

# **Ashesi International Students Association constitution**

## **Constitution of International Students Association Preamble**

We, the members of Ashesi International Students Association (ISA) do hereby establish this Constitution in order that our objectives be fully realized

Dated: August 6, 2022

## **ARTICLE I. ASSOCIATION NAME & LOGO**

The name of the association is: **International Students Association (ISA)**. Here and after, we refer to it as the association.

**The official logo is as per the image below:**



## **ARTICLE II. OBJECTIVE OF THE ASSOCIATION**

**Section 1.** The objective of the association is to bring all Ashesi international students together, promote diversity, encourage inclusivity, unity and awareness and foster a sense of belonging among themselves within the Ashesi community.

## **ARTICLE III. MEMBERSHIP**

**Section 1.** To be a member of the association, the student must be from any another country outside Ghana and must be recognized as an international student by Ashesi University Office of Diversity and International Program (ODIP).

**Section 2.** All students admitted through the exchange program/study-abroad program and are coming from outside Ghana whether they are Ghanaians or not are automatically members of the association.

## **ARTICLE IV. AFFILIATION**

**Section 1.** The association is affiliated to Ashesi University therefore, every member of this association must be an Ashesi student.

**Section 2.** The association shall at all times comply with all Ashesi University code of conduct and all university policies and regulatory specifications thereof.

**Section 3.** The association shall adhere to all regulations as specified in the Ashesi University Student Handbook.

## **ARTICLE V. ADMINISTRATION STRUCTURE**

**Section 1.** The association shall have the following positions

1. President
2. Vice president
3. General Secretary
4. Treasurer
5. Public relations
6. Event organizer
7. Regional Representatives

## **ARTICLE VI. OFFICERS AND THEIR ROLES**

### **Section 1. *President***

- An elected President or other designated officer will preside at all meetings of the association. The President will maintain the power and should be informed about all activities concerning the association. He/she will communicate the affairs of the ISA to the Cohesion Chairperson as and when required.

### **Section 2. *Vice-President***

- The association shall also maintain a vice president. The vice president's duties shall be to preside at all meetings and functions in the absence of the president and to work hand in hand with the president, the regional representatives, and the executives.

### **Section 3. *General Secretary***

- The association shall also have a General Secretary. The General Secretary should keep all records of the association, handle new members, and is expected to attend in all meetings unless there is a reason for the absence.
- The General Secretary of the ISA shall be present in all Cohesion Committee meetings to relay information on the occurrences in the International Student body as well as the needs of the community.
- The General Secretary shall present a written report to the Cohesion Committee chairperson after each event, as well as a monthly report and an end of semester report of the association's progress, with each report containing the signatures of both President and General Secretary.

#### **Section 4. *Treasurer***

- The association shall also have a treasurer. The Treasurer should handle all dues and accounts of the association.

#### **Section 5. *Event Organizer***

- The event organizer should oversee all the association's events

#### **Section 6. *Regional Representatives***

- The association shall make sure that all countries represented on campus are grouped into regions and have a least one representative to the executive. The duty of a regional representative is to attend committee and executive meetings, inform his/her region about resolutions, collect dues, coordinate his/her community, and do other activities as directed by the executive.
- Regional Representatives shall be elected as opposed to volunteering, being appointed by executives, or being informally chosen. They shall be required to take part in the election process, read manifestos and be formally elected to office as stated in Article VII, Section 3

#### **Section 7. *Public relations Officer***

The association shall maintain an office for the public relations. The role of the public relations officer is to hold and maintain the association's media, make announcements to the general public on behalf of the association and all external affairs involving the association.

### **ARTICLE VII – OPERATIONS**

#### **Section 1: Elections**

- All elections shall be held on an annual basis after the instatement of the newly elected ASC presidency and chairpersons.

#### **Section 2. Voting Eligibility**

- Members meeting all requirements of active membership as set forth in Article III will be granted voting privileges.

#### **Section 3. Election Process**

- The president shall initiate the electioneering period by sending a form to the ISA community to nominate members they believe can fill up the elective positions. Members shall be allowed to nominate themselves or others as they deem fit.
- The Judicial Electoral Council (JEC) shall facilitate and approve all nominations in conjunction with the outgoing Cohesion Committee chairperson and the ISA heads. Upon

nomination of potential candidates by the ISA community, the JEC shall assess each candidate to ensure there are no records of social or academic misconduct, and the candidate is in good academic standing.

- The candidates shall then be informed of their nomination and then asked to accept or decline the nomination.
- The candidates who accept the nominations then shall be required to draft their manifestos, for a manifesto reading meeting that shall be decided upon by the executive board. This process shall take a week or more.
- In instances there are not enough nominations, the President shall reopen the process and give the community three days to receive more nominations.
- Manifesto reading and Elections shall not take place on the same day.
- After the manifesto reading, the candidates shall be given a week to campaign and sell their ideas to the community before the election day decided upon by the executive.
- In instances when the elections shall be in-person, the nominated parties will be allowed to vote for other positions in which they are nominated in.
- Whether virtual or in-person, all voting shall be through secret ballot
- All voting shall be done by secret ballot to be collected and tabulated by the Secretary-Treasurer and one voting member of International Student Association appointed on the day by the executives of the Association.

#### **Section 4. Candidate Eligibility**

##### **President & Vice President**

1. Should be either in second or third year.
2. Must not have violated the academic or social honor code.
3. Candidates must have a minimum GPA of 2.6 to be eligible.
4. Must have never held the same position previously.
5. Must demonstrate high leadership skills, initiative, and the attitude to lead.
6. A vying president to bring his/her own vice. They will run for elections as a pair.  
(Amendment 01, September 10, 2017)
7. The candidates shall not be of the same nationality
8. Must have never been either the president or vice-president. However, the vice-president shall be allowed to vie as president if they meet the above criteria (1-6).

##### **Other roles:**

- All above apply, apart from 1,4,6,7
- For the position of General Secretary, only second and third years are eligible.

#### **Section 5. Removal**

- Any officer of the association in violation of the Organization's purpose or constitution may be removed from office by the following process:
- A written request by at least three members of the association.

- Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.
- A two-thirds (2/3) majority vote of the executive team is necessary to remove the officer.
- Gross violation of Ashesi University's Code of Conduct, the President shall have the veto power to suspend/expel the officer.
- A member is deemed incompetent, then the President with approval of the rest of the Executive, shall expel the member and thereafter the President shall appoint another member.
- The ISA need not seek approval from the ASC before impeaching any executive member but merely inform the Cohesion Committee Chairperson of the change. This will, however, be reflected in the executive's records as a student of Ashesi University.
- The Dean of Students & Community Affairs shall be duly informed through the J.E.C in writing of any impeachments within 2 days.
- Following an impeachment, the entire student body and the Dean of Student and Community Affairs shall be duly informed in writing of the regional representative or member of the executive team who was impeached.

#### **Section 6. Resignation of an executive member or regional representative**

- Any member of the executive or regional representative who wishes to resign office shall do so through a written request to the executive body stating reasons for the resignation. That member has to wait for the approval of the resignation for at most 7 days after which the Executive body shall get back to him/her.
- Decline of the resignation implies the member is still a part of the association.

#### **Section 7. Meetings**

All meetings will occur on a monthly basis or other regular basis at a time selected by the executive of the Association and will follow the procedure set forth below:

- Attendance
- Report by the President
- Committee reports and announcements
- Vote on all committee motions and decisions
- Any other business put forward by the members of the club
- Adjourning of meeting by any member of the executive

## **ARTICLE VIII – FINANCE**

### **Section 1. Income**

- The association may apply for funding from the Office of Diversity International Program and the Ashesi Student Council through the Cohesion Committee. This is the main source of funds for ISA community.

## **ARTICLE IX – AMENDMENTS**

- The constitution is binding to all members of the ISA
- A new Executive Board of ISA has the power to initiate process of the amendment of the constitution, when deemed necessary. It shall be expected to do this within the first two months of assumption of office.
- The president shall be expected to appoint an amendment committee not exceeding 5 individuals. The president and general secretary shall serve as ex-officio of the committee, after the executive board has given its suggestions on the amendments.
- Forthwith the amendment shall only be initiated by a voting member
- A voting member of the association can propose amendments to this constitution in writing to the Executive at any time who will then present to members of the association at the next meeting.
- These amendments will be placed on the agenda for the next regular meeting of the executive council and the association.
- Proposed amendments will become effective following approval of two-thirds (2/3) or more - majority vote of members eligible to vote. Section 1: Effective from September 10th, 2017, the constitution has been amended to allow a vying president to bring his/her own vice. They will run for elections as a pair.

## **ARTICLE X – AMENDMENTS BY-LAWS**

- Any member who violates the rules of an ongoing election can be expelled from the meeting by the current executive.
- The executive shall establish an electoral committee that will facilitate the election process whenever necessary.
- If a member of the executive steps down, the executive shall appoint one of the regional representatives to step in for that vacant office.

## **ARTICLE XI – UNAVOIDABLE CIRCUMSTANCES**

- In the situation when something that is not mentioned in this constitution, the Executive shall send out a poll to the community to vote on the issue and approval of two-thirds shall give the go-ahead



## Appendix

### Organisational Structure

