of the association. They will be referred to as Jewels Committees. They shall comprise of:

- i. Secretariat and Correspondence Committee
- ii. Organizing & Planning Committee
- iii. Health & Welfare Committee
- iv. Academic Committee
- v. Sports Committee
- vi. Talent Committee
- vii. Finance Committee

## **C. GENERAL MEMBERS**

Any female OECian who is not a Commission or Committee member shall be a general member.

# **ARTICLE 7: FUNCTIONS OF THE COMMISSION**

## **A. COMMISSIONER**

- i. To be the authorized signatory of the association.
- ii. To serve as a link between Jewels, other student bodies, OEC and Jiangsu University so as to project the interest of Jewels at all times.
- iii. To oversee all activities of the Jewels Commission and Committees.
- iv. To vote as a tie-breaker in meetings.
- v. To work hand in hand with the presidents of other associations.
- vi. To have the responsibility of enforcing the constitution of Jewels Association.
- vii. Must be present at all commission meetings.

## **B. VICE-COMMISSIONER**

- i. To be the second authorized signatory of the association.
- ii. To take up the roles of the Commissioner if the actual commissioner is unavailable.
- iii. To work hand in hand with the vice presidents of other associations.
- iv. To oversee the actions of the Jewels Committees.

## **C. SECRETARIAT & CORRESPONDENCE OFFICER**

- i. To be responsible for all the correspondence and minutes of the association.
- ii. To keep up-to-date and accurate records of all events, meetings and activities of the association.
- iii. To correspond with the secretaries of the other associations.
- iv. To be responsible for publicity and awareness of all activities of Jewels.
- v. To oversee and be the leader of the Secretariat & Correspondence Committee.

## **D. ORGANIZING OFFICER**

- i. To be responsible for the planning and executing of plans of events, activities.
- ii. To oversee and be the leader of the Organizing & Planning Committee of Jewels.

- iii. To correspond with the organizing secretaries of other associations.

#### **E. HEALTH & WELFARE OFFICER**

- i. To be responsible for the welfare of the female students.
- ii. To collaborate with the Organizing Officer to hold health related activities and events.
- iii. To correspond with Welfare Officers of other associations.
- iv. To oversee and be the head of the Health & Welfare Committee of Jewels Association.

#### **F. ACADEMIC COORDINATOR**

- i. To collaborate with the Organizing Officer to hold academic activities.
- ii. To represent the academic needs of the international students in the university.
- iii. To correspond with the academic associations of OEC. (eg. IMSA, IBSA etc)
- iv. To oversee and be the leader of the Academic Committee of Jewels Association.

#### **G. SPORTS COORDINATOR**

- i. To collaborate with the Organizing Officer to hold sport-related activities.
- ii. To be the leader of the Sports Committee of Jewels Association.
- iii. To be responsible for the smooth running of any clubs under the Sports Committee.

#### **H. TALENT COORDINATOR**

- i. To collaborate with the Organizing Officer to host any activities that require a showcase of cultural and social attributes.
- ii. To be the leader of the Talent Committee of Jewels Association.
- iii. To correspond with the Publicity Officers of other associations.

#### **I. FINANCE COORDINATOR**

- i. To collaborate with the Commission executives to ensure availability of funding for Association management and events, while leading the Finance Committee of Jewels.
- ii. To correspond with the Financial Secretaries of other associations.



## **ARTICLE 8: MEETINGS AND ACTIVITIES**

- i. Commission meetings shall be held twice a month.
- ii. Minutes from these meetings should be documented and handed to UISA General secretary within three working days after the meetings.
- iii. Any event to take place in the name of Jewels should have been proposed 10 days prior to the event by handing in of a formal proposal to the UISA Organizing Secretary.
- iv. Events are to be attended by at least one of the patrons of Jewels Association or another member of OEC staff.
- v. Committee meetings to be held once a month and the minutes handed to the Secretariat and Correspondence Officer of the Commission the following day.
- vi. If necessary, The Commission may decide to have events in collaboration with other associations.
- vii. Every event shall be documented and a report and pictures handed to Olive Media within 3 working days.
- viii. Every month, one post is to be created for the OEC WeChat platform on a topic decided upon by the Commission.
- ix. The main activities of Jewels to carry on include:
  - a. International Women's Day celebration or commemoration
  - b. Host-Family Project
  - c. Jewels Annual Dinner
  - d. Freshers Movie Night
  - e. Jewels Academic Forum
  - f. Dance-to-Fitness Club
  - g. Shimmering Jewels
- x. Any other activities or events shall be decided upon by the Commission.

## **ARTICLE 9: CODE OF CONDUCT**

- i. At the beginning of each new semester, a registration form for the association is to be completed by the Commissioner and Vice-Commissioner and handed in to UISA or the respective OEC representative in the first week of each semester.
- ii. A report of the previous semester's activities and progress and submitted together with the registration form.
- iii. Updated members list (Commission and Committees) shall be submitted every semester before the fourth week.
- iv. The members of the Commission and Committees shall uphold the standards of the association at all times. They shall have good moral and social standing with no records or punishment.
- v. Members must maintain a high level of discipline, confidentiality and integrity.
- vi. Nor form of violence shall be tolerated and any grievances should be reported to the Health & Welfare Officer.

## **ARTICLE 10: APPOINTMENT OF MEMBERS**

### **A. THE COMMISSION**

- i. Every year, the previous commission shall deliberate and appoint members to serve as the next Commission.
- ii. The students to be appointed should have served as a Jewels Committee member for at least one year and must have completed one academic year in Jiangsu University.
- iii. Students to be appointed to positions on The Commission should have an average score of at least 60% and the position for Commissioner should be filled by a student with an average of at least 70%.
- iv. Any member being considered for a position on the commission should have no previous punishments or warnings of observation.
- v. Members of The Commission may serve for a maximum of two academic years.

### **B. THE COMMITTEES**

Every semester, the Commission shall allow Jewels General Members to volunteer to become members of the Committees.



## **ARTICLE 11: RESIGNATION, REMOVAL & DISSOLUTION**

- i. Any member wishing to resign from The Commission shall hand in a typed letter explaining the reasons to the President at least 10 days prior to the date of resignation.
- ii. The resigning member shall cease to use Jewels Association in any unrelated business.
- iii. Dissolution of the association must be decided upon by the entire Commission and at least two-thirds of the Committee members.
- iv. Any Commission member that engages in illegal activity shall effective immediately be relieved of her position and a new member be appointed from suitable Committee members.

## **ARTICLE 12: BENEFITS**

- i. Certificates of “participation” shall be authorized by OEC for events with more than 40 students in participation.
- ii. Certificates of “appreciation of service” shall be awarded to Commission members by the incoming members after appointment.
- iii. Certificates of “service” shall be given to only Committee members deserving reward for their hard work
- iv. Citations of Honor have been awarded to the founding members for their efforts in establishing the association, as well as other involved contributors.

## Founding Members and First Executives

Mavis Agandaa

Yaa Adwubi Asamoah

Dinah Donna Twum-Ampofo

Lily Elipkim Dzidula

Ensaf Abdalateef Siding Omeer

Natalie-Katelynn Mupfumira

Noreen Shonette Lino

Lujain Farhat

## Designer of Logo

Tiisetso Padima



# JEWELS - SHINE!