**IGSA Constitution & ByLaws**

**Preamble**

The needs of international graduate students vary from those of domestic graduate students, and whereas there are limited mechanisms on the campus of the University of Cincinnati to advocate for the international graduate students, be it therefore enacted that we, the international graduate students, do hereby establish this constitution of the International Graduate Student Association.

**Article I : Objectives**

**Section 1.**To advocate the interests and address concerns of international graduate students at the University of Cincinnati.

**Section 2.** To establish effective communication among international graduate students, other student groups, and the academic and administrative units of the University.

**Section 3.**To enhance the international graduate student life at the University of Cincinnati.

**Section 4.** The IGSA shall not endorse political issues which do not directly concern the welfare of graduate students at the University of Cincinnati and shall not, therefore, be considered a political organization.

**ARTICLE II : CONSTITUENCY**

**Section 1.** The IGSA represents all University of Cincinnati international graduate students.

**Section 2.** International graduate students are herein defined as University of Cincinnati students enrolled in any graduate program offered by the University, either full- or part-time or online.

**ARTICLE III: MEMBERSHIP**

**Section 1.** All full-time or part-time or online international graduate students at University of Cincinnati whose status is recorded as “graduate student” at the Graduate College are members of the IGSA. These members are eligible to vote for and hold positions on the Executive Board and are eligible to hold positions under the Executive Board. The detailed election application process will ensure that only international students are in the leader positions.

**Section 2.** Any international student who has obtained a graduate degree from University of the Cincinnati is an alumni member of the IGSA. These members are eligible to participate in IGSA sponsored events and contribute to the agenda.

**Section 3.** IGSA also encourages membership of non-international graduate students. However, they are not able to hold leader positions on the Executive Board. All students may request memberships through the Campus Link.

**Section 4.** There is no membership fee for the IGSA and membership in this organization shall not discriminate against any individuals regardless of race, national origin, color, religion, sex, gender, age, veteran status, sexual orientation, and/or ability.

**ARTICLE IV: OFFICERS**

**Section 1.** The IGSA shall consist of a 5 elected Executive Board, these officers will be elected by the members of IGSA. The officers are a President, a Vice-President, a Secretary, a Treasurer and a Communications Chair.

**Section 2.** Officers must be matriculating graduate students, registered in an approved / official graduate program and be in good academic standing with their respective colleges during term of office.

**Section 3.** The term of office for all IGSA officers shall be one (1) year, commencing with beginning of summer semester through the end of the following academic year’s summer break. Officers may be elected up to three terms, with maximum five years’ service in the IGSA executive board. Officers may serve at most one additional term if a three-quarters majority of the IGSA so approves.

**ARTICLE V : MEETINGS**

**Section 1.** Meetings of the IGSA shall be held monthly during the fall, spring and summer semesters.

**Section 2.** All graduate students have speaking privileges at IGSA meetings. All speakers must be recognized by the presiding officer at the meeting.

**Section 3.** In the event of a disturbance of the IGSA meeting, the Presiding Officer is empowered to clear the meeting of non-voting members and/or to adjourn the meeting.

**Section 4.** All meetings shall be conducted according to Robert’s Rules of Order, except as stated in the IGSA Bylaws, Section 6.

**ARTICLE VI : BYLAWS**

**Section 1.** This Constitution and the IGSA Bylaws shall be the rules of the IGSA.

**Section 2.** The Bylaws may be amended by a majority of the IGSA voting membership present. (There must be a IGSA quorum.)

**Section 3.** Proposals to amend the Bylaws can be presented by a IGSA officer.

**ARTICLE VII : UNIVERSITY ADVISOR**

**Section 1.** The IGSA shall have a University Advisor who shall be a full-time member of the University faculty or administration.

**Section 2.** The University Advisor shall be selected by the Executive Board and approved by the IGSA by a majority vote.

**Section 3.** Any change made in the University Advisor takes place at the beginning of the next academic year.

**ARTICLE VIII: AMENDMENTS**

**Section 1.** A motion to amend this Constitution may be made by petition of one half (½) of the IGSA voting Representatives.

**Section 2.** A motion to amend shall be voted on within five (5) weeks after said motion has been made. A motion to amend this Constitution can only be tabled once.

**Section 3.** Amendments to this Constitution shall be declared ratified and adopted following a three-fourths (75%) affirmative vote by all voting Representatives present. (There must be a IGSA quorum.)

**ARTICLE IX: RATIFICATION**

**Section 1.** This Constitution shall be ratified and adopted following a three-fourths (¾) affirmative vote by all voting IGSA Representatives present. (There must be a IGSA quorum. See section 6c of IGSA Bylaws for definition of quorum.)

**Section 2.** This Constitution shall be effective upon ratification.

**Section 3.** The officers at the time of ratification shall remain in their respective positions until the next regularly scheduled election of officers.

# IGSA Bylaws

## SECTION 1 : OFFICERS AND REPRESENTATIVES

**A. The Duties of the President shall be:**

* Plan, schedule and preside at all International Graduate Student Association (IGSA) and Executive Board meetings.
* Coordinate the activities of the IGSA.
* Cultivate leadership among IGSA representatives.
* Lead the committees within IGSA
* Perform other duties of the office of the president as may be determined by the IGSA.
* Plan and implement, in consultation with IGSA and Executive Board, IGSA programs throughout the academic year.
* Serve on various university committees as needed.
* Be available during scheduled office hours. In case of personal absence, the office hours shall be made up within a week.
* Set up an external committee made up of IGSA members to audit the books of the IGSA at the end of each school year.
* Train their successor on the obligations of the position.

**B. The Duties of the Vice-President shall be:**

* Preside over the IGSA and assume all duties of the President in their absence.
* Serve as a liaison between Student Activities & Leadership Development (SALD) and all the graduate member groups.
* Serve on various university committees when needed.
* Provide timely information to Members on issues of importance.
* Carry out additional responsibilities as decided by the President and approved by the Executive Board.
* Train their successor on the obligations of the position.
* Act as a liaison between the campus and the IGSA officers. Help develop communication with different student constituencies of UC.
* Act as a liaison between Graduate Student Government and the IGSA and attend at least one GSG Assembly per month.

**C. The Duties of the Treasurer shall be:**

* Chair the Executive Board meeting on IGSA budget allocation.
* Collect and receive all funds paid to the organization and work closely with business admin to deposit them in the IGSA account.
* Audit books of all colleges who externally process any funds from the IGSA account.
* In conjunction with the IGSA President and Vice-President, approve IGSA expenditures.
* Abide by all University Funding Policies and Procedures.
* Complete and present the Year-end Report by the last IGSA meeting of the current academic year.
* Train their successor on the obligations of the position.
* Keep account books, which will be open at all times to inspection by the IGSA officers or any authorized auditor.
* Make reports at monthly IGSA meetings and at other times as the Executive Board may direct.
* Represent IGSA interest on SACUB (Student Advisory Committee on the University Budget)
* Present IGSA budget for the forthcoming and the upcoming academic year at the last monthly IGSA meeting of the current academic year.

**D. The Duties of the Secretary shall be:**

* The Secretary shall keep the records of the membership and the minutes of the meetings of the IGSA
* The Secretary shall make a report at the annual meeting of the IGSA and at such time as the President or Executive Board may direct.
* The Secretary coordinates IGSA initiatives in collaboration with the Communication Officer.
* Record minutes of all IGSA, Executive Board and GRC meetings and assume responsibility of sending copies to all Representatives within two (2) weeks.
* Secretary manages the email account and sends out communications to members/member groups.

**E. The Duties of the Communications Chair shall be:**

* Manage social and educational events.
* Manage diversity initiatives for IGSA.
* Complete any necessary required training for maintaining the IGSA website.
* Facilitate Member Group involvement with listserv and webpage development.
* Update the website with all the necessary information.
* Manage IGSA Social Media and implement any other web based projects identified by the Executive Board.
* Work with Graduate School on Graduate Student Orientation efforts.
* Serve on various university committees when needed.
* Create a “year in review” document for IGSA.
* Schedule space for GSA meetings and prepare materials for the meetings.
* Plan, schedule, take meeting minutes, and preside over IGSA Feedback/Grievance Committee.
* Carry out additional responsibilities as decided by the President and approved by the Executive Board.
* Be available during scheduled office hours. In case of personal absence, the office hours shall be made up within a week.

**F. The Duties of the IGSA Member Groups Representatives shall be:**

* Attend all IGSA meetings.
* Represent their Member Group.
* Disseminate all information obtained from the IGSA and GSA to Member Groups.
* Obtain an electronic mail account and disseminate information as needed.
* Expedite the establishment and operation of her/his Member Group's list-serv.

**G. The Duties of Committee Representatives are listed as below:**

* It is required that a representative is nominated by each graduate member group with the intention that they will serve on an university wide external committee or IGSA internal committee.
* Attend all meetings of the assigned committee.
* Each representative will be required to provide a written report per committee meeting, and if needed a verbal report to the IGSA executive board member assigned, within 7 calendar days of the committee meeting.

## SECTION 2. ELECTIONS

**A. IGSA elections shall be held at the second to last meeting of the academic year.**

**B. The IGSA President must be notified in writing by all prospective candidates one week prior to the announced election date.**

1. Each candidate must be present at the IGSA meeting to be formally nominated.
2. Each candidate should speak for five minutes, and answer any questions the IGSA may pose, while the other candidates step outside of the meeting room. Campaigning is allowed during the week of election. Candidates are required to maintain campaigning silence for 24 hours before election.
3. Any member in attendance with floor speaking rights may ask questions.
4. Quorum must be present for elections to take place.

**C. Any international graduate student registered in an approved / official graduate program may run for office and vote.**

**D. All voting must be done at the election meeting.**

No absentee ballots will be accepted. Election of officers shall be by secret ballot and requires a majority vote. The order of elections shall be for the posts of the IGSA President, followed by the Vice-President, the Treasurer, Secretary, and the Communication Chair. A candidate who has not been successful at election for a post, may choose to run for further positions that are contested. Should a majority not be achieved by any candidate, a run-off vote shall be held during the same meeting involving the two (2) top vote recipients.

**E. In the event of a withdrawal, resignation, or removal of any elected officer, an election to fill that vacant position shall be held at the next general GSA meeting.**

The replacement election shall be conducted as above, with written notification of the results sent to all Member Groups.

**F. Elections will be run by outgoing IGSA officers.**

If all IGSAA officers are running for re-election then a suitable IGSA representative will run the election.

**G. The vote of a Member Group equals its official IGSA attendance representation.**

## SECTION 3. EXECUTIVE BOARD

**A. The Executive Board shall be composed of the elected officers of the IGSA.**

**B. The Executive Board shall advise the IGSA on the policies, activities, disciplinary measures of Members and Member Groups, and shall have general managerial control of the IGSA.**

**C. The Executive Board is subject to IGSA review.**

* An at-large member designated by IGSAs may attend Executive Board meetings.

**D. The Executive Board shall review attendance at the meetings and discipline any Member Groups who have violated attendance requirements (see Section 2D).**

## SECTION 4. DISCIPLINE

**A. Any Member charged with conduct not in accord with the purposes of the IGSA or the University and against whom such charges are sustained after due and proper hearing before the Executive Board may be expelled from membership.**

1. Expelled Groups shall forfeit all interest in any funds and privileges and may not use the IGSA name in connection with any further activities.

**B. Each of these appellant groups must act on hearing the appeal within fifteen (15) school days, and must issue a written decision to be placed on file in the Office of Student Activities and Leadership Development within seven (7) days after the appeal has been completed.**

## SECTION 5. VOTING

**A. For all scheduled meetings of the IGSA, voting can only be completed by Representatives**

**B. A quorum shall be a majority of voting members of the IGSA meetings.**

1. Voting shall normally be by voice or show of hands.
2. A mail ballot may be taken only during an inactive summer semester on any issue except a constitutional amendment, and must be accompanied by a pro and a con statement, each written by a major proponent on each side of the issue under consideration.

## SECTION 6. REVENUE

**A. The Executive Board may raise revenue from other sources subject to approval by the IGSA, in accordance with University Policies and approval by the appropriate University office.**

## SECTION 7. UNIVERSITY ADVISOR

**A. The faculty advisor will be selected by the Executive Board, subject to approval by the GSA.**

**B. The faculty advisor will also carry out University responsibilities, and will:**

1. Be consulted on all major business of the IGSA.
2. Give approval for all off-campus activities of the IGSA.

## SECTION 8. IGSA COMMITTEES

**A. Committees may be established by the Executive Board and the President and shall perform such duties as defined in their establishment.**

**B. The Executive Board or President shall appoint and may remove committee members.**

## SECTION 9. UNIVERSITY COMMITTEES

**A. The University or GSG may ask the IGSA Executive Board for graduate students to serve on a variety of committees.**

1. The Executive Board will actively search to find graduate students to fill these positions. The President will appoint these individuals.

**B. The duties of the committee members shall be as listed in section 1G.**

**C. A committee member who fails to report on her/his/their respective committee will receive a written warning, followed by suspension from the committee if duties are not filled.**

1. An interim member will be appointed as soon as is convenient.

## SECTION 10. IMPEACHMENT

**A. Officers of the IGSA may be impeached on charges of nonperformance or malfeasance of duties as specified in Section 1.**

**B. Charges must be in writing and brought by a majority of voting IGSA representatives.**

**C. After charges have been made, the Officer shall answer the charges in writing within ten (10) days.**

**D. After the officer's answer has been received by the IGSA, a vote shall be taken at the next regularly scheduled meeting to determine the outcome of said charges.**

**E. A three-quarter vote of the entire IGSA is necessary for conviction.**

**F. The officer shall have the right of appeal.**

1. After conviction, the officer may appeal to the Graduate College in writing within two (2) school days. The appeal shall be heard by three members of the Graduate College. The Appeal Board must hold a hearing within thirty (30) days after the request has been made. A written decision must be made within seven (7) school days after the hearing.

## Section 11: Vacancy of Office

1. **In case of resignation or removal of any officer, the Executive Board shall appoint an interim acting officer.**
2. **The President shall call for an election within fourteen (14) days after the vacancy of any office.**
3. **Should the office of President become vacant, the Internal Vice President shall complete the President’s remaining term and call for an election of an Internal Vice President consistent with the provisions stated in the Bylaws. Should the Internal Vice President not want the position, the order of succession shall be followed until a candidate fills the position and an election is called to fill their vacancy.**

## Section 12: Rules of Order

1. **Robert’s Rules of Order, Revised shall be parliamentary authority for all matters of procedure not specifically covered by these bylaws.**

## Section 13: NON-HAZING & NON-DISCRIMINATION CLAUSE

1. **The laws of the state of Ohio and the University of Cincinnati policies concerning hazing and discrimination shall be observed.**
2. **Hazing shall be defined as participating in or allowing any act or coercing another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or administration into, or continued affiliation with, a university organization is directly or indirectly conditional upon performing the activity. In no event shall the willingness of an individual to participate in such an activity serve as defense in cases of hazing.**
3. **Actions and activities, which are explicitly prohibited, include, but shall not be limited to the following:** 
   1. Any activity that creates a substantial risk of physical or mental harm.
   2. Paddling, beating, or hitting individuals.
   3. Wearing anything designed to be degrading or to cause discomfort.
   4. Depriving individuals of the opportunity to obtain a minimum of six hours of sleep per day, proper and adequate means, or access to means, of maintaining body cleanliness.
   5. Activities that interfere with an individual’s academic efforts by causing exhaustion of loss of reasonable study time.
4. **The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, except for religious qualifications which may be required by organizations whose aims are primarily sectarian, national origin, ancestry, medical condition, genetic information, marital status, parental status (including status as a foster parent), sex, age, sexual orientation, military status (past, present, or future), or gender identity and expression in its programs and activities.**