

# **The International Students' Organization**

## **OF**

### **MIDDLEBURY COLLEGE**

#### Article I: Name

The name of this organization, as it will appear on any publication or press release, shall be the International Students' Organization or the abbreviation ISO.

#### Article II: Purpose

There are currently over 200 international students representing more than 65 different countries at Middlebury College. The organization seeks to broaden students' perspectives in regard to foreign affairs and to introduce foreign cultures and traditions. Equally important, it helps to ease the transition period for newly arrived foreign students as they adapt to American life. In addition, ISO strives to expose international students to US culture and ways of life. The ISO organizes the following activities: An annual cultural show, an International Symposium, cultural nights, off-campus trips, dinners, parties, and community services.

#### Article III: Membership

Membership is open to all interested members of the Middlebury College Community. They are identified as those names currently listed in the ISO membership mailing list. International Students are automatically granted the membership upon their arrival to Middlebury College. Other members of Middlebury College Community can become members by contacting the President of ISO or by signing up at the Activities Fair held each semester.

#### Article IV: Offices/Officers

The Executive Board of the International Students' Organization will be composed of a President, two Vice-Presidents, and a Secretary/Treasurer (combined position). The Committees Board of the International Students' Organization will consist of the appointed Chairs and Co-Chairs of the seven different committees whose role will be to work with and assist other board members when organizing particular events. All officers must be Middlebury College students.

Duties of each office are appointed according to the Committee Description Guidelines (see Appendix). The Executive Board is allowed certain flexibility in appointing duties and responsibilities to the Committees.

#### Article V: Elections

Elections for the Executive Board positions must be held by March 15<sup>th</sup> of each academic year for the following year. Nominations period should be announced at least three weeks prior to the March 15<sup>th</sup> allowing candidates at least two weeks to campaign. Candidates are required to send their letters of intent to the President of the ISO during the nominations period, which will then be posted on the ISO Website. One day before the elections, there will be a panel where candidates will be able to present their ideas to the membership and answer any questions the membership may have.

The President and the Vice-Presidents will be elected by the general membership of the ISO. The newly elected President and Vice-Presidents will determine the Secretary/Treasurer and Chairs and Co-Chairs of the various committees. Elections will be conducted through a

Middlebury College On-line system, which will allow only full-time enrolled ISO members to cast their vote. At least 25% of the membership has to vote in order for the elections to be valid. Simple majority is needed in order for a candidate to win the elections.

Amendments:

- All officers are elected for the entire academic year.
- In the case of resignation, the following actions will be taken:
  - President: The President of the International Students' Organization must discuss his/her resignation with the Faculty/Staff Advisers as well as with the Executive Board. He/she must submit his/her letter of resignation to both Vice Presidents who then have 3 weeks to conduct another election open to the general membership for vote, as well as for the International Students' Organization President position. Members of the Executive and the Committee Boards are also eligible to run for this position. Campaigning period will be announced and the nominations are to be submitted no later than one week after the campaigning has been announced. In case the President resigns late in the spring semester of the current academic year, the Vice Presidents may choose to perform his/her duties both as acting Presidents.
  - Vice Presidents: in case one of the Vice-Presidents resigns, the President, Secretary/Treasurer, and the other Vice President will conduct elections open to the general membership to the members of the Committees Board for both the position and the vote. Campaigning period will be announced and the nominations are to be submitted no later than one week after the campaigning has been announced. If the resignation of the Vice-President occurs during the Spring semester, the Executive Board may choose to divide the responsibilities of the resigning Vice President.
  - Committee Chairs: Committee Chairs will be replaced by their Co-Chairs who will then have to appoint one of their Committee's members to the Co-Chair position. This decision must be brought to the Executive Board for approval. This process must be completed in two weeks after the resignation letter has been submitted.
- Resignation letters must be submitted to the Executive Board for review. The Executive Board will grant resignation only when valid reasons are presented. If the resignation is not granted, the Executive Board, together with the Officer who wished to resign, will find ways to meet the needs of the Officer and the Organization.
- Dismissal:
  - The Executive Board and the members of the Committees Board can ask for a vote of no confidence to the President, the Vice Presidents, and/or Secretary/Treasurer of the International Students' Organization. The case will be stated and presented to the general membership who will then perform the vote.
  - The Executive Board may replace the chairs of the Committees after the Chair has failed to perform their duties after this has already been brought to their attention. A two-third majority of both the Executive and Committees Boards is needed for dismissal. The Executive Board then will appoint the new Chair.
  - Prior to its conclusion, each dismissal must be discussed with the Faculty/Staff Advisers.

#### Article VI: Meetings

The organization shall have board meetings regularly; once a week. Meetings are open to the entire membership. Each individual committee will meet separately as to expedite the bureaucratic process. The frequency and nature of General Membership meetings shall be left to the presiding board. There shall be a general informational meeting during the first weeks of class for both Fall and Spring semester. At this meeting, all members of the organization should be encouraged to sign up for different committees.

#### Article VII: Faculty/Staff Advisor

International Students' Organization has at least two advisers. International Student Adviser through the Dean of Student Affairs Office holds a permanent position of a staff adviser. The executive board recommends a member of faculty as the second adviser to the organization.

#### Article VIII: Committees

The six mandatory Committees are as follows: The Publicity Committee; The Cultural Nights and Social Events Committee; The Cultural Show Committee; The Symposium Committee; The Web and Technology Committee; The Advisory/Review Committee. The presiding board can nonetheless add as many committees as it wishes.

#### Article IX: Discrimination Policy

"International Students' Organization operates in full accordance with Chapter Four, Section II, A of the *Middlebury College Handbook* concerning Student Organization Policies of Discrimination, Freedom of Association, Anti-Hazing, Freedom of Inquiry and Expression, Student Publication, Funding, Advertising, and Scheduling. Any and all changes made to the Student Organization Policies section of the *Middlebury College Handbook* will immediately become policies adopted by the International Students' Organization."

#### Article X: Ratifications

- i. This constitution must be ratified by a two-third majority of the membership.
- ii. This constitution must be approved by the Constitution Committee or a subcommittee thereof.

#### Article XI: Amendment

- i. Amendments to this constitution must be approved by a two-third majority of the board.
- ii. Amendments to this constitution must also be approved by Constitution Committee or a subcommittee thereof.

## APPENDIX:

### **President**

- chairs meetings;
- serves as liaison between faculty, staff, administration and the ISO;
- meets regularly with International Student Advisor in the Dean of Students' Office;
- oversees activities of the Executive and the Committees Board;
- sends out voice-mail and e-mail to general ISO body;

### **Vice-Presidents**

- each will oversee the activities of a group of Committees;
- each will seek ways to address issues relevant to the International students;
- each will seek ways in which ISO can improve in one specific aspect;

### **Secretary/Treasurer**

- carries out all ISO financial transactions;
- sets budget proposal together with the President and Vice-Presidents;
- serves as liaison between the SGA Finance Committee and the ISO;
- gives advice on ways of co-sponsorship between other groups on campus and ISO;

## **Committee Description Guidelines**

### **ISO Cultural Show Committee:**

#### ISO Cultural Show

- Organize structure of event
- Choreograph committee-planned skits/segments
- Oversee events that are being independently choreographed by participants
- Document items to be purchased:
  - the deadline for purchasing these items
  - source of purchasing (company, location, phone number, directions)
  - cost of items
  - person(s) responsible for purchasing these items
- Document technical related issues of the event
  - Catering
  - DJ, Lights/Effects
  - Security
  - Facilities Management (e.g. acquiring mattresses for martial arts skits)
- List dates and places to be reserved for rehearsals – submit it to the Executive Board.
- Document items required for these rehearsals.

Individual members MUST inform point-person on a weekly basis of the progress of their chosen tasks.

Point-person should inform Publicity/Radio Show and Web committee at least three weeks in advance of posters and # of tickets required

Point person MUST inform Executive Board of progress of all committee members and projects, and issues to be discussed at Board meetings at least one day before the Board meeting

## **Cultural Nights and Social Events Committee**

### Cultural Nights

- Coordinate with selected region/group
- Document items to be purchased and cost
- Find driver to buy items – contact Intl Students’ Advisory Committee
- Determine and reserve official place and time
- Recruit members to help setup, coordinate and clean up after event
- Inform executive board

### International Week of Events (Spring):

- Design events and structure of this event
- Determine participating regions
- Determine co-sponsors
- Determine costs involved
- Determine equipment and resources required

### Off-campus Trips

- Determine theme and purpose for off-campus trip
- Determine date and location
- Determine costs for the trip:
  - Cost of transportation rentals
  - Cost of lodging if trip entails being off-campus for more than one day
  - Determine ticket prices and subsidies if attending cultural events
  
- Determine involvement and contributions from campus departments
  - Provide and collect signed (free-from-liability) documents along with information (ID #, full name, ext, email) of participants.
  - Provide bag lunches if necessary

Point-person should inform Publicity/Radio Show and Web committee at least two weeks in advance of posters and # tickets (if necessary) required.

Point person MUST inform Executive Board of progress of all committee members and projects, and issues to be discussed at Board meetings at least one day before the Board meetings.

## **Publicity / Radio Show Committee:**

### Student Activities Fair

- Create posters, provide video footage and pictures of the ISO at Student Activities Fair

### General

- Create posters and tickets for ISO events
- Post advertisements around campus and send email advertisements to Secretary

Sell tickets at Proctor One/Two weeks before event  
Maintain ISO Bulletin Board and update it with upcoming events in a fashionable way  
Correspond with the Campus Newspaper on critical issues when required  
Host ISO parties

#### Radio Shows:

Run the radio show on a weekly basis  
Rotate type of cultural music on a weekly basis  
Publicize upcoming events  
Be prepared to recruit and discuss upcoming critical issues that affect the campus and global community

#### **International Students Advisory Committee:**

##### Summer:

Correspond with prospective students and advise them on Middlebury related issues  
Organize events for summer workers

##### Document items to be purchased:

The deadline for purchasing these items  
Source of purchasing (company, location, phone number, directions)  
Cost of items  
Person(s) responsible for purchasing these items

Compile list of drivers to help out during off-campus events and if necessary arrange appointments with security and purchasing office to help students acquire drivers' licenses

Work with Kathy Foley-Giorgio and her future International Orientation Program recruits to coordinate events for academic year.

##### Academic Year:

Keep an eye on overall progress of first-year students  
Be prepared to provide academic and moral support to students  
Recruit participants for ISO Cultural Show  
Recruit participants for cultural nights events when needed  
Recruit and maintain list of drivers to help out with current events  
Keep a close eye on critical issues affecting campus and global community and advise Board on necessary actions to take  
Meet once a month to review and evaluate the organization's work

Point person MUST inform Executive Board of progress of all committee members and projects, and issues to be discussed at Board meetings at least one day before the Board meeting

#### **The Web and Technology Committee:**

Maintain website  
Document upcoming events on website's advertisement section

Design and implement new categories to inform current and prospective students and Alumni  
Contact President on weekly basis  
Before Board meeting – to acquire topics of discussion for the meeting  
After Board meeting – to acquire minutes which should be put up on the site at the latest, one day after the meeting  
Provide contact information, pre-Board-meeting topics of discussion and weekly accomplishments/progress) of Board members in secure site.  
Publicize new additions on website to Board and campus on weekly basis

Point person MUST inform Executive board of progress of all committee members and projects, and issues to be discussed at Board meetings at least one day before the Board meeting

### **Symposia / Roundtable discussions Committee:**

Ideate and implement ISO symposia and roundtable discussions.  
Contact the respective people that will be part of either.

Document the following:

- Costs to bring and house lecturers
- Places and times that need to be reserved
- Co-sponsors (departments / organizations)
- Miscellaneous costs
- Person(s) responsible for purchasing these items

Submit costs to Secretary/Treasurer

Point-person should inform Publicity/Radio Show and Web committee at least two weeks in advance of posters and # of tickets (if necessary) required

Point person MUST inform Executive Board of progress of all committee members and projects, and issues to be discussed at Board meetings at least one day before the Board meeting

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