

1 **Assembly of International Students**
2 **Constitution**

3
4 **Preamble**

5 We, the international undergraduates and other concerned students of the University of
6 Pennsylvania, in order to promote our interests in the University community, to magnify the voices
7 of international students at Penn and beyond, and to promote collaboration and harmony between
8 students of different nations and cultures, do hereby establish this Assembly of International
9 Students of the University of Pennsylvania.

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11 **Article I: Name and Purpose**

12 Section I

13 The name of the Organization is the Assembly of International Students, which
14 aims to realize the objectives of the Preamble by:

- 15 a. advocating for the interests of international students among other student
16 groups, umbrella organizations, and the administration,
17 b. creating a social network through which international students can
18 connect and utilize in pursuit of common goals and ideals.

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20 Section II

21 The AIS works closely with the Undergraduate Assembly and the Office of
22 International Programs to facilitate its work.

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24 **Article II: Membership**

25 Section I

26 All undergraduate students of the University of Pennsylvania are eligible for
27 membership in the AIS.

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29 Section II

30 All prospective members shall contact the Steering Committee with an expression
31 of interest, and shall be assigned to a Standing Committee by the Steering
32 Committee within one month, after which they shall be considered a member of the
33 AIS.

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35 Section III

36 At the end of each semester, all members who did not attend at least one general
37 body meeting and at least two meetings of their Standing Committee shall have
38 their membership terminated.

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40 Section IV

41 The Director of the Office of International Programs shall be the principal faculty
42 advisor to the AIS and therefore shall enjoy membership *ex officio* without any
43 voting privileges. The Steering Committee shall designate one officer to be the
44 principal liaison to the Director following the Fall Elections Meeting.

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45 **Article III: The General Body**

46 Section I

47 The General Body is the supreme decision-making organ of the AIS. It has sole
48 authority to approve the AIS's annual budget submission to SAC.

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50 Section II

51 All meetings of the General Body shall be open to the public.

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53 Section III

54 Meetings of the General Body shall be called by the President or by a petition of at
55 least one-fifth of the total number of members. Notice of the meeting must be
56 provided to all members by no means less than emailing at least 72 hours before the
57 scheduled start of the meeting.

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59 Section IV

60 Quorum shall consist of a majority of the Steering Committee and half as many
61 again plus one of ordinary members.

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63 Section V

64 The General Body shall meet at least twice each semester. The last meeting of the
65 Fall Semester shall be the Elections Meeting.

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67 **Article IV: Committees of the AIS**

68 Section I

69 A Standing Committee is any committee of the AIS consisting of more than three
70 (3) people.

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72 Section II

73 The Steering Committee may establish such Standing Committees as it deems
74 necessary and proper. Any member may request that a Standing Committee be
75 created.

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77 Section III

78 The Steering Committee shall assign members to at least one Standing Committee
79 of their choice.

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81 Section IV

82 All Standing Committees shall expire at the Fall Elections Meeting. Following the
83 Fall Elections Meeting, the Steering Committee shall conduct a review of the work
84 of each Standing Committee and shall reconstitute all Committees accordingly.

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86 Section V

87 All Standing Committees shall elect a Chairperson at their first meeting following
88 that Committee's creation or reconstitution, and review their performance
89 thereafter.

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Section VI

The following are the duties of the Chairperson:

- a. To represent the Standing Committee on the Steering Committee.
- b. To call and facilitate regular meetings of their committee.
- c. To record attendance at their committee meetings.
- d. To bear ultimate responsibility for the work of their committee.

Article V: The Steering Committee

Section I

Between meetings of the General Body, the affairs of the AIS shall be conducted by the Steering Committee, hereafter referred to as "Steering."

Section II

The membership of Steering shall be comprised of the Chairs of each Standing Committee, as well as the Executive Officers.

Section III

The duties of Steering shall include:

- a. The co-ordination and supervision of the work of each Standing Committee and the AIS as a whole,
- b. Ensuring all members act in accordance with the Constitution and the By-laws,
- c. Facilitating channels of communication between all elements of the AIS;
- d. Set the agenda of each General Body meeting,
- e. Authorizing all expenditures, SAC contingency requests, and other fiscal applications,
- f. Establishing AIS policy on matters of concern, subject to the emendation of the General Body.

Section IV

The Steering Committee shall meet at least twice each academic month, and shall publish its decisions to the General Body within one week of each meeting.

Section V

Quorum shall consist of a majority of the Executive and a majority of Committee Chairs.

Section VI

All decisions of the Steering Committee shall, unless specified elsewhere in this Constitution, be taken by a majority vote. The President may vote again to break any ties.

Article V: The Executive Officers

Section I

The Executive Officers shall be:

- a. A President;

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- b. An Executive Vice-President;
 - c. A Vice-President of External Affairs;
 - d. A Treasurer;
 - e. A Secretary;
 - f. An Immediate Past President.

143 Section II

144 These shall be the duties of the President:

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- a. Call and preside over General body meetings.
 - b. Act as the spokesperson and representative to the UA, all university committees, the undergraduate community, the press, the administration, faculty, staff, and trustees.
 - c. Coordinate and facilitate Steering Committee meetings.
 - d. Serve as an *ex officio* member of all committees.
 - e. Assist in all the duties of other officers.
 - f. Exercise general supervision over all of the AIS's activities, ensuring that they are in line with the AIS's vision.

155 Section III

156 These shall be the duties of the Executive Vice-President:

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- a. Act as principal assistant to the President in all internal matters.
 - b. Serve as Acting President in the President's absence or incapacity.
 - c. Coordinate the work of all Standing Committees.
 - d. Mediate disputes between Standing Committees and individual members.
 - e. Recommend to Steering the appointment of members to Standing Committees on the basis of their application.

165 Section IV

166 These shall be the duties of the Vice-President for External Affairs:

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- a. Act as principal assistant to the President in all external matters.
 - b. Serve as a representative of AIS in addition to the President, as needed.
 - c. Act on the President's behalf as a representative of the AIS in the President's absence or unwillingness.
 - d. Coordinate the AIS's advocacy for policy changes on campus.
 - e. Set up and attend meetings with other campus groups and administrators as needed.
 - f. Keep a record of Penn's policies that affect the international student community and any changes made to those policies.

177 Section V

178 These shall be the duties of the Treasurer:

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- a. Prepare the AIS's annual budget and all financial submissions to SAC and other entities;
 - b. Ensure the AIS is in full compliance with its financial obligations.
 - c. Represent the AIS on the Student Activities Council and coordinate all

- 183 reimbursements;
- 184 d. Manage the Association's financial assets and holdings;
- 185 e. Ensure the proper collection and appropriation of all revenue;
- 186 f. Liaise with whatever external bodies that shall be involved in the
- 187 administration of the AIS's finances;
- 188 g. Ensure the timely payment of all debts contracted into by the AIS;
- 189 h. Work with all Committees and other officers to ensure financial
- 190 accountability in their respective portfolios;
- 191 i. Maintain full and complete financial records, and presenting these for
- 192 inspection by SAC, the University, the General Body, and Steering upon
- 193 demand.
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195 **Section VI**

196 These shall be the duties of the Secretary:

- 197 a. Take the minutes of all meetings of the General Body and Steering.
- 198 b. Maintain all AIS contact lists and databases.
- 199 c. Maintain the roll of members, noting attendances and informing
- 200 members liable to be dropped of their status.
- 201 d. Prepare and publish the agendas of all Steering and General Body
- 202 meetings.
- 203 e. Publish a regular informative periodical for all members and interested
- 204 members of the Penn community.
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206 **Section VII**

207 Following the election of their successor, the President may, if they wish, become

208 the Immediate Past President, and shall participate in the work of Steering without a

209 vote. The duty of the Immediate Past President shall be to ensure an orderly

210 transition and the retention of organizational memory.

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212 **Section VIII**

213 The term of the Executive Officers shall end at the Fall Elections Meeting, and the

214 terms of their successors shall then begin.

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216 **Article VI: Election and Scrutiny of Executive Officers**

217 **Section I**

218 The General Body shall elect all Executive Officers, save the Immediate Past

219 President.

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221 **Section II**

222 Any member who is a full-time undergraduate who will take classes at Penn during

223 both semesters of their term may be elected an Executive Officer.

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225 **Section III**

226 The date of the Fall Elections Meeting shall be set by Steering in the first five

227 weeks of the Fall Semester and shall be advertised to all members at least three

228 times in the three weeks prior to the meeting.

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Section IV

Steering shall designate a member of the AIS or the Nominations and Elections Committee as the Returning Officer of the election at least two weeks prior to the Fall Election Meeting. The Returning Officer may not run or vote in the Fall Election Meeting.

Section V

The Elections Meeting procedure shall be as follows:

- a. When the General Body considers the election of members to offices, the Chair shall be held by the Returning Officer. The Returning Officer shall count, scrutineer, and certify all elections, and shall have no vote and be ineligible for election themselves.
- b. Nominations shall either be lodged in writing with both the Returning Officer and Secretary prior to the election, or shall be lodged with the Returning Officer at the meeting itself.
- c. The officers shall be elected in the order in Article V, Section I.
- d. The General Body may require written or oral depositions, of whatever nature it chooses, from candidates for each office.
- e. After the General Body is satisfied with the depositions of the candidates, it shall proceed to elect one of the candidates to the office.
- f. The method of voting shall be as follows:
 - (a) Votes shall be conducted by secret ballot,
 - (b) All members will indicate one (1) preferred candidate for the office,
 - (c) The candidate receiving an absolute majority of votes shall be deemed to be elected,
 - (d) If no candidate shall receive an absolute majority, the candidate receiving the fewest votes shall be discarded and the General Body shall vote again, repeating this method until a candidate receives an absolute majority.
- g. If a candidate is not elected to the office which they sought, they may run in subsequent elections held at that Elections Meeting.
- h. During the Elections Meeting, any five members present may demand and shall receive a recount of all votes cast for any election.

Section VI

Officers may resign their position in writing at any time to Steering.

Section VII

Steering shall fill all casual vacancies of Officers, save that of President. In the case of the resignation or impeachment of the President, Steering shall call a meeting of the General Body within two weeks to elect the President, the Executive Vice-President acting as President until that time.

Section VIII

275 The General Body may impeach any Officer for incompetence, reckless negligence,
276 or behaving in a manner prejudicial to the interests of the AIS, by a two-thirds vote
277 of members present at a meeting especially called for the purpose. Such a meeting
278 shall be called upon the presentment of a petition signed by at least ten (10)
279 members to the President or the highest un-impeached officer, and shall be called
280 within two weeks. The member subject to impeachment shall be given all rights of
281 natural justice.

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283 **Article VIII: Amendment**

284 This Constitution may be amended by a vote of two-thirds of the members present at a
285 General Body meeting. All amendments to the Constitution shall be presented by Steering
286 or on a petition of at least ten (10) members. No amendment to the Constitution may be
287 considered without being presented to a General Body meeting at least two weeks prior to
288 the meeting at which it will be voted on.

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290 **Article IX: Ratification and Transition Arrangements**

291 This Constitution will come into effect upon the affirmative votes of at least two-thirds of
292 the members of the Undergraduate Assembly's Ad-Hoc Committee on International
293 Student Affairs present. The members of the Ad-hoc Committee at the time of ratification
294 shall be deemed members of the AIS, all other provisions of this Constitution
295 notwithstanding. Following ratification of this Constitution, the General Body shall
296 designate one of its members as the President *pro tempore*, who shall make all
297 arrangements necessary to hold elections for Officers as soon as possible, at which time
298 this Constitution shall come into effect. The term of these officers shall expire with the first
299 fall elections meeting held in the calendar year of ratification.

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