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Constitution of ISA

**1.Name and Objectives:**

* Name: ISA (International Student Association)
* Purpose: ISA serves exchange students from Kean University, NJ and assists them in their study and life in WKU. ISA would like to enhance the relationship between Chinese and American students. ISA belongs to the Career Development Center. ISA recruits and trains mentors, serves international students such as exchange students from Kean University, NJ, assists them to integrate into the study and life of Wenzhou Kean University and reduces the challenges of studying and living in China. As an international student ambassador, ISA promotes mutual benefit between WKU and KU, and to strengthen academic exchanges between the two universities. Providing information that supports for the exchange students from WKU to KU, and assisting exchange students from WKU to adapt their life in KU well.

**2. Membership:**

* Regular membership opens to all registered students attending full or part time.
* **To apply for membership, you must meet the following requirements:**

(1) To support the constitution of the organization;

(2) Have the intention to join the association;

* **Membership procedures are:**

(1) To apply for membership;

(2) participate in the interview as required;

(2) Discussed and approved by the management;

* **Members enjoy the following rights:**

(1) The right to vote, the right to stand for election and the right to vote;

(2) To participate in the activities of the organization;

(3) The priority of obtaining the services of the organization;

(4) The right to criticize, make Suggestions and supervise the work of the group;

(5) Voluntary membership and free withdrawal;

* **Members shall fulfill the following obligations**

(1) To implement the resolutions of the group;

(2) To safeguard the lawful rights and interests of the organization;

(3) To complete the work assigned by the organization;

(4) To report the situation to the organizations concerned and provide relevant information;

* Members shall notify the group in writing of their withdrawal.

**3. Mentor:**

* Exists as a separate project.
* Mentor will recruit on a school-wide basis.
* Be subordinate to, but not belonging to the group, and shall cooperate with the group in it activities.
* **To apply to join a mentor program, you must have the following conditions:**

(1) Advocate the charter of the group

(2) Have the will to become an exchange student tutor;

(3) Have good communication skills and working attitude

* **The procedure for the teacher to take office is:**

(1) Submitting an application for a tutor;

(2) Participating in the interview as required;

(2) Discussed and approved by the management and the instructor;

* **The instructor has the following rights:**

(1) Planning and participating in the daily activities of the organization;

(2) Excellent tutors can be excused from interviews to participate in the tutor project in the next quarter;

(3) After completing the semester's work and passing the assessment, you can get the corresponding working time. Wenzhou Kean University official certification internship certificate

(4) Voluntary membership, the withdrawal of the meeting must first complete the work of the quarter;

(5) Have the opportunity to accompany the exchange student to travel activities

(6) Excellent tutors at the end of the semester receive additional honorary tutor certificates

* **Mentor fulfills the following obligations：**
* Implementing the organization's decision on the exchange student mentor project. Maintain the legitimate rights and interests of the organization and the project;
* Seriously completing the work assigned by the organization, and it is not necessary to complete the work or lose time;
* Pay attention to the physical and mental health of exchange students and actively help them to integrate into the study life at Kenn University in Wenzhou. Assist exchange students and international students to complete pre-semester preparations, such as shopping, handling bank cards, and reminding them to participate in training.
* Timely reporting of abnormal conditions of exchange students and international students (such as illness, alcohol abuse, drug abuse, etc.)
* To promote the cultural exchanges between the two sides, to effectively understand the needs of exchange students and international students, and to carry out corresponding cultural and recreational activities.

**4. Officers and Duties:**

**President:**

* Organize leadership, formulate overall plan of the organization
* Supervise the completion of the tasks of each department.

**Vice President:**

* Assisting the chairman, responsible for organizing the minutes of the meeting, keeping the information in custody and assisting the chairman
* Manage the finances of the association, record the expenditures of the associations, and manage the resource flows of the associations
* Responsible for major events in the school by mail

**Public Relations Department:**

* Responsible for negotiating with the school, taking into account exchanges with other organizations and associations, and also sponsoring the organization
* Responsible for the operation and management of official media accounts, responsible for the establishment of the organization's image and the promotion of various community activities

**Organization Department:**

* Before the event, do a detailed implementation plan for the activity, clarify the activity process and the task arrangement of each department in the activity. The officers and volunteers at the event will be divided into various tasks.
* In the event of activities, organize and implement them in a serious, meticulous and enthusiastic manner according to the plan.
* After the event, organize the event venue and return the borrowed materials.

**Human Resources Department:**

* Responsible for manpower management, assigning tasks, and counting member work The part of the person responsible for assisting in organizing the event,
* Responsible for the recruitment of members and mentor, and the distribution of manpower in the recruitment process
* Responsible for meeting minutes and finishing in the general assembly.

**5. Responsibility**

Minister: Review documents such as mail, meeting minutes, file information and financial books; conduct daily management of the department and allocate the internal work of the department. Strictly monitor financial situation.

Officer: Obey the management of the minister and work with the members to complete the task.

**6. Exchange student mentor recruitment**

* + - 1. The ISA will conduct a recruitment of exchange mentors for the next quarter in each semester.
      2. In the spring semester, the mentor of the fall semester will be enrolled, and in the fall semester, the mentor of the next semester will be enrolled.
* There are three ways to recruit student mentors, which are regular recruitment, retention, and Internal Recommended
* Recruitment will begin with retention, followed by internal recommendations, and eventually regular recruitment.
* The new quarter of mentor will be officially produced after the completion of the third round of regular recruitment.
* The final interpretation of the exchange student mentor recruitment is owned by the ISA EB and the instructor.

**（一）Regular recruitment**

* The regular recruitment of exchange students will be divided into three phases.

First round check your basic resume

* Issue mails for the whole school's exchange student mentor, fill in the form, collect the form and conduct preliminary screening.

Applicants with media skills are directly interviewed by the EB team for priority interviews.

Second Round ：the old mentor 1v1 interview

* Through the first round of applicants to enter the interview stage, the excellent mentor will be bilingual in Chinese and English 1v1, record the interview situation, and directly eliminate some applicants.

The third round: teacher group interview

* Through three rounds of interviews, the ISA instructor group interviewed and eliminated.

The number of new mentors left last <the number of exchange students in the next quarter +5.

1. **retain a post**

* The old mentor who obtained excellent mentor can remain unconditionally for the next quarter of mentor
* The old mentor who obtained the excellent mentor entered the third round of regular recruitment after registering in the regular recruitment.

1. **Internal Recommended**

* The old mentor has two recommended qualifications per person.
* Each member who has served or has served as an EB member has a recommendation for two persons each time.
* The recommended person needs to be recommended by three or more people at the same time.
* The more people recommended, the better for the referee
* Successfully recommended to directly enter the third round of regular recruitment
* The number of successful IAs per quarter is no more than one quarter of the number of exchange students in the next quarter.

7. **Meetings 会 议**

* At least one large plenary meeting per semester, and at least one small meeting per month for each department;
* For each plenary meeting, all members will be informed to prepare for the meeting by organizing group and other media four days in advance. Two-thirds of the members are required to be present before the meeting can be held.
* At least two- or three-days’ notice to department members to prepare for small meetings;
* In special cases, the President, the vice President or the ministers of all departments may convene an emergency general meeting.

**8. Board of Executive Directors**

* President, Vice President, Minister

**9. Elections and Vacancies**

The terms of office of the mission are one year. If the chairman and vice chairman perform well, they will stay in office for one year. If the chairman and vice chairman perform poorly during the term of office, the advisor and the executive committee will replace them from among the ministers. The previous President shall propose candidates for the next President and the members shall register themselves and submit them to all the members of the organization for democratic election. Ministers of other departments shall be nominated by ministers of the previous term and independently registered by members, and shall be democratically elected by all members of the organization.

**10. Removal and Succession of Officers**

If a member of the executive committee is incompetent or is punished for violating the relevant rules and regulations during his/her term of office, the council of the association shall have the power to recall him/her and appoint other officials. On-the-job personnel wants to resign, must write resignation report, hand in corresponding branch to examine and verify just can leave office. If the chairperson and vice chairperson's performance in office is not good enough, the advisor and the executive committee will choose a replacement among the ministers.

**11.Amendments**

Must be reviewed by the general assembly and approved by more than 50% of the members. It shall come into effect within 15 days after the adoption of the general assembly, upon the examination and approval of the council and the registration and management office of the society。

**12. Advisor ：Jessie。**

**13. University Regulations**

ISA shall be in full compliance with all pertinent Wenzhou-Kean University regulations, rules and policies relevant to its activities.