

BY- LAWS OF  
INTERNATIONAL STUDENTS ASSOCIATION

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## Article 1: Name of the Organization

Section I: The name of the Club shall be The Brookdale Community International Students Association or Multicultural Society.

## Article 2: Purpose and Function

### Section I: Purpose

- A. To serve as a multicultural organization for International and American Students.
- B. To enable students to share their cultural heritages with the Brookdale Community.
- C. To give all the members the opportunity to participate in social activities.
- D. To offer guidance to all members to gain leadership experience.

### Section II: Function

- A. To serve as a channel of entertainment for the members of the Club.
- B. To serve as a mediator between students and the student activity center.
- C. To influence students and faculty to gain understanding through cultural activities on or outside campus.
- D. To create cultural awareness between students and the faculty.
- E. To promote and encourage ISA members to participate in interdisciplinary activities.

### Section III: Privileges of Members

- A. Voting
- B. Reduced rate on activities sponsored by the ISA
- C. Access to all the benefits of the ISA
- D. Eligible for faculty committee membership
- E. Privilege to become a member of the list serve

## Article 3: Members

### Section I: Membership

A: Member shall be a current enrolled student at Brookdale Community College.

B: Current employee at Brookdale Community College.

## Article 4: Dues

### Section I: Collection of Dues

A: There is no membership fee

B: Members may be asked to contribute money for certain activities when necessary.

C: Any member who fails to pay a contribution by the due date for a certain activity shall forfeit all privileges of taking part in that activity.

## Article 5: Officers

### Section I: Officers

A: President, Vice President, Secretary, Treasurer, and Publication.

B: An officer must be a current Brookdale Student.

### Section II: Duties of the officers

#### A: President

1. Preside at all meetings of this association, appoint committees as needed, perform all other duties pertaining to the office and represent this association in all matters to the faculty at Brookdale Community College.
2. Be the chairperson for and be a member of the Executive Board.

#### B: Vice President

1. Assume responsibility of the office of president in the event of a vacancy occurring in the office until the next regular election.

2. Preside at meetings in the absence of the president.
3. Assist the president as delegated and act as advisor to the president.
4. Serve as a member of the executive Board.
5. Lead and coordinate all projects and fundraisers.

C: Secretary

1. Record and distribute the minutes of all meetings of this association as directed by the president.
2. Keep on file as a permanent record of all reports, papers and documents submitted to the secretary.
3. Refer to the duly appointed committees the necessary records for the completion of the business.
4. Serve as a member of the Executive Board.
5. Deliver to the newly elected secretary all the papers of the ISA.

E. Treasurer

1. Submit financial reports to the ISA membership as directed by the president.
2. Prepare financial reports submitted at the Executive Board meeting.
3. Collect all dues when appropriate, for the Club's activity.
4. Keep a permanent record of all dues received from members and any other monies that may be paid to the ISA.
5. Remit payment for approved debits according to the following:
  - a. No funds shall be disbursed without prior approval of the ISA faculty advisor.
  - b. Upon approval the Treasurer will issue checks for those requests approved.
6. Serve as member of Executive Board.
7. Deliver to the newly elected Treasurer all papers and ledgers of the ISA.

F. Publication

1. Responsible for publicizing all activities of the ISA.
2. Publish all ISA meetings in the HAPPENINGS.
3. Make flyers for various activities of the ISA.
4. Serve as member of the Executive Board.

Article 6. Executive Board

Section I. Definition

1. Executive Board shall consist of the elected officers and the ISA Advisors.

#### Section II. Duties and Responsibilities

- A. The Executive Board shall be responsible for transacting business of the Association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.

#### Sections III. Absent of Officers

- A. Officers who have missed more than two regular scheduled meetings of the current term year without prior notification to the Executive Board and who offer no valid reason for such absences may be removed from office by majority vote of the current membership present at the next scheduled meeting. The officer in question will be notified in advance of the meeting.
- B. An officer may also be removed from office by a plurality vote of the members of the Executive Board present at a meeting called for that purpose if that officer is deemed negligent in the functions of that office as stated in this By-Laws.
- C. Prior notification of two weeks shall be giving to the officer in question and a special Executive Board meeting shall be held to review the circumstances.

#### Section IV. Vacancies

- A. Vice president fills the vacancy of president.
- B. Other officers are fill by appointment of the Executive Committee until the next election.
- C. The Executive Committee has the option to run a special election for vacated office.

### Article 7: Elections

#### Section I: Election officers



# International Students Association

## ELECTIONS

Are you interested in participating as an officer in the club? The ISA is having officer elections on March 22 and the positions are:

- President
- Vice President
- Secretary
- Treasurer
- Publication Officer

### GENERAL STATEMENTS:

1. Officers must be present at all meetings.
2. The term of the position runs from September to May.
3. The newly elected officers (through the March vote) will be in "training" with the current officers until May.

### POSITIONS:

You should know important details about each of these positions and the requirements in order to become an officer.

### Requirements and duties:

#### 1. President

##### Requirements

- ✓ Has been a member for at least one full semester.
- ✓ Experience of living, studying or working abroad is preferred.

##### Duties

- ✓ Preside at all meetings of this association.
- ✓ Writing activity proposals.
- ✓ Approving the budget.
- ✓ Propose budget for next year.
- ✓ Set agenda for meetings and run the meetings.
- ✓ Review club publicity.
- ✓ Be the chairperson for and be a member of the Executive Board.
- ✓ Develop annual goals and objectives.
- ✓ Actively recruit new members for the club
- ✓ Delegate responsibilities to officers to accomplish goals and objectives