

# **THE CONSTITUTION OF IBSA**

## **ARTICLE ONE – NAME, MISSION, VISION AND OBJECTIVES**

### **Section 1 - NAME**

1.1 The Association shall be known and called The International Business Students Association of Jiangsu University (IBSA-JSU).

### **Section 2 – VISION**

2.1 To be a professional student association by promoting and advancing professional development of students through leadership training and involvement.

2.2 To acquire knowledge and skills that will lead to excellence in academics.

2.3 Create opportunities, add value and build lasting relationships for our members.

2.4 To serve its members and individuals engaged in instruction, administration, research and dissemination of information about business.

### **Section 3 – MISSION**

3.1 Our mission is to promote and enhance the professional development of its members in the areas of business management, economics and entrepreneurship. IBSA is committed to the academic and career development of its members to enrich their university student experience. We focus on providing information on the importance of international business to meet current standards and develop solutions to challenges in Global business to all business students.

### **Section 4 – AIMS**

4.1 To assist produce the finest caliber of Business graduates the world yearns for.

### **Section 5 – OBJECTIVES**

5.1 Social activities involving real businesses.

5.2 Interaction with local employers and employees.

5.3 Seminars hosted by professional guest speakers.

5.4 Forums on hot business issues.

5.5 Workshops to target a specific skill or ability.

5.6 Network with professional /Job Fairs.

5.7 Tours and shadowing of local companies.

5.8 Updates on local and international financial and economic issues.

5.9 Community service programs.

5.10 Mentorship programs.

## **Section 6 – THE LOGO**

6.1 Globe – The globe represents the multi-racial aspect of the Association.

6.2 Handshake – The Handshake represents successful conclusion of matters.

6.3 The Logo of the Association shall not be used at any event or under any circumstance not directly involving the Association without approval from the Executive Committee.

## **Section 7 – MOTTO AND SLOGAN**

7.1 The Motto: Improving ourselves for an exceptional tomorrow

7.2 The Slogan: Ideas for Life

## **ARTICLE TWO – MEMBERSHIP AND AFFILIATIONS**

### **Section 1 – FULL MEMBERSHIP**

1.1 The association shall consist of all students studying business related courses in Jiangsu University.

1.2 Such persons shall be required to fill a membership form and must and must have paid Association dues up to date.

1.3 All registered members should be given a membership ID card; which is to be used at all Association related functions and events.

### **Section 2 – CESSATION OF MEMBERSHIP**

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

2.1.1 Dismissal/Termination of studies,

2.1.2 Completion of program,

2.1.3 Death.

## **ARTICLE THREE – OFFICES**

### **Section 1 – PATRON/ADVISOR**

1.1 The Advisor of the International Business Students Association of Jiangsu University is meant to provide assistance and guidance for the purpose of supporting the work of the International Business Student Association.

1.2 The Patron/Advisor shall be a teacher of any business related course duly selected by the association.

## **Section 2 – EXECUTIVES**

2.1 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:

1. President
2. Vice President
3. General Secretary
4. Treasurer/ Financial Secretary
5. Public Relations
6. Organizing Secretary
7. Welfare Secretary

2.2 The Executive shall form Standing Committees three (3) week after assumption of office which shall include:

1. Judicial Committee
2. Welfare Committee

2.3 The Executive shall oversee the formation of the ADHOC committees by members in a General Assembly to carry out special duties in accordance with the aims and objectives of the association.

2.4 The ADHOC Committees shall include:

1. The Audit Committee
2. The Electoral Commission
3. And any others as and when necessary to carry out special duties in accordance with the aims and objectives of the association.

## **Section 3 – FUNCTIONS OF THE EXECUTIVE**

3.1 The President 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 Local, Regional, Provincial and National meetings.
4. Under no circumstance, negotiate unilaterally on behalf of IBSA – JSU without the knowledge of the Executive or use of the associations resources for personal use.
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.

3.2 The Vice President shall

1. Be a signatory together with the Financial Secretary and General Secretary to the associations account.
2. In the absence of the President, preside over Executive and General Meetings.
3. Assist with carrying out the responsibilities and functions of both the President and the General Secretary.

3.3 The General Secretary shall

1. Be responsible for all the correspondents and minutes and 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. In consultation with the Organizing Secretary, send out all announcements and information concerning the association.

#### 3.4 The Financial Secretary shall

1. Be responsible for keeping all the accounts of the association and shall be custodian of the associations accounts books.
2. Issue receipts for all money received and paid to the association.
3. Be a signatory with the Vice President and General Secretary to the association's bank account.
4. Keep an impress, which would be decided by the Executive for the day to day running of the association.
5. Prepare and submit financial record on the state of the associations accounts biannually.
6. Be responsible for receiving all money of the association

#### 3.5 Organizing Secretary shall

1. Arrange venues and all logistics of all the associations' activities.
2. Organize meetings, seminars, symposia, press conference get together, trips etc. of the association.
3. Oversee all academic, recreational and supporting activities of the association.
4. Be interested in any assets of the association.
5. Perform any additional duties as may be assigned by the Executive.

#### 3.6 Public Relations Secretary shall

1. Be in charge of publicizing the activities of IBSA-JSU to all students.
2. Design integration modules to bring together and foster unity among all members of IBSA-JSU.
3. Perform any additional activities as may be assigned by the Executive.
4. Mediate on matters that affect members unity,
5. Manage all information posted on the notice boards.

#### 3.7 Welfare Secretary shall

1. Head the Welfare Committee of the IBSA-JSU and work closely in ensuring the welfare of IBSA-JU members.
2. Be entrusted with collating with complaints and reports of students of IBSA-JSU and bringing them to the knowledge of the Executive for appropriate actions.
3. Perform any additional duties as will be assigned by the Executives.

### **Section 4 – FUNCTIONS OF THE STANDING COMMITTEES**

Membership of these committees shall be odd numbered but must not exceed five (5) persons in Good Standing.

#### 4.1 Judicial Committee

1. Shall have the power to interpret and enforce the constitution.
2. Shall be responsible for the amendment of the constitution.

3. All impeachment proceedings against any members of the Executive shall be brought before the Judicial Committee.
4. Except where the committee finds in advisable, all sittings of the committee shall be public and unless specifically provided in this constitution, the decision of the Judicial Committee in all matters shall be by simple majority.
5. In proving cases of misdemeanor on the part of any member, the Judicial Committee shall make a recommendation for appropriate sanctions.
6. Shall preside over all electoral disputes that may arise.
7. The Committee shall only be subject to the dictates of this constitution.

#### 4.2 Welfare Committee

1. Members of this committee shall constitute class representatives.
2. Shall work closely with the Executive in fulfilling welfare obligations to members.
3. Shall advise the Executive on welfare matters arising from the individual members.
4. Shall perform and other duties assigned by the Executive.
5. Shall advise the Executive on possible avenues of fund raising for the association.

### **Section 5 – FUNCTION OF ADHOC COMMITTEES**

Members of ADHOC Committees 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.

#### 5.1 Audit Committee shall

1. Be an independent body to audit the accounts of the association at the end of each academic year.
2. Submit an audited report to the Executive and debrief members at the Annual General Meeting.

#### 5.2 Electoral Commission shall

1. Be responsible for conduction all elections, referenda, opinion polls etc. by secret ballot.
2. Make rules and make regulations of procedure for the exercise and execution of all elections.
3. Appoint a Vetting Committee to screen members vying for Executive positions.

## **ARTICLE FIVE – MEETINGS AND ACTIVITIES**

5.1 There shall be Executive Meetings, General Meetings as well as Class Meetings as shall be determined.

5.2 All members of the Executive shall be present at all meetings. Any members wishing to absent must give valid reasons in writing to the President or the General Secretary at least 24 hours before the meeting.

5.3 Notice of a meeting shall be given to members not less than five (5) days before the time of the meetings unless otherwise stated.

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

5.5 There shall be two (2) General Meetings per semester.

5.6 The duration of meetings shall not be more than two (2) hours at a sitting.

5.7 Quorum is set at one-third (1/3) of members being present at any meeting but can be changed by the President in consultation with members already present in cases of emergency.

5.8 A Special Meeting shall be called by members by one-third (1/3) signatories of members with at least 4 from each class.

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

5.10 IBSA-JSU shall organize seminars and other forums to sensitize its members on the current development in the field of practice.

## **ARTICLE SIX – STANDING ORDERS**

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

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

6.3 The “Proposer” 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.

6.4 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.

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

6.6 In the event of a tie, the President shall have a casting vote.

## **ARTICLE SEVEN – FINANCES**

7.1 There shall be a Fund for the association into which shall be paid:

1. All money raised or received for the purpose of or on behalf of the association.
2. Any other money raised or received in trust for and or on behalf of the association.

7.2 No money shall be withdrawn from the Fund except:

- 1) To meet expenditure that is charged upon the Fund by the association.
- 2) Where the issuance of those monies has been authorized:
  - a) By a resolution of members or
  - b) By the Executive Committee in case of an emergency and should be communicated to the members at the subsequent General Meeting.

7.3 The Association shall have an account with a bank to be determined by the house.

7.4 Signatories to the account shall include the Vice President, Financial Secretary and General Secretary.

7.5 Funding shall be by yearly contribution of membership dues as shall be agreed by the executive committee and this shall be used for running the association and Welfare Fund.

## **ARTICLE EIGHT – CODE OF CONDUCT**

### **Section 1 - ELECTIONS**

- 1.1 Any student(s) vying for office must be of good academic status and law abiding.
- 1.2 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.
- 1.3 A person vying for Office must have been a member of the Association for at least one (1) academic year and must have at least one (1) academic year prior to graduation.
- 1.4 All Offices shall have one (1) year term.
- 1.5 The Executive shall be elected on from among persons with full membership status.
- 1.6 The Electoral Commission shall arrange for the conduct and supervision of any election within the association.
- 1.7 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.
- 1.8 The Vetting Committee shall comprise the Patron, one OEC staff, a tutor of related business course, one outgoing Executive, one Post Graduate student and a class representative.
- 1.9 All members of the Executive Committee shall be elected by popular votes by members of the association via secret ballot after every academic year.
- 1.10 No member shall hold an Executive Office for more than two (2) terms.
- 1.11 Outgoing Executives shall hand over all documents and assets of IBSA-JSU 14 days after declaration of election results.
- 1.12 Duly elected Executive shall assume Office latest by fourteen (14) days after declaration of election results in each election year.
- 1.13 Elections shall be declared valid by simple majority.
- 1.14 Where there are two or more candidates for a particular Office, a simple majority vote is required to win the elections.
- 1.15 In the event of a tie, fresh elections shall be held only for the candidates involved and CLAUSE 8.14 of this section shall still hold.
- 1.16 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.

### **Section 2 – EXECUTIVES**

- 2.1 Misappropriation of funds shall not be tolerated.
- 2.2 Members should maintain a high level of confidentiality.

2.3 Members should maintain a high level of discipline.

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

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

### **Section 3 – MEMBERS**

3.1 Members should exhibit a high level of discipline and academic excellence.

3.2 Members should abide by all the rules and regulations enshrined in the handbook of Overseas Students given by the Overseas Education College of Jiangsu University.

3.3 Members must give utmost respect to elected Executives and those in authority.

3.4 No forum of violence shall be tolerated; a member with any grievance should report it in writing to the Executive Committee to be addressed.

3.5 No member shall be allowed to use the Associations name or paraphernalia for an activity or project without due authorization.

## **ARTICLE 9 – RESIGNATION, REMOVAL, IMPEACHMENT AND BY ELECTION**

9.1 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 (4) days of receipt of the letter.

9.2 The IBSA-JSU and Executives on accepting the resignation shall mandate the Electoral Commission to conduct fresh elections to fill the vacant office.

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

9.4 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.

9.5 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.

9.6 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.

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

## **ARTICLE TEN – ADVISORS**

10.1 Association Advisors shall be any lecturer from the School of Management having been chosen by the Association body.



## **ARTICLE ELEVEN – BENEFITS/HONORARIA**

11.1 Certificates of Service shall be given to outgoing Executive and Committee members.

11.2 Certificate of Honor shall also be given to vibrant and outstanding members.

11.3 Certificate of Membership shall be given to all members upon completion of their studies at Jiangsu University.

## **ARTICLE TWELVE – AMMENDMENTS**

12.1 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.

12.2 The constitution under no circumstance should be suspended.