

CONSTITUTION OF OEC HeART

(PSYCHOLOGY ASSOCIATION OF INTERNATIONAL STUDENTS)

PREAMBLE: We the members of this association, in order to promote and encourage the interest in psychology, do decree and enact this constitution for the governance of our association.

ARTICLE 1: NOMENCLATURE

SECTION 1: Name of the Association

The name of this association shall be Psychology Association of International Students, hereafter referred to as (OEC HeART). This association will use the name or its acronym (OEC HeART or Psychology Association) in all public materials and correspondence.

SECTION 2: Motto

The motto of the association shall be; OEC HeART: The Art of Hearing Everyone

SECTION 3: The Colors of the Association

The colors of the association shall be **RED** and **BLUE**. The **RED** color shall represent the warmth and passion. The **BLUE** color shall represent calmness, depth and stability. These colors shall be used for the logo which means the **(RED)** being the warmth and passion in the middle of calmness, depth and stability **(BLUE)**. Thus, strength, power and love is within oneself.

ARTICLE 2: PURPOSE AND OBJECTIVE

SECTION 1: Purpose

The purpose of this association shall be-to assist OEC Psychology Center in terms of some related activities or may undertake events to ensure the comfort stay of International Students in Jiangsu University. Also, to organize programs to help students adapt to campus life, overcome homesickness and overcome culture shock challenges among others

SECTION 2: Objectives / Aims

- a. To organize events in order to reduce emotional stress
- b. To increase mental health awareness among students
- c. To support OECian's psychological well-being

ARTICLE 3: MEMBERSHIP

SECTION 1: General Membership

The general body of the Association shall be comprised of the Core Members, Associate Members and the Peer Support Team. The Association shall hold five major departments respectively; the Activities, Publicity, Human Resource Management, General Secretariat and Art & Media department.

SECTION 2: Recruitment of Members

The recruitment of members to the Association shall be through submission of application forms, acceptance by the core members and the qualification of applicants after interview which will only be conducted by more than half of the Core members.

SECTION 3: Revocation of Membership

Members can revoke their membership of the Association by writing an official notification of resignation, at least one week in advance to the core members of the Association. More than half of the Core members can come to a concession or agreement to revoke the membership of any member, should that member go against any rule of the Association or that member's action is an unpardonable manner.

The core membership of the Association will be limited to students who hold high positions in other Associations and OEC. The association will not tolerate any form of racism, discrimination, and not limited to disability of a person.

ARTICLE 4: MEETINGS

SECTION 1: Meeting Schedules

OEC HeART shall have an executive (CORE MEMBERS) meetings once every month.

The Patron (or Acting Patron) and the President can call for emergency meetings other besides the scheduled monthly meeting.

SECTION 2: Policy Making

The Core Members (Executives) shall be the highest decision-making body. Policy decisions will be made by the Core members after which a vote will be cast and can only be agreed to when more than half of the Core members "vote for" its acceptance.

Each member of the Core members will be entitled to only one vote.

ARTICLE 5: HOLDING OF OFFICE

SECTION 1: Key Officers

The Association shall have the following Core officers; Patron (or Acting Patron), President, Vice president, Human Resource Manager, Public Relation Officer, General Secretary, Art & Media Officer and Organizer. These officers will be voted into power by the Core members except the Patron who may be appointed by the authorities of Jiangsu University (JSU) but not exempted from being voted into power should the need be. Other executive portfolios could be created if the need arises depending on the agreement of the core members in consultation with the Patron. If more than half of the core members agree, then the new office could be created.

ARTICLE 6: ELECTION OF OFFICERS (CORE MEMBERS)

Election of officers will be done every year, meaning that officers can officially hold a position for one year unless voted into power again by the Associate members during elections. An officer after serving the term of office may be reassigned to his former position as Head if the need be. A member desiring to be appointed or elected a core member should have at least one (1) academic year remaining of his/her study period in JSU to be qualified.

In the event of the position of the Presidency becoming vacant, the Vice president shall automatically be promoted to the Presidency. Only a Core member who has served for at least one year can become a president. In the case of no qualified core member, the longest serving member may become the President. There shall be an election to select a vice president should that position become vacant.

ARTICLE 7: DUTIES OF THE EXECUTIVE OFFICERS

SECTION 1: The Core Members

The duties of the officers shall be geared towards organizing activities to achieve the stated objectives of the association.

a. The President

- i. He/she shall preside over meetings of the executives.
- ii. Shall STEER the affairs of OEC-HeART designed to promote the objectives of the association.
- iii. Shall represent the association in all Overseas Education College (OEC) meetings and report to the core members as such.
- iv. Shall be present at all activities but can be absent with tangible reasons.

b. The Vice President / Human Resource

- i. Shall assist the president on the discharge of his/her duties.
- ii. Shall perform such functions as may be assigned to him/her by the president.
- iii. Shall act as the president in his/her absence.
- iv. Shall serve as the human resource (HR).
- v. Shall see to the recruitment of new members to the association and assign role to them.

c. Secretary & Finance

- i. Shall be responsible for the correspondence, both internal and external.
- ii. Shall record and keep the minutes of the executive board meetings.
- iii. Shall be a custodian of the archives and all-important documents of the association.
- iv. Shall see to the writing of articles for publication in both association and OEC websites.
- v. Shall be responsible for putting together a budget for the activities of the association.

d. The Public Relations Officer (PRO).

- i. He/she shall be responsible for the publication of any article which is in the interest of the association.
- ii. Liaise with any member of the association who wants to make a presentation to HeART.
- iii. Shall be responsible for the association's journals and the proper distribution of letters to HeART members.
- iv. Shall be responsible for the publication of notices, announcements for meetings and other gatherings of HeART.
- v. Shall be responsible for providing motivation piece for publication on the association social media platforms.
- vi. Shall be responsible in alliance with the media and design head to manage the association's social media platforms.

e. The Organizing Secretary

- i. He/she shall be responsible for the proper organization of all activities of HeART.
- ii. Shall secure appropriate permits for all activities of the association
- iii. Shall organize the venue for executive meetings.
- iv. Shall carry out any other duties assigned him/her by the association.

f. Media and Design

- i. He/she shall be responsible for the design and fabrication of all poster, flyers and banners for the association in consonance with agreed format.
- ii. Shall be responsible for the association WeChat platform, to organize and post relevant materials for the benefits of the association members.
- iii. Shall be responsible for updating the association's social media platforms with current news about the association and related organizations.
- iv. Shall be responsible for creating and maintaining a creative, innovative and dynamic social media interfaces for the association.

SECTION 2: The Patron(s) of HeART.

There shall be Patron(s) of HeART who shall consist of both male and/or female;

- i. The Patron shall be staff and appointed by OEC to have an advisory role in the running of the association.
- ii. He/she shall be consulted on matters hinging on organizing activities and relation with other relevant organizations or bodies in JSU and beyond.
- iii. Shall be responsible for approving all activity proposals for submission to relevant personnel before any activity is undertaken.

ARTICLE 8: RULES OF THE ASSOCIATION

SECTION 1: Conduct of Departmental Heads

The departments in the Association shall provide services required of them anytime needed and respective to their departmental deeds. There shall be no interference of operations of departments by other departments but not restricted to the Patron and the President. All departmental heads may freely choose Associate members they wish to work with but their decision may be declined if the Core members should provide reasonable and substantial evidence.

SECTION 2: Confidentiality

All members being Core members, Associate members, and Peer Support Members will hold in high esteem the confidentiality of all information concerning the association especially counseling matters. Offenders may be reported to the authorities of Overseas Education College to ensure the proper sanctioning of the offender.

SECTION 3: Absenteeism

Core members may absent from a meeting but should give a prior notice of absence. In the absence of the Patron, the authorities of OEC will make provision for one, also in

the absence of the President, the Vice president will undertake the operations of the President and in the absence of the Vice President the Human Resource Personnel will undertake all the activities of the Vice President.

ARTICLE 9: RATIFICATION, AMENDMENT, AND INTERPRETATION

This constitution will be ratified by more than half of the Core members voting for instead of against. Any article(s), clause(s) and paragraph (s) subject to the provision of this constitution may be altered or repelled, or added to by way of amendment by the Core members provided a written notice or a proposal to that effect is presented to the core members copied to the patrons. More than half of the core members approval of the proposal for amended shall warrant a formation of a five (5) member committee independent of the core members to under the review/amendment. After the work of the committee with regards to the amendment, the amended section shall therefor be adopted and promulgated by the core members and the Patron(s). Questions concerning the interpretation of this constitution will be decided by the Core Members in consultation with the patron(s).

DRAFTED BY: KOFI JUNIOR MARFO (2018-19 PRESIDENT)

**AMENDED BY: CORE MEMBERS (2018-19 VICE PRESIDENT,
SECRETARIAT AND ARTS & MEDIA)**