

## Purpose

This handbook is designed to assist organizations and their committee members in finding successful and effective ways in planning, organizing and implementing programs and events. To be an effective programmer you need to have strong motivation, commitment and desire to achieve your goals successfully. Time commitment is vital.

Planning a program is NOT an individual task. It involves a lot of people; your co-planners or sub-committee members, other professionals, e.g. technicians, facilities and equipment reservationists to name a few and other campus agencies. Most importantly are the people for whom you plan and target the program. You need to take into consideration the needs and desires of the people for whom you plan these programs

Success depends on great organizational skill. Managing your time wisely, learning to delegate job tasks are strong factors in lessening your stress while you plan them. Successful planning becomes easier when you understand and know the how, when and why you do things. The more knowledge you have on how to creatively and systematically plan and organize events, the more skillful planner you become. When you achieve these the easier your tasks will be.

This handbook was created in the hopes that program planners may not only use it as a guide but as an asset in planning, and implementing successful and effective programs on campus.

# Constitution

CONSTITUTION OF THE INTERNATIONAL STUDENT ORGANIZATION  
AT OKLAHOMA STATE UNIVERSITY

Preamble

The International Students of Oklahoma State University adopt this Constitution and enter into a mutual pledge to work together for these specific purposes: to foster a spirit of friendliness and cooperation among all International Students on the campus; to promote social and cultural exchange between International Students and the Community; to provide an organized body by means of which International Students can cooperate in matters of common concerns and student welfare; to bring about closer relations among International Students, the Administration, Faculty, and the Student Body.

ARTICLE I

Section 1. Name

The name of the organization shall be The International Student organization (I.S.O.) of Oklahoma State University.

ARTICLE II

Membership

Section 1. Eligibility

All students attending Oklahoma State University who are not United States citizens henceforth referred to as international students shall be considered members of the organization. All other persons may become associate members upon application.

Section 2.

- a. Any international student's club or organization chartered at Oklahoma State University is eligible for membership to I.S.O. Council.
- b. A nationality club or a group of nations joined together in one club which is chartered at Oklahoma State University is eligible for membership to the I.S.O. Council.
- c. In addition, all international students who do not have nationality clubs at Oklahoma State University shall be eligible for membership to the I.S.O. Council.

Section 3. Cancellation of Membership

Membership can be revoked by a seconded motion and upon 2/3 approval of the council. However, such a vote must take place 2 weeks from after the motion has been filed and representatives of the organization must be present at the first reading of the motion to refute any allegations.

ARTICLE III  
Admission to Council Membership

Section 1.

- a. Formal petition for admittance of a newly chartered international student club or organization, in which the organization pledges to honor the goals and the constitution of I.S.O., shall be submitted to the council in writing along with the necessary documents for its approval.
- b. The secretary of the I.S.O. shall read the statement into the minutes of the council meeting.
- c. The representative of the organization shall be present at the meeting to respond to any queries.
- d. Admission of the organization shall be approved by 2/3 majority of the council.

ARTICLE IV  
Government of the Organization

Section 1.

The Organization shall be governed by a council of delegates consisting of (a) two permanent representatives from each club (herein called "Councilor") which is represented on the I.S.O. Council. (b) One of the two permanent representatives mentioned in Article IV Section 1-a must be the resident of that club. (c) Two representatives recognized by the I.S.O. Council, from and amongst the international students mentioned in section 2-C Article II, and (d) the officers of the Organization.

Section 2.

Each delegate shall be entitled to one vote; each elected officer shall have one vote, excepting the President who shall vote only in the case of-a tie.

Section 3. Knowledge of rules

All Council members shall be expected to have a workable knowledge of the I.S.O. Constitution, the I.S.O. By-Laws, Robert's Rule of Order parliamentary procedures, and I.S.O. House Rules.

#### Section 4. Attendance at Committee, and Council Meetings - Office Hours

All Councilors shall attend all Council meetings, regular and special; shall attend all their respective committee meetings; shall attend all their respective constituency council meetings; shall establish weekly office hours; and shall be expected to review all legislation carefully.

#### Section 5. Absences

1. General. No Councilor shall be absent from Council meetings, committee meetings, or Council workshop/orientation sessions without cause or reason. It is the responsibility of the Councilor to send a proxy if and when he/she will be absent from a Council meeting. A Councilor may be excused by the Council Chairperson from attending a Council meeting without being counted absent. A Councilor may send no more than 3 proxies to Council meetings in one semester. After 3 proxies, any absence by a Councilor will be counted as one absence whether or not a proxy is present.
2. Absences from lateness or leaving early. If a Councilor arrives at a council meeting more than fifteen minutes after the Call to Order or if a Councilor leaves before the end of New Business, the Councilor shall be counted absent.
3. Committee Absences. Committee absences shall count as 1/2 absence. If the absent Councilor contacts the Committee Chairperson within one day following the meeting and accepts responsibility for some task, the Committee Chairperson may remove the absence entirely.
4. Workshop/orientation Absences. Council workshop/orientation absences shall count as one (1). If a Councilor's absence at Council workshop/orientation is justified as determined by the Council Chairperson, then the absence shall count as 1/2. These absences shall apply only to the workshop/orientation held at the beginning of each semester as set by the Council Chairperson.
5. Tardiness. Three tardies shall constitute an absence. If a Councilor arrives at a Council meeting more than ten minutes after the Call to Order, the Councilor will be counted tardy.
6. Maximum Number of Absences - Vacating a Seat - Appeals. After three absences in one term, the Councilor's seat shall be declared vacant by the Council Chairperson. The Councilor may appeal this ruling to the Council as a whole at the next regular meeting. The appeal will be taken as the first order of New Business. The Council after discussion will either:
  - a. By a two-thirds vote reinstate the Councilor allowing that person two additional absences, or
  - b. Failing to get the two-thirds vote to reinstate, will uphold the decision of the Chair.
7. Record of Absences. The secretary shall be responsible for keeping and posting a record of absences. In case of absence of the secretary, the executive committee will elect an acting secretary for keeping a record of absences and minutes.

ARTICLE V  
The Executive Board

Section 1. Composition

The executive board shall be composed of the President, Vice-President, Secretary, Treasurer, Public Relations Officer, Cultural Coordinator, Sports coordinator, and Student Government Association Representative. The I.S.O. advisor shall be non-voting members of this board; rather he/she will be expected to play a very strong advisory role to the Board. The President shall chair the board.

Section 2. Functions and Responsibilities

1. The executive board shall respond to the will of I.S.O. council and at all times be responsible to it.
2. The executive board shall meet at least once every week to review the progress of the I.S.O. committees and general business to be presented at the regular scheduled meetings of the I.S.O.
3. The executive board shall discuss and make recommendations on all matters to be presented to the I.S.O. Council.
4. The executive board shall be responsible for organization of the International Cultural Night, the International Expo and the International Sports Festival and other events decided by the council.
5. The executive board shall be responsible for holding the annual election and for verifying the eligibility of the election candidates before the elections are held.

## ARTICLE VI

### Officers

#### Section I. Officers

The officers of the organization shall be: President, Vice-President, Secretary, Treasurer, and Public Relations Officer, Cultural Coordinator, Sports Coordinator, and Student Government Association Representative with the following functions:

a. President shall:

- a. Call and preside over meetings of the Organization.
- b. Have power to call special meetings, be in charge.
- c. Co-ordinate all I.S.O. activities and events.
- d. Have power to appoint committees.
- e. Appoint members of all standing and special committees.
- f. Within the first 4 weeks of the Fall semester, on behalf of the Executive Committee shall prepare and submit to the Council for approval a written policy of memorandum or his term of office. This contains details of various projects to be undertaken, budget, and general guidelines for the smooth functioning of I.S.O. The Council as a whole shall be responsible for its implementation.
- g. Attend all general and special meetings of I.S.O.

2. Vice-President shall:

- a. Assume responsibility of all the Presidents duties when President is absent.
- b. Assist the President in discharge of his/her duties.
- c. In case the President is unable to continue his term in office, the Vice-President will act as President until a bye-election is held to elect a new President for school weeks after the said President relinquishes his or her office.
- d. Attend all general and special meetings of the I.S.O.

3. Secretary shall:

- a. Record the minutes of all general and special meetings.
- b. Circulate the agenda of the meeting and read the minutes.
- c. Take a roll call of attendees of all I.S.O. meetings and keep attendance records of all I.S.O. meetings.
- d. Inform area clubs of non-attendance of council members at council meetings.
- e. Be responsible for all non-financial records of I.S.O.
- f. Assist the President with all I.S.O. correspondence.
- g. In the Absence of the President and Vice-President, preside over meetings.
- h. Attend all general and special ISO meetings.

4. Treasurer shall:

- a. Assume responsibility for all funds, Assets and properties of I.S.O
- b. Render a monthly report in writing of accounting of the financial status of the agreement to the I.S.O. council.
- c. Have charge of the collection and disbursement of all funds of the organization.
- d. Chair the finance committee.
- e. Assume responsibility for all I.S.O. financial records and papers.
- f. Attend all general and special I.S.O. meetings.

5. Public Relations Officer shall:

- a. Be responsible for providing adequate publicity of all activities of I.S.O. through all mass media.
- b. Co-ordinate all social activities of the organization both on and off-campus
- c. Chair social committees.
- d. Serve as the official representative and spokesperson of I.S.O.
- e. Assist all members of the executive board in all I.S.O. activities.  
Attend all general and special meetings of I.S.O.

6. Cultural Coordinator shall:

- a. Assist the executive board in the planning and organization of the International Cultural Night and International Expo.
- b. Chair the cultural committee.
- c. Assist all members of the executive board in all I.S.O. activities.
- d. Attend all general and special meetings of I.S.O.

7. Sports Coordinator shall:

- a. Chair the sports committee.
- b. Assist the executive board in the planning and organization of the International Sports Festival and other I.S.O. sports events.
- c. Assist all members of the executive board in all Z.S.O. activities.
- d. Attend all general and special meetings of I.S.O.

8. Student Government Association Representative shall:

- a. Have working knowledge of the I.S.O. constitution, by-laws and Robert Rules of order.
- b. Enforce THE constitution.
- c. Act as parliamentarian to resolve procedural problems and ensure that the business of the I.S.O. council is carried out in a legal and orderly function.
- d. Act as a liaison between I.S.O. and the S.G.A. and/or school administration.



- e. Present International issues and concerns to the S.G.A.
- f. Assist all members of the executive board in all I.S.O. activities.
- g. Chair the election committee for I.S.O. general elections.
- h. Attend all general and special meetings of I.S.O.

## Section 2. Elections

1. All officers shall be elected annually, with the election to be held at least two weeks before the Dead Week of the Spring Semester of the academic year.
2. Interested candidates -must file their application' to the respective positions at least one week prior to the announced election date.
3. All eight elected officers in the Council shall come from different nationalities except when a candidate from a different country is not available to fill office. At this point, all volunteers will be acceptable for candidacy.
4. No officer shall serve in his respective office for more than 2 successive terms.
5. The officers will be elected by a simple plurality by secret ballot. Each delegate shall be entitled to one vote, except the President who shall vote only in case of a tie.
6. Candidates Qualifications: Must be a student at OSU that fulfills the I.S.O. council membership requirements as specified in Article II.
  - a. In good academic standing according to university rules and regulations.
  - b. The President and Vice-Presidential candidate must have been council members for at least one academic semester.
  - c. The President and Vice-Presidential candidates shall be elected from amongst the current and past members (no more than 2 years) of the Council.
7. Should any of the officers withdraw or graduate from the University or resign from office more than one month before the end of the Fall or Spring semester, a bye-election must be held to fill the position not more than 2 successive regular meetings after the position has been vacated. This section supersedes any of the-provisions in Article VI, Section 1.

## ARTICLE VII Meetings

### Section 1.

One-half of the Council members shall constitute a quorum for any regular business meeting of the Council. In case of one-half of the council members are not present within 30 minutes of the announced time a quorum will consist of one-third of the council members present.

### Section 2.

For any general body meeting, one-third of the general membership constitutes a quorum.

### Section 3.

Roberts' Rules of Order shall be used for all procedures not covered by this constitution. It will be the responsibility of the parliamentarian to resolve procedural questions and to ensure that the business of the I.S.O. Council, is carried out in a legal and orderly fashion.

### Section 4.

There shall be at least one meeting of the Council every month during the regular school period and at least one general body meeting every semester.

### Section 5.

1. An emergency Council meeting shall be held upon written request of one- half of the Council members. Such meetings may be conducted by a chairman elected by the Council during the meeting.
2. A general body meeting will be held upon written request of two-thirds of the Council members.
3. A general body meeting will be called upon written request of fifty members. Such a meeting may be conducted by a chairman elected by the general body during this meeting.
4. A special meeting may be called by the President when, after consultation with the executive board, or he/she is convinced the need is sufficiently urgent.

## ARTICLE VIII

### Fiscal Policy

#### Section 1. Budgeting

1. The I.S.O. Budget shall be presented to the S.G.A. by the I.S.O. treasurer.
2. A proposed Budget for the upcoming fiscal year shall be presented to the I.S.O. Treasurer by all the international student groups, for presentation to the SGA.

#### Section 2. Auditing

1. Authority for Non-Budget I.S.O. Expenditures.

Clause A. Expenditures of 50 dollars or less shall require approval of the treasurer only.

Clause B. Expenditures of more than 50 dollars shall require the approval of the executive board.

#### Section 3.

At no time shall the Treasurer keep an imprested account of more than fifty dollars. Any amount in excess of fifty dollars shall be deposited in the I.S.O. account not more than 3 days after collection.

## Article IX

### Faculty Advisor

#### Section 1.

The ISO Advisor shall be a member of the OSU staff/ faculty and shall be selected by the approval of 2/3 majority of he ISO Council.

#### Section 2.

The ISO Advisor shall advise and guide the organization to make sure that ISO acts within bounds of the laws, rules and regulations of OSU, State of Oklahoma and the country as a whole.

#### Section 3.

The council may, if so desired, elect an additional advisor to the Organization.

ARTICLE X  
Impeachment Proceedings

Section 1.

Any officer of the Executive committee may be impeached from office for willful violation of the Constitution and bylaws, fraudulent use of funds, or gross negligence of duty.

Section 2.

Such an officer may be removed from office by a two-thirds vote of the quorum of the Council members during the meeting. Notice of such meeting shall be given one week in advance.

Section 3.

Replacement of any officer removed from office shall be done by election in the same meeting that the impeachment proceedings take place.

ARTICLE XI  
Amendments

Any provision of this Constitution may be deleted or amended when such amendment or deletion is passed by two-three vote of the quorum present and voting in a Council meeting. Notice of such a meeting shall be given to the Council members one week in advance.

ARTICLE XII  
By-Laws

Section 1.

A by-law may be passed at any regular business meeting of the Council by a 2/3 majority vote of those in attendance, provided a quorum is present.

Section 2.

By-laws on any subject may be passed as long as they are in harmony with the Constitution and not in conflict with its provisions, including that provision respecting the purpose of the organization.

## ARTICLE XIII

### Ratification

The constitution, by-laws and amendments shall become effective upon approval of the 2/3 of the Council at the general meeting.

Ratified, Saturday, September 22, 1990.