

# Constitution of the Council of International Student Organizations (CISO)

Established Spring 2016

## Introduction:

- ❖ Whereas students from other countries attending WKU need a support network for friendship, social activities, and to disseminate awareness of, and interaction with the variety of cultures on the WKU campus, and
- ❖ Whereas students from other countries and US students should be provided opportunities to interact, and
- ❖ Whereas Students from other countries provide valuable information about, and connections with students and people around the globe, and
- ❖ Whereas organizations representing these students need a coordinating body to help facilitate their interaction with each other and the WKU community, we establish this **Council of International Student Organizations** (herein called the CISO).

## Purpose:

International student organizations at WKU represent a wide and diverse cohort of students representing many different ethnic and linguistic groups with divergent needs. These organizations desire a “home-base” student organization that can help them **communicate** amongst themselves and with the larger campus and the Bowling Green community. The organizations sponsor many events year round and they need a central body to help **coordinate** these activities for the purposes of scheduling, publicity, revenue, and general guidance. This body will also **advise** about University policy as it pertains to these organizations and their events. This organization will also help cement the connection between the International Student Office and the international student community at large.

The CISO will abide by the rules, regulations and policies of Western Kentucky University as a condition of registered status.

## Article I. Membership

The CISO will be comprised of one voting representative each from each of the Registered Student Organizations (RSO) at WKU. It may, from time –to-time, accept one voting representative from non-registered cohort groups on a temporary basis, if those groups are in the process of becoming a RSO and/or the membership of said cohort group is comprised of a majority of WKU students.

Membership in the CISO is limited to matriculated students at Western Kentucky University. Membership in the CISO is not restricted in any way on the basis of race, color, national or ethnic origin, religion, gender, disability, sexual orientation or veteran status except as may be expressly permitted by law.

## Article II. Elections

- Election will be announced two weeks in advance
- Officers interested will have to submit an abstract, stating their previous experience and their vision for the organization a week before voting.

- Interested officers with the highest number of vote are declared winners for the respective offices.
- Only one delegate per organization can vote.
- Chair position will be rotated within participating organizations. Any organization holding the position of the chair will not be eligible to contest for the position until all the organization members have served to that position i.e. the chair of the President will be rotating every year with election process without the current organizational president being eligible for it.
- The adviser calls for election.
- To be elected to committee, an office bearer should have a minimum of one year of enrollment in WKU left.
- In the exception of the Chair and Chair-elect, all other offices can be held for a maximum of two terms.
- Elections for officers shall occur on a yearly basis in late February/early March for officers to serve in the following academic year. In the event that an officer cannot complete his/her term, a special election may be called to fill the position for the balance of that term.

### Article III. Officers

- a. The Executive Board of the CISO shall be made up of Four of the voting representatives who shall be elected or appointed to fill the following positions:

#### A. CHAIR

##### 1. QUALIFICATIONS:

- Must be a WKU student.
- Must have a cumulative GPA of at least 2.5
- Must have 75% attendance of all council meetings.

##### 2. DUTIES:

- He/ she shall be the chief representative of the council.
- He/ she shall serve as liaison between CISO and other campus organizations through the vice chair of public relations.
- He/she shall uphold the highest moral conduct as an ambassador of the council.
- He/ she shall be responsible for calling and chairing every council meeting through the appropriate channels.
- He/ she shall organize at least 5 council meeting each semester.
- Together with the other officers, he/she shall be responsible for presenting a proposed budget and activities/events of the council at the beginning of each semester.
- Together with the other officers, he/she shall also be responsible for submitting supplementary budget to the council for consideration.

##### 3. POWERS:

- The chairperson in consultation with other officers has the power of appointing temporary committees. All the appointments shall be subject to approval by the adviser.
- The chairperson shall lead the affairs of the council together other elected officers for the duration of their tenure.

#### 4. IMPEACHABLE OFFENCES:

- Dereliction of above stated responsibilities and duties
- Proven act of corruption.
- Misappropriation of council's funds.
- Any other act that results in dismissal from the university.

### B. CHAIR ELECT

#### 1. Qualifications:

- Must be a WKU student.
- Must have a cumulative GPA of at least 2.5
- Must have 75% attendance of all council meetings.

#### 2. DUTIES:

- He/she shall uphold a high moral conduct as an ambassador of the council.
- He/she shall assist the Chairperson in the discharging of presidential duties.
- He/she shall assume the role of chairperson in the event that the chairperson is incapacitated or indisposed.
- He/ she shall serve as the liaison of the council to other organizations within the university.

#### 3. IMPEACHABLE OFFENCES:

- Dereliction of above stated responsibilities and duties
- Proven act of corruption.
- Misappropriation of council's funds.
- Any other act that results in dismissal from the university.

### C. VICE CHAIR OF FINANCE

#### 1. QUALIFICATIONS:

- Must be a WKU student.
- Must have a cumulative GPA of at least 2.5
- Must have 75% attendance of all council meetings.

#### 2. DUTIES:

- He/ she shall be responsible for keeping all financial records and liabilities of the council.

- He/ she shall be a signatory to the council's account.
- He/ she shall be responsible for authorizing the disbursement of funds.
- He/ she shall make monthly financial report available to the entire members.
- He/ she shall captain the budget committee

### 3. IMPEACHABLE OFFENCES:

- Dereliction of above stated responsibilities and duties
- Proven act of corruption.
- Misappropriation of council's funds.
- Any other act that results in dismissal from the university.

## D. VICE CHAIR FOR MEMBERSHIP AND PUBLICITY:

### 1. QUALIFICATIONS:

- Must be a WKU student.
- Must have a cumulative GPA of at least 2.5
- Must have 75% attendance of all council meetings.

### 2. DUTIES:

- He/ she shall be responsible for all matters relating to the publicity of the council.
- He/ she shall promote the good image of the council to the general public and other student organizations.
- He/ she shall be involved in all electronic and verbal communications.
- He/ she shall be required to keep track of activities of other organizations throughout the school.
- He/ she shall be in charge of maintaining the website and other social media.

### 3. Impeachable offences:

- Dereliction of above stated responsibilities and duties
- Proven act of corruption.
- Misappropriation of council's funds.
- Any other act that results in dismissal from the university

## E. ADVISER:

### 1. STRUCTURE :

- The office of the adviser shall be held by a staff from the International Students Office.
- The adviser's tenure expires when he/she resigns or leaves WKU.

## 2. DUTIES:

- He/ she shall be the custodian of the council's account check books and ATM card.
- He/ she shall manage the council's bank accounts.
- He/ she shall be a signatory to the council's account.
- He/she shall serve as the disciplinarian for the council.
- He/she shall be the liaison between the council and the International Students Office.

## AMMENDMENT:

- A proposal for the amendment of the constitution shall be proposed and seconded by officers of the council.
- The amendment shall only pass the council after receiving at least 75% votes in favor of the amendment from the total number of serving officers.
- The second passing shall be from the adviser of the council.
- The 3rd shall be at least 75% approval by the total number of the general members.
- No administration shall have the power to amend the constitution more than once during their regime.
- The passed amendment shall take effect from the next administration.
- In case an amendment has to take effect as soon as possible, the council shall pass a by law.