

## **The Association of International Students at UTRGV**

### **Vision**

The vision of The Association of International Students to be regarded by its constituents as providing the most value-added social support and educational experience in an all-inclusive environment.

### **Mission**

The mission of The Association the International Students at is to provide support international students by:

1. Engaging in meaningful activities supporting students engagement so as to make their transition into the university life seamless
2. Offering rigorous and updated workshops, knowledge, skills (including technology, communication, leadership and critical thinking skills), and values necessary to succeed in increasingly complex global organizations and careers.
3. Interacting closely with students, faculty, and community.
4. Involvement in service to our community, university, profession and beyond so as to increase their market value in order to compete in a highly competitive market

### **Section I - Name**

The group shall be known as The Association of International Students

### **Section II - National Chapters Memberships**

The Association of International Students will pursue membership with professionals to foster academic excellence, career readiness, student engagement, and exposure to the cultural environment in the United States of America

### **Section III - Advisory Committees**

A general advisory committee with representation of students no holding office or positions; the Association of International Students Board of Directors, hereafter BOD; regional councils of the chapters in which the association gains membership, the academic advisor, and community practitioners and leaders will provide counsel to the group. Membership in the general advisory committee is voluntary and does not require an election process. The general advisory committee will not have binding authority.

#### **a) Advisory Committee AIS**

The Advisory Committee with representation from the students and the school shall provided counsel to the group.

### **Section IV - Objectives of the Student Chapter**

In addition to the fulfillment of its mission and vision statements, The Association of International Students will foster the objectives of the national chapters in which it gains membership.

#### **a) Objectives of the AIS Student Chapter**

The objectives of the student chapter shall be as follows:

- 1) To further the purpose and objectives of AIS and its members who are students at The University of Texas Rio Grande Valley.
- 2) To promote and facilitate cooperation and communication between its members and regular AIS members, and to provide a means through which their resources may be pooled to provide AIS services to its members.
- 3) To conduct, sponsor, or participate in such activities as it deems desirable or necessary in accomplishing the foregoing purposes, with the advice and counsel of an Advisory Committee and (if possible) a faculty advisor.
- 4) To sustain its membership annually by organizing and conducting an annual campaign for the acquisition of new student members from The University of Texas Rio Grande Valley as well as the renewal of student memberships by undergraduates. The effort shall be continued throughout the year.
- 5) To provide ample opportunity for members of the student chapter to develop leadership skills and social skills by participating in the planning, execution, and promotion of its activities.
- 6) To organize a continuing effort to encourage AIS student members to graduate within 4 years and ensuring opportunities being availed for OPT and CPT
- 7) No part of the activities of this student chapter shall consist of carrying on propaganda or otherwise attempting to influence legislation of, participation in, or intervention in (Including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

### **Section V - Membership of the Student Chapter**

Membership dues at The Association of International Students, will grant three levels of membership and subject to the rules set forth in its bylaws.

- a) Student membership: Comprised of enrolled international students both from Undergraduate and Graduate School of UTRGV
- b) Alumni membership: Comprised of former international students of UTRGV and its legally institutions, UTPA, and UTB
- c) Faculty and practitioner membership: Comprised of full time and part time faculty at UTRGV, which substantially contribute to our organization.
- d) Non-discrimination against members and the organization is open to everyone regardless of race, color, sex, religion, national origin, age, disability, citizenship, political affiliation, veteran status, sexual orientation, gender identity, or gender expression
- e) Only enrolled students at UTRGV can vote and/or hold office.

### **Section VI - Membership Revocation Due Process**

Any member may be suspended or expelled from the organization by the BOD for inappropriate conduct as specified in the Student Code of Conduct of The University of Texas Rio Grande Valley, for conduct in violation of these Bylaws, or for conduct determined to be detrimental to the best interests of the Student Chapter. No member shall be suspended or expelled until he or she has been given two weeks' written notice of the charges against him or her, and has had an opportunity to respond to the charges by a hearing before a quorum of the BOD with a Faculty Advisor present. The following procedure must be implemented.

- a) Following Robert's rule of order a member of the BOD must set forth a voting motion for removal detailing how the member violated the Student Code of Conduct, they

organization bylaws, or jeopardize the best interests of the organization and submit to vote

- b) Another member of the BOD must second the motion for removal/revocation of membership.
- c) The BOD will vote the motion.
- d) If motion is approved by simple majority of the BOD present members. The vice-president and director of membership will notify the member the organization's intent to revoke his/her membership. The member will be granted a two-week period to appeal the charges in writing.
- e) Should the member decide to appeal, the BOD will reconvene in the next BOD meeting, and evaluate the appeal.
- f) Every member who is up for expulsion must be given due process: an opportunity to present his/her case, rebut accusations, conduct an investigation, and appeal any decisions made against him/her. Appeals will be heard by officers and voted on by members for reinstatement of membership."
- g) A voting motion for appeal will be issue, and second by another BOD member.
- h) Shall the BOD dismiss the chargers by simple majority, the vice president and director of membership will notify the member the organization's decision to reinstate him/her as a good standing member.
- i) Shall the BOD reaffirm the charges against the member after the appeal vote, the vice president and director of membership will notify the BOD's decision to remove and revoke his/her membership and privileges
- j) Should the member not appeal within the 2-week period, the case will be settle by default, the vice president and director of membership will notify the BOD's decision to remove and revoke his/her membership and privileges

#### **a) Membership of the AIS Student Chapter**

The membership of the AIS student chapter shall consist of such AI student members at The University of Texas Rio Grande Valley as elected to become members. Membership and participation are open to all international students and faculty at The University of Texas- Rio Grande Valley as well as the Rio Grande Valley community regardless of race, color, sex, religion, national origin, age, disability, citizenship, political affiliation, veteran status, sexual orientation, gender identity, or gender expression.

#### **Section VII - Dues**

Members shall pay all dues required by The Association of International Students. Dues will include membership costs set by the elected directors for the local chapter. Dues shall be set according to the reasonable discretion of the elected directors. Members may be reinstated after payment of dues.

#### **a) AIS Dues**

Members shall pay all dues required by the AIS dues set by the elected directors for the local chapter.

#### **Section VIII - Rights and Privileges**

To be considered and eligible for awards, including, but not limited to the national conferences, The Association of International Students will rely on points acquired through participation in designated activities. Consideration for awards will be based upon an accumulation of past and current participation. The membership director will be in charge of keeping track of points earned by members. The board members will be in charge of determining who earns the award(s), based on the points that members acquire.

### **Section IX - Membership Points**

Points will be awarded as follows:

Socials – 5 points

Fundraising—6 points

General Meetings – 5 points

Leadership and Training Workshops – 8 points

Volunteering – 6 points per hour

Academic Study Session – 7 Points

Professional Networking Events/Mixers – 8 points

### **Section X – Privately Sponsored Scholarships**

Only paid members in good academic and moral standing, including BOD members, will be considered and eligible for privately funded scholarships in which the Association of International Students actively contributed to securing its funding. Each donor will set forth the requirements and decide who is awarded the scholarships.

### **Section XI –Academic Advisor**

A full time faculty member at UTRGV, advisor, will provide assistance to the organization. The advisor will have no voting power

#### **a) Academic Advisors AIS Chapter**

Faculty Advisor:

Grisel Portilla, International Student Advisor at the Office of International Admissions and Student Services

A full time faculty member at UTRGV, advisor, will provide assistance to the organization. The advisor will have no voting power. Meaning, he/she will not be able to vote in the election process of new vice-presidents and directors or any other situations such as removal of the president the vice-president, a VP, and director. The advisor is there as a counselor. The advisor may provide input and give advice, but ultimately the responsibility falls upon the Board of Directors to make its own decisions.

The President and Vice Presidents should have monthly or bi-monthly meetings with the advisor to maintain a good relationship and update the advisor on the development and direction of the student organization.

Vice-presidents and Directors must set up a once a month appointment/meeting with one of the advisers in order to build a better relationship with them and to take advantage of resources. This can be done on an individual basis or as an entire board.

The Academic advisor must comply with qualifications, duties, and responsibilities required by the chapter in which the organization holds national chapters

Removal/selection of advisor requires 3/4<sup>th</sup> vote of Board of Directors

In an event that the Advisor would like to voluntarily terminate his/her position, they would have to provide with an advanced notice of two weeks.

**1): Qualifications.**

A full time member of the faculty shall serve as advisor to the Student Chapter.

**2) Duties.**

The faculty advisor shall:

- 1 Provide guidance and assistance to members of the Student Chapter.
- 2 Serve as an advisory (non-voting) member of the Student Chapter Executive Council.
- 3 Advise and oversee the Student Chapter officers.
- 4 Attend Student Chapter activities, Executive Council meetings, and meetings of the Members.
- 5 Serve with the President as primary Student Chapter liaison to the Corporation and the Association.

**c) Advisor Removal and Elections**

As any other member of organization, the academic advisor is subject **Section VI - Membership Revocation Due Process**, should the academic advisor be removed a new academic advisor must be elected following the rules in **Section X - Board of Directors and Elections**.

**Section XII - Board of Directors and Elections**

- (a) A Board of Directors of The Association of International Students shall be elected annually by majority vote of only enrolled students at UTRGV which are paid members in good academic and moral standing. The nominating process shall be activated in consultation with the Advisor or the Advisory Committee. Prior notice will be given of elections before vote will take place. In the spirit to not alter the normal development of organization activities, the election process will be conducted as follows:
  1. President and Vice-president will be subject to election in a calendar year basis.
  2. VPs and Directors positions will be subject to elections in university fiscal year basis.
  3. Elected President and Vice-President will only serve for one term (one calendar year) in their current position, and cannot be reelected to serve in the same capacity.
  4. Should the President position become vacant due to resignation or dismissal under the articles of impeachment, the Vice-President will assume as acting President until the election period. This provision does not preclude the Vice-President for seeking election as president in the following election period.
  5. Should the Vice-President position become vacant due to resignation, dismissal under the articles of impeachment, or Vice-president assuming as acting President due to Section X a) 4, A VP of a functional area will assume as acting Vice-President in the following order. VP Membership, VP Finance, VP Academics and VP Marketing.
  6. Should a VP of a functional area become vacant due to resignation, dismissal under the articles of impeachment, or VP assuming as acting Vice-President due to

Section X a) 5, A Director under the related VP supervision will assume as acting VP of that particular functional area.

- (b) The board of directors shall be responsible for the managements of the student chapters; planning, coordinating and conducting its operations and activities; reviewing and taking action on recommendations submitted; confirming appointment of committee members; supervising or conducting the financial affairs of the student chapter; and filling board vacancies between elections.
- (c) The board of directors shall consist of a president, vice-president, vice-president of membership, membership director, vice-president of finance, comptroller, fund raising director, vice president of academic affairs, leadership training, director, competitions director, scholarships director, vice-president of marketing, social media director, community service and outreach director, public relations director.
- (d) The Board of Directors has the option to create new positions as deemed necessary for special projects, events, and/or committees. In the case that a director sees fit to create a new position, he/she shall obtain approval by his/her respective Vice President and the President. If no agreement can be reached, the issue shall be brought to the Board of Directors, who shall vote on the issue.
- (e) The board of directors shall meet at least once per month during the school year.
  - d.1) the board of directors will meet at least weekly or before each general meeting.
  - d.2) the board of director will meet once before the start of the academic semester.

### **Section XIII - Qualifications:**

In order to be eligible to hold a leadership position the following requirements shall be completed:

#### **President, Vice-President, and Directors:**

- (a) Have at least a 3.0 grade point ratio in the semester immediately prior to the election/appointment.
- (b) In the case that an individual does not meet the requirement, he or she must be able to prove that he or -she will have a 3.0 by the end of the semester.
- (c) Have at least a 3.0 cumulative grade point average during the semester of election/appointment and semesters during the term in office.
- (d) Each Executive must meet with the organization advisor at the end of each semester in order to review his/her academic status.
- (e) Be in good standing with the university, including but not limited to not being on academic probation.
- (f) Be subject to removal from office by the organization should the student fail to maintain the requirements as prescribed in (A), (B) and (C).
- (g) Be a paid member for at least one year at the time of election.
- (h) In the case of the President, Vice-President and VP of functional areas, in order to be eligible to run, he/she must have at least one-year experience as a Director.

#### **Directors:**

- (a) Have at least a 2.80 grade point ratio in the semester immediately prior to the election/appointment.

- (b) In the case that an individual does not meet the requirement, he or she must be able to prove that he or she will have a 2.80 by the end of the semester.
- (c) Have at least a 2.80 cumulative grade point average during the semester of election/appointment and semesters during the term in office.
- (d) Each Director must meet with the organization advisor at the end of each semester in order to review his/her academic status.
- (e) Be in good standing with the university, including but not limited to not being on academic probation.
- (f) Be subject to removal from office by the organization, should the student fail to maintain the requirements as prescribed in (A), (B) and (C).
- (g) Be a paid member at the time of election.

#### **Section XIV - Duties and Responsibilities**

##### **President:**

- (a) Collaborate with the executive board and oversee the growth of the student chapter.
- (b) Reserve room for general meetings.
- (c) Lead the student chapter to achieve its stated mission and purpose.
- (d) Serve as liaison between The Association International Students , OAISS staff, UTRGV student organizations.
- (e) Responsible for obtaining funding from corporate sponsorship.
- (f) Work in collaboration BOD and execute bi-yearly retreats and socials.
- (g) Develop and maintain an alumni database and effective alumni relations.
- (h) Responsible for overseeing all Board of Director (BOD) meetings.
- (i) Be the face of the organization to members, professionals, alumni, and on campus.
- (j) Execute administrative duties
- (k) Shall conduct continuous audits on sponsor donations alongside Vice-President and Academic Advisor.

##### **Vice President:**

- (a) Assist the President in his/her duties.
- (b) Assume the President's responsibilities in his/her absence, removal or resignation.
- (c) Be responsible to ensure the vice-presidents of Finance and Membership are on task at all times.
- (d) Assist President in generation of BOD meeting's agendas and is responsible to send BOD meeting agenda to the BOD 12 hours prior to meetings.
- (e) Assists in special projects as assigned by the President.
- (f) Performs other duties as may be assigned by the President.
- (g)** Works in collaboration with the President to organize and execute bi-yearly retreats and socials.
- (h) Assists in obtaining funding from corporate sponsorship.
- (i) Shall conduct continuous audits on sponsor donations alongside President and Academic Advisor.

##### **Vice-President of Membership:**

- (a) Communicates the benefits of membership regarding The Association of International Students
- (b) Manages the membership database and maintains an updated membership database

- (c) Organizes and executes monthly socials and events.
- (d) Welcomes and engages general members at general meetings.
- (e) Organizes and executes annual Banquets.
- (f) Collaborates with the Finance Director.
- (g) Manages organizational convention logistics and budget.
- (h) Emphasizes the benefits of conferences
- (i) Seeks additional funding for registration, flight, and hotel costs.

### **Membership Director**

- (a) Maintains records of members' attendance.
- (b) Coordinates with Comptroller membership dues.
- (c) Maintains meeting minutes.
- (d) Assists the VP of Membership.

### **Vice-President of Finance:**

- (a) Performs and delivers weekly reconciliations to BOD.
- (b) Performs an audit of all financial transactions of the organization monthly.
- (c) Presents a report of revenues and expenses once at the end of each month and semester.
- (d) Creates fundraising activities throughout the year.
- (e) Organizes fundraisers and communicates responsibilities to directors and general membership.
- (f) Handles membership dues and allocates funds in student bank accounts.
- (g) Collaborates with the vice-president of Membership for National Conferences.
  - a. Organizes National Conferences logistics and budget.
  - b. Emphasizes the benefits of annual conferences: networking and professional development.
  - c. Seeks additional funding for registration, flight, and hotel costs.
- (h) Works and collaborates with BOD in any financial endeavors.
- (i) Funds can be released only after receiving approval from Advisor and President.

### **Comptroller**

- (a) Maintains a record and documentation of revenues and expenses.
- (b) Collects membership fees.
- (c) Coordinates with Membership Director.
- (d) Performs Treasurer Activities.
- (e) Assists the VP of Finance.

### **Fundraising Director**

- (a) Designs, develops, and implements fundraising activities.
- (b) Assists the VP of Finance.

### **Vice-President of Academics:**

- (a) Promotes the Association and Students Chapters Academics Program: e.g. Ace the test.
- (b) Develops events geared to recognize the academic achievement of members.

- (c) Gathers academic class schedules and unofficial transcripts of members to analyze academic needs by seniority classification.
- (d) Creates a database for book listing needs and supply.
- (e) Promotes academic excellence within members.
- (f) Provides testing materials to members engaged with the academic program.
- (g) Updates the Internships and Scholarships online calendar, and supply with documents and link with requirements.
- (h) Serves as an academic mentor to general members regarding career path and scholarly progress.
- (i) Provides workshops and events that foster the development of academic success within our members.
- (j) Organizes workshops according to the membership test course schedules.
- (k) Provides tools and workshops to advance the professional development of our members.

**Leadership and Training Director:**

- (a) Promotes the Association and Students Chapters Academics Program: e.g. Ace the test.
- (b) Designs, develops and implements technical workshops.
- (c) Coordinates exam schedules with faculty and designs, develops, and implements tutoring sessions.
- (d) Assists the VP of Academics.

**Competition Director:**

- (a) Promotes the Association and Students Chapters Academics Competitions.
- (b) Designs, develops and implements student competition engagements.
- (c) Assists the VP of Academics.

**Scholarships Director:**

- (a) Gathers information about scholarships.
- (b) Prepares a calendar with scholarships deadlines and requirements.
- (c) Coordinates with Social Media Director the distribution of the calendar to the members.
- (d) Assists the VP of Academics.

**Vice-President of Marketing:**

- (a) Designs flyers, BBA plasma, posters, programs and t-shirt designs for association events.
- (b) Organizes distribution of flyers and promo materials at tabling sessions and major events.
- (c) Creates exposures for association as an organization and for its programming.
- (d) Designs the weekly Newsletter and distributes it to membership once a week.
- (e) Ensures that marketing material (flyers, newsletter information, posters) is distributed 3 days prior to major events.
- (f) Maintains an updated website.
- (g) Maintains a direct communication with members via email.
- (h) Compiles PowerPoint slides for general meetings.

- (i) Composes general meeting brochure.
- (j) Sustains and updates social media outlets, such as Facebook, Instagram, and Twitter applications.
- (k) Responsible to Update VLink every semester, any changes requires BOD approval.

**Social Media Director**

- (a) Sustains and updates social media outlets, such as Facebook, Instagram, and Twitter applications.
- (b) Maintains an updated website.
- (c) Assist the VP of Marketing.

**Community Service and Outreach Director:**

- (a) Develops relationships with other student organizations on campus.
- (b) Creates relationships with RGV volunteer organizations.
- (c) Updates general online calendar with oncoming activities.
- (d) Organizes and executes monthly community service projects, such as VITA.
- (e) Promotes National chapter events' via external newsletters.

**Public Relations Director:**

- (a) Maintains a direct relationship with national and local potential employees and donors.
- (b) Reserves room for general meetings.
- (c) Develops and implements a stream of general meeting speakers.
- (d) Continuously looks for new networking opportunities to connect students and company representatives.
- (e) Organizes meetings with accounting representatives.
- (f) Organizes and executes annual corporate networking events.
- (g) Develops event committees to organize major professional development events.
- (h) Provides professional development events throughout the year, as necessary.
- (i) Assists the VP of Marketing.

**Section XV - Events Attendance**

- (a) President, Vice-president, VPs, and Directors shall be required to arrive at least one hour prior to any event considered a major event, and at least a half-hour early for any other AIS event in which AIS attendance is expected.
  - a. Major Events:
    - i. General Meetings.
    - ii. Major Events.
      - 1. Professional Development Workshops.
      - 2. Co-Sponsored Events.
    - iii. Tabling and Recruiting Events.
  - b. Other Events:
    - i. Community Service.
    - ii. Intramural Sports.
    - iii. Mentorship Program Events (WOA and FIA).
    - iv. Socials.
    - v. Study Halls.

- (b) Exceptions will be made for test and classes. Personal matters will be left up to the discretion of the President and Vice Presidents (or BOD if involves the President and/or Vice-president) to decide whether or not to allow the VPs and/or Directors to be excused from that particular event.
- (c) After events every VP and Director will stay afterward to clean up unless he or she has an academic responsibility or obligation.
- (d) President, Vice-president, VP and Directors must give a 24-hour written notice before missing any event and should assign/delegate the event to another BOD member. No written notice will result in an unexcused absence.

### **Section XVI - Board of Directors Meeting Attendance**

Members of the Board of Directors are expected to attend each meeting on time subject to the following rules and exceptions:

- (a) The President, Vice-president, VPs and Directors will be granted 1 excused and 1 non-excused.
- (b) After exhausting all two absences the BOD member will enter a 2 week probationary period. Concluding that 2 week probationary period his/her position will be re-evaluated and a meeting will be called between all BOD members to discuss whether or not that particular BOD member has done enough to be allowed to continue serving in his/her position. The Board of Directors will decide to either reinstate him/her or remove them from office.
- (c) 2 tardies will result in the equivalent of 1 non-excused absence.
- (d) A 10-minute grace period will be granted to each BOD member when running late to an event
- (e) After the 10-minute grace period, the tardy will result in an automatic late tardy.
- (f) Any BOD member with 3 absences will be directly impeached for unfilled duties.
- (g) Presence during meetings do not constitute fulfillment of duties. The BOD member is expected to comply with the responsibilities delineated in Section XIV and subject to the articles of impeachment.

### **Section XVII - Committees and Directors:**

- (a) Each VP will oversee at least one Director.
- (b) The Board of Directors will decide whether to interview, appoint, or choose another form of selection for directors.
  - a. Directors will be elected at the start of the Fall Semester.
- (c) Directors will have assigned responsibilities and will work in collaboration with their respective VP to accomplish the goals and mission of the student chapter.
- (d) Each Director will be responsible for creating his/her own committee, as deemed necessary.
- (e) Co-sponsored events will consist of a committee which represents each organization equally.
- (f) A committee may also be formed for other events/programs as deemed necessary.
- (g) At least one person shall be in charge of overseeing the committee and making sure that duties and responsibilities are carried out accordingly.

### **Section XVIII - Binders**

- (a) Each VP and Director will be in charge of having a binder/disk drive that he or she will continually update as he/she sees necessary. At beginning and ending of each semester both the President and Vice President will meet with each Director to ensure that proper documentation of programming has happened and that relevant information is being passed down.
- (b) At the end of each academic year, after VPs and Directors elections and during new Director transitioning, the binders/disk drive shall be distributed to the new Director.

### **Section XIX - Expectations**

- (a) It is the responsibility of each and every Director to act in a way as to not jeopardize the name of the organization.
- (b) Directors may also be expected to fulfill other responsibilities as assigned. Responsibilities not only including those in the constitution and operational guide, but also other responsibilities that may be assigned to him or her throughout the year.

### **Section XX - Finances**

- (a) The financial affairs of the student chapter shall be conducted by its board of directors in a manner agreed upon by the student chapter board in consultation with the advisory committee.
- (b) Funds for the student chapter treasurer may be enhanced by contributions from the sponsoring chapter board members of their companies, regional councils, faculty, alumni, or by the fundraising activities approved by the student chapter board of directors.
- (c) A full transparency policy regarding the financial situation, revenue, and expenses is a paramount of our organization. Any member is entitled to access the organization books.
- (d) In the case of dissolution of the organization any asset will be transfer to the Office of International Admissions and Student Services UTRGV

### **Section XXII - Miscellaneous**

#### **a) Rules of Order**

All meetings of the Student Chapter shall be governed by parliamentary laws set forth in Robert's Rules of Order (most recent edition) when they do not conflict with these Bylaws.

#### **b) Limitation of Liability**

The Association of International Students shall be fully and solely responsible for its own legal and financial affairs. AIS shall be responsible or liable for any lawsuits, damages, other expenses or liabilities arising out of the activities of the Student Chapter.

#### **c) Communications**

Any BOD communications, internal and external should be written and/or emailed to the President, Vice-Present, Academic Advisor and any related VP and/or Director. BOD members should refrain from communicating with external parties without knowledge from the BOD members mentioned in the Section.

#### **d) Conflict of Interest and Non-Compete Provision**

Any BOD member shall disclose any conflict of interest that could impact the normal course of business at the Association. BOD members are permitted to hold executive and general membership positions at other organizations in campus as long the other organization does not compete with the mission and objectives of the Association of International Students. The BOD of Director will assess whether a potential conflict of interest may exist, and make recommendations about the course of action the BOD member in question should follow. These recommendations are binding and subject to **Section VI - Membership Revocation Due Process.**

**e) All forms of sexual harassment are prohibited**

The Association does not tolerate sexual harassment, a form of unlawful discrimination. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when but not limited to: Submission to such conduct is made, explicitly or implicitly, a condition of an individual's employment or advancement; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or such unreasonable conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

**f) Consensual relationships**

The Association discourages consensual relationship between BOD members, and BOD member and general member to avoid conflict of interest and nepotism situations. Shall the relationship exist the BOD member will disclose the relationship in writing to the BOD, and the BOD will assess and make recommendations as to reduce any nepotism situation and/or liability to the organization

**f) Accessibility Policy**

The Association of International students will make reasonable accommodations in coordination with Accessibility Services to support participation of members that have a documented disability. If full physical participation in some club activities is limited, this will not negatively impact the participant's membership in the organization.

**Section XXIII - Articles of Impeachment**

- (a) Should a member of the board of director/officer fail in their board activities after the probation period or 3 absences then a board of directors' simple majority vote will grant impeachment of the officer.
- (b) The impeached officer will be granted 7 days to appeal the board decision in writing.
- (c) A new board of directors' vote will be conducted along with the assigned academic advisor to make a final decision.
- (d) Shall the officer resign/ admonish/ ousted, a new officer will be elected during the general members' assembly.

**Section XXIV - Constitution Amendments**

The Association of International students Constitution binds its members to uphold the highest academic and ethical values. While certain values and objectives will remain constant, our constitution is a living framework subject to corrections and updates. In order to amend our constitution the following procedure must be followed:

- (a) A member in good standing must initiate a motion to amend.
- (b) The motion must be second by another member in good standing.
- (c) The Board of Directors will schedule the motion to be voted during the next general meeting.
- (d) Prior notice will be given for proposed amendments before will take place.
- (e) A quorum of  $\frac{3}{4}$  of the present members in good standing will be required to pass the amendment.
- (f) The approved amendment will be included in the constitution.
- (g) Rejected motions and amendments will be archived and cannot be reconsidered until next university fiscal year.
- (h) Any amendment proposed by the organization must be approved by the CSO.