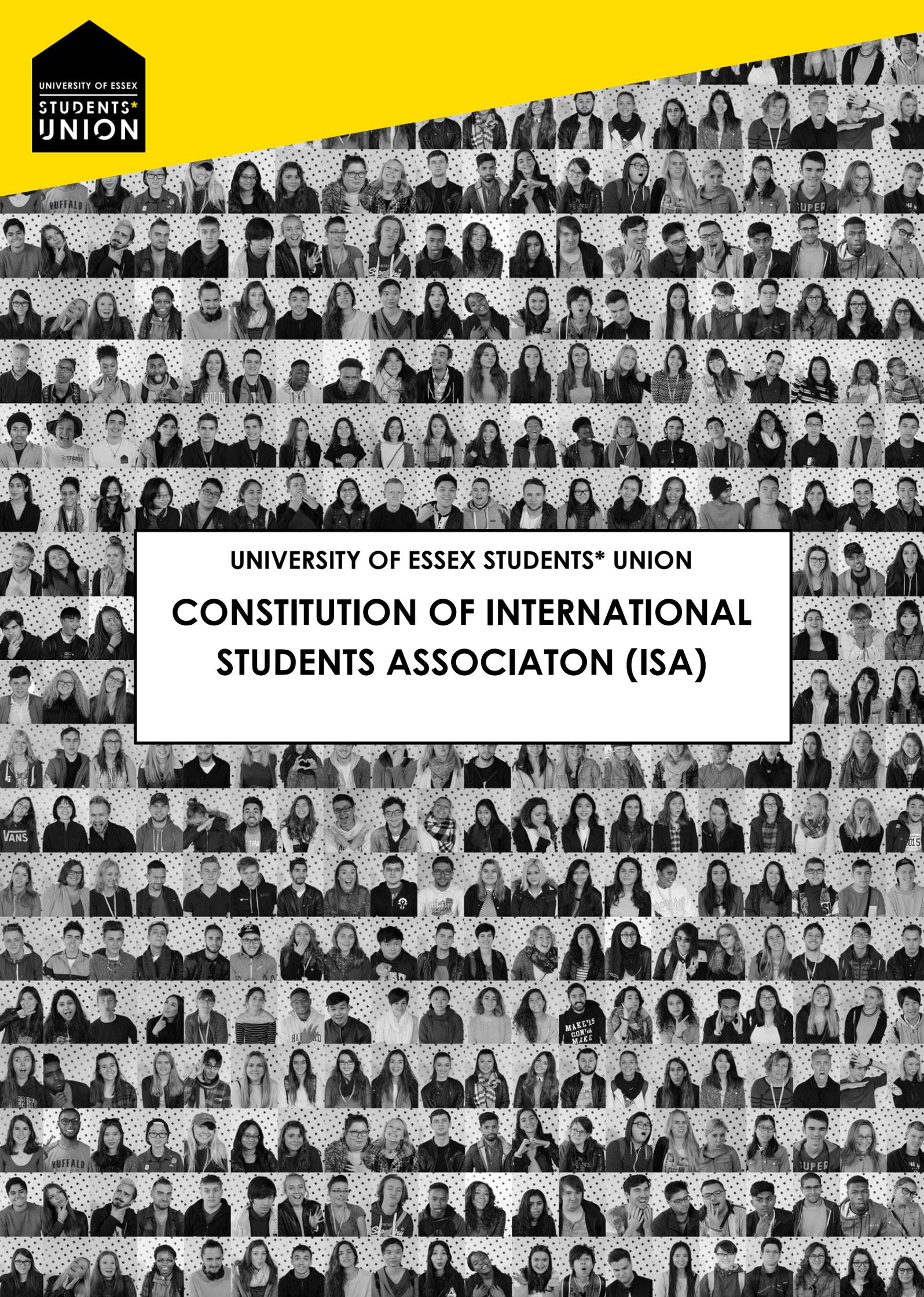


UNIVERSITY OF ESSEX

STUDENTS*
UNION



UNIVERSITY OF ESSEX STUDENTS* UNION
**CONSTITUTION OF INTERNATIONAL
STUDENTS ASSOCIATION (ISA)**

POLICY NAME

CONSTITUTION OF INTERNATIONAL STUDENTS
ASSOCIATION (ISA)

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Article 1 Name

The name of the organisation referred to in this Constitution shall be the University of Essex Students' Union International Students' Association (ISA) which is a recognised committee of the University of Essex Students' Union.

Article 2 Aims and Objectives

The Aims and Objectives of the Association shall not be contrary to the Aims and Objectives of the University of Essex Students' Union; and shall be as stated below:

2.1 Aims:

- a) To celebrate, value and promote diversity.
- b) To be inclusive, pro-active and dynamic
- c) A sense of community, responsibility and achievement should be seen as key principles of this association.

2.2 Objectives:

- a) To ensure sufficient support is available to students when needed, to ensure social events are diverse and accommodating to all students and to ensure

that representation is equal and fair for all students.

- b) To represent and promote the best interests of International Students within the University of Essex and the wider community through effective advocacy.
- c) To provide an effective channel of communication between International Students and relevant bodies within the University and community.
- d) To promote & encourage International Students' participation in activities and events whilst at the University.
- e) To facilitate International Students' involvement and participation by sourcing and publicising the necessary support and resources.
- f) To provide forums for the dissemination, discussion and debate of information and knowledge about matters of interest to International Students

Article 3 The International Students Association (ISA)

3.1 The ISA works by bringing together members of the International Student's Community at the University of Essex. The ISA has a number of functions that are fundamental to providing the resources to self-identifying students. These functions include but are not limited to;

- a) Being student led
- b) Giving the community a voice

- c) Democratically deciding the leaders and direction of the Association
- d) Organising events
- e) Campaigning on issues relevant to the community

Article 4 Membership

- 4.1 Full Membership of ISA shall be open to all members of the University of Essex Students' Union.
- 4.2 There shall be no membership fee charged to Full Members of the ISA;
- 4.3 Membership permits the opportunity to vote on topics in ISA Meetings as well as the opportunity for students to stand for elected committee positions.

Article 5 ISA Committee

- 5.1 The Committee of the ISA shall be responsible for the day to day running and development of their organisation to its membership.
- 5.2 The Committee will be held accountable by those who hold full membership of the ISA and by the VP International.

5.3 The ISA Committee shall comprise of members of the ISA and the following elected positions or their equivalent:

- a) Chair
- b) Deputy chair
- c) Secretary
- d) Community officer
- e) Employability Officer
- f) 2 Projects Officers
- g) Marketing Officer

a) The chair shall be responsible for;

- i. Primary spokesperson and representative of the ISA.
- ii. Responsible to uphold and implement the aims and objectives of the ISA and the Students' Union
- iii. Coordinating (with the rest of the ISA Committee) a plan of activities. This should be presented to the first general meeting of the year.
- iv. Primary liaison with the Students' Union and relevant other parties within the University through the VP International.
- v. Organises meetings and chairs with the ISA Committee and executes ISA events, making sure both are often enough.

- vi. Responsible to report international students' concerns to the VP International.
 - vii. Co-lead on one world week and
- b) The Deputy Chair shall be responsible for:
- i. Assisting and supporting the Chair in building a strong and effective working relationship with other committees.
 - ii. To act on behalf of the Chair to manage and assess the actions and conducts of the committee members.
 - iii. To deputise the coordination of all planned activities on behalf of the ISA Chair.
- c) The Secretary shall be responsible for:
- i. Primary correspondence and record keeper of the ISA.
 - ii. Sets the agenda of all Executive meetings and takes minutes
 - iii. Ensuring that the agenda is published no later than two days prior to the meeting.
 - iv. Chairs meetings of the ISA in the absence of the Chair and Deputy Chair.
 - v. Responsible to submit a monthly report to VP International which is to be published within the ISA page.

and

- d) The Community officer shall be responsible for;
- i. Organising Buddy Scheme programme with VP International to encourage cross-cultural integration of international students in their first year of enrolment in the University of Essex.
 - ii. Primary liaison with the local community in Colchester task with developing strong ties with the local community and the international community in the University of Essex
 - iii. Main contact point for ISA volunteers for all planned activities

And

- d) The Employability officer shall
- i. Main role is to highlight global internships and career opportunities to all University of Essex students.
 - ii. Primary liaison to the University of Essex Careers and Employability Centre to highlight the services to international students.
 - iii. Work with the Students' Union in finding more opportunities to provide students with an amazing degree and job.
 - iv. Converse and getting feedback from students in terms of career related opportunities

- v. Work with Student's Union and VP International to organise and support National Insurance interviews.
- e) The Project & Events Officer shall be responsible for:
- i. Responsible to organise all cultural events with ISA Chair and ISA Deputy Chair.
 - ii. The officer will be in charge of running and coordinating the planned cultural activities.
 - iii. To work with the cultural liaison officer in ensuring societies participations in all events.
 - iv. To work with the marketing officer to seek support on social media and ensuring promotional materials for all events are to be done at least six weeks in advance.
 - v. Work with Student Communities Coordinator to ensure that all required forms are completed for events.
- f) The Marketing and Public Relations Officer
- i. Main role is to promote the ISA and its events through all official ISA social media accounts (Facebook, Twitter and Instagram).
 - i. Primary liaison with the Students' Union media platform (Rebel) to highlight international students in the University of Essex.
 - ii. Responsible to engage with all students in University of Essex to promote ISA.
 - iii. To work with the Student Communities Coordinator to ensure that all promotional leaflets and materials are requested at least 6 weeks in advanced and distributed accordingly.

- 5.4 A vacancy in any of the Offices listed in 5.3 shall not affect the validity of the Committee.
- a) The ISA Committee will meet a minimum of 3 times per academic term.
 - b) The meetings will be called by the Chair and at least 3 working days' notice shall be given to members.
 - c) The minutes will be sent to the VP International and Student Communities Coordinator.
- 5.5 A Member of the executive committee may resign at any time by
- a) writing to VP International
 - b) writing to the student communities coordinator
- after which such resignation shall take immediate effect.
- 5.6 Any member of the ISA Committee may be removed from office with immediate effect following a vote of no confidence, provided that
- (a) previous attempts to resolve the issue, including discussions and/or mediation involving promise 3 and in particular the student communities coordinator, have been attempted and proved unsuccessful; and
 - (b) a motion calling for a vote of no confidence is brought by a full member of the ISA to a general meeting.

- (c) the vote of no confidence takes place at an Executive Meeting of the ISA Committee.

- (d) The motion will require a two-thirds majority of a quorate executive meeting of the association. The quorum for the ISA shall be twenty-five percent of the membership, or 30 members, whichever number is smaller.

Article 6 Executive Committee Elections

- 6.1 Promise 4 shall be responsible for the fair conduct of all elections to the Committee of the ISA, hereafter called the Network Elections.

- 6.2 Elections for the Committee of the association shall take place online during the third term of each academic year using the means and procedures established by Promise 4.

- 6.3 In addition to the annual election, an Executive Committee election shall take place online within reasonable time following the resignation of the officer, in order to fill any vacancy not filled.

- 6.4 In respect of any Executive Committee election:
 - a) notice of a first round of elections shall be given to Members of the ISA least one week prior to the election taking place; and

- b) Members of the ISA wishing to stand for election must submit their nominations online within the period specified and nominations received outside of this period shall be invalid; and
 - c) Voting must take place online within the period specified and votes cast outside this period shall be invalid.
- 6.5 Any ISA member who is a full member of the University of Essex Students' Union may stand for election to the Committee of the Association.
- 6.6 Only ISA members who are full members of the University of Essex Students' Union may vote in the elections for the ISA, and there shall be no proxy voting.
- 6.7 Members elected to the ISA shall take office from 1st July in the year of their election until
 - a) 30th June of the following year, or
 - b) such time as they are removed from office, or
 - c) such time as they are no longer registered students at the University of Essex, whichever shall be earliest.
- 6.8 The quorum for any election for the ISA shall be twenty-five percent of the voting membership, or 30 voting members, whichever number is smaller.
- 6.9 In all elections there shall be the option to vote for 'RON' or Re-Open Nominations which shall serve as a 'none-of-the-above' option, and if the candidate for a given position with the highest number of votes receives less votes than RON, than that candidate shall not take up

office and another election will be called at the earliest available opportunity.

- 6.10 Any complaint regarding the conduct of elections or the actions of candidates or others which might be considered to be detrimental to the fair conduct of the election may be made within 7 days of the election, in writing, by any Member of the ISA who is a full Member of the University of Essex Students' Union to the Officer or to the elections manager who may order a re-election if they are satisfied that the conduct of the election or of any person was such that the result of the election may have been affected.

Article 7 MEETINGS

- 7.1 The International Students' Association General Meetings shall be held at least once a term.
- 7.2 The meetings shall be called by the Chair, or in the absence of the Chair the Deputy Chair in writing, and announced by the Secretary. No less than 3 working days' notice must be given to members.
- 7.3 The meeting in the third term shall be designated as the Annual General Meeting and shall receive the following:
- a) Annual Report from the Chair and ISA Executive.
 - b) Financial report from VP International

- c) The annual general meeting shall take place after the election of the officers to the Association for the next academic year.
- d) It shall introduce the newly elected executive officers to the members of the ISA.

7.4 Quoracy and voting system

- a) The quorum for the General Meetings will be 30 full members of the International Students' Association.
- b) The quorum for all other meetings will be 50% of executive elected members.

Article 8 COMPLAINTS PROCEDURE

- 8.1 Any Member of the ISA shall have the right to question any processes or practises of the ISA and ask for necessary investigation. This can be brought to the attention of Promise 4 of the University of Essex Students' Union and ask them to investigate the matter, and the decision of Promise 4 shall be binding.

Article 9 AMENDMENTS TO THIS CONSTITUTION

- 9.1 Amendments to the International Students' Association Constitution may only be made by a two-thirds majority of a quorate ISA General Meeting.
- 9.2 This Constitution, however it may be amended, shall at all times comply with the Constitution and Code of Conduct of the Executive Committee and with the University of Essex Students' Union's Articles of Governance, together with its Byelaws and Policies, and any section of this Constitution which does not so comply shall be invalid.
- 9.3 A copy of this Constitution, however it may be amended, shall be uploaded to the ISA page essex.su/ISA and shall be available for viewing by all Members of the Association at all times.
- 9.4 A copy of this Constitution, together with any and all approved amendments, submitted via electronic media but not scanned, shall be retained by Promise 3 and 4 of the University of Essex Students' Union, and in the event of any dispute the copy of the Constitution so retained shall be deemed to be the approved version.

Signed for and on behalf of the community



Chair Name:

Chair Signature:

Date:

VP International Name:

VP International Signature:

Date:

Promise 4 representative Name:

Promise 4 representative Signature:

Date: