



INTERNATIONAL STUDENTS SOCIETY
ATU Galway – Atlantic Technological University Galway

CONSTITUTION

ARTICLE I
NAME

The name of the society shall be the **International Students Society – ISS**.

ARTICLE II
PURPOSE

SECTION 1

The purpose of the ISS shall be to promote the well-being of international students, and promote better friendship, interaction, and understanding among international students and between international students and other groups at ATU and the Galway community.

SECTION 2

The ISS shall work for the attainment of this purpose through, but not limited to, the following means:

1. It shall be the central group which will embody the international students at ATU, and assist, advise, and represent them in matters of common welfare and concern.
2. It shall maintain liaison with the International Student Office and Student Union.
3. It shall conduct social, cultural, and educational – events and activities on behalf of and for its members.

ARTICLE III
BASIC POLICIES

SECTION 1

The society shall be non-commercial, non-sectarian, and nonpartisan.

SECTION 2

The name of the society or the names of any member shall not be used in any connection with a commercial concern, or with any partisan interest, or any purpose not appropriately related to the promotion of the objectives of the ISS.

SECTION 3

The society shall cooperate with other societies and groups, but persons representing the society in such matters shall make no commitments that will bind the ISS without the prior approval by the Committee.



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SECTION 4

No one who meets the other criteria for membership as listed in this constitution may be denied membership based on race, colour, religion, sex, national origin, age, handicap, or marital status.

ARTICLE IV
MEMBERSHIP

SECTION 1

Any member of the ATU Galway, whether student, staff, or alumni, is eligible to become a member of this Society.

SECTION 2

Membership of any of the members can be extended to Husband or Wife, Boyfriend or Girlfriend and children over 17 years of age, even if they are not students or alumni of ATU and must be requested directly from any of the Committee members.

SECTION 3

It is only considered a member of the society after registering on the official website of the society or registered through one of the committee members.

SECTION 4

If this organization charges any monetary dues, there will be exceptions made for students that cannot afford these dues.

ARTICLE V
COMMITTEE POSITIONS AND DUTIES

A. PRESIDENT

1. Conduct and maintain order in all ISS meetings and events
2. Determine meetings agendas
3. Act as the official spokesperson for the ISS
4. Develop goals for the Society with the help of the Committee
5. Represent the ISS to the University's student body
6. Delegate responsibilities to committee members

B. VICE PRESIDENT

1. Perform the President's duties in the absences of, or incapacity of the President
2. Perform those duties assigned by the President
3. Coordinate all committee positions
4. Ensure the enactment of the Constitution and Bylaws



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5. Preside in cooperation or at the request of the President
6. Perform other activities as assigned

C. SECRETARY / VICE SECRETARY

1. Responsible for taking minutes in all meetings and sending them to the members
2. Record the attendance of members at meetings and events
3. Responsible for counting the votes during elections and any other committee or membership votes
4. Provide evaluation reports at meetings after every event, addressing the weaknesses and suggesting solutions
5. Responsible for keep a permanent record of all proceedings of the ISS and its meetings
6. Perform other activities as assigned

D. TREASURER / VICE TREASURER

1. Receive all monies as may be appropriate
2. Keep the financial records of the ISS and provide a budget report at every meeting
3. Oversee fundraising activities
4. Responsible for organizing activities that produce income for ISS
5. Responsible to coordinate with other officers on setting budgets and planning out the semester
6. Perform other activities as assigned

E. CAMPAIGNS AND ENGAGEMENT OFFICER

1. Responsible for creating strategies to increase member engagement in events and activities and social medias
2. Responsible for organizing and coordinating activities and events
3. Responsible for informing ISS members of forthcoming events
4. Cooperate in the coordination of external activities where the help of the ISS is requested
5. Responsible for providing evaluation reports at meetings after every event, addressing the weaknesses and suggesting solutions
6. Perform other activities as assigned

F. PUBLICITY OFFICER

1. Responsible for advertising all the events
2. Responsible for keeping the social medias of the Society updated
3. Perform other activities as assigned



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ARTICLE VI
COMMITTEE ELECTIONS

SECTION 1

Elections must take place within 2 months after the start of the school academic year.

SECTION 2

Any active member registered as Full-Time student at ATU Galway is eligible to run for any committee position.

SECTION 3

Any active member registered as a student at ATU Galway is eligible to vote.

SECTION 4

Quorum for elections is at least one-half of the actual officers and at least one-third of the active membership.

SECTION 5

Any member is elected if s/he wins a majority of the voting members.

SECTION 6

If more than two people are running and no one wins a majority, it will be up to the current President of the Society to define the tie-breaking criteria.

SECTION 7

The term of office runs from one election to the subsequent election.

SECTION 8

Elections are run by the President and Vice President or Secretary. They will also communicate the way in which they will be held, always respecting all the articles of this constitution.

SECTION 9

All general elections and nomination approval sessions must be announced at least two weeks in advance.

SECTION 10

President, Treasurer and Secretary shall not be nationals of the same country.

SECTION 11

Other offices positions may be created with the approval of a simple majority of the Committee members.



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ARTICLE VII
COMMITTEE IMPEACHMENT / EXPULSION OF A MEMBER

SECTION 1

Any active member has the right to request impeachment of any officer or expulsion of any member.

SECTION 2

Immediately following a request, a vote shall be taken by the Committee regarding continuation of the process.

SECTION 3

The member must be notified in writing of the Committee's decision and will have 7 days to present its defence.

SECTION 4

The vote must take place 7 days after the deadline for the presentation of defence and must be communicated in advance to all members.

SECTION 5

Removal of any officer or member requires a $\frac{3}{4}$ vote of all active members present at the meeting.

SECTION 6

In the case of impeachment of a member of the committee an extraordinary election for the respective position shall happen no later than 15 days after the officer is removed.

ARTICLE VIII
MEETINGS

SECTION 1

The ISS shall hold regular monthly meetings, the date and time to be fixed by the Committee board. However, special meetings may be called by the president at any time, with the concurrence of the Committee Board.

SECTION 2

Committee meeting shall be held at least monthly and all officers are required to attend meetings, unless he/she has an appropriate excuse.



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SECTION 3

In case of absence from meetings, officers are required to report their absence to the President or Vice President prior to the meeting. Any absence without reporting will count as a negligence of the office.

ARTICLE IX
FINANCIAL MANAGEMENT

SECTION 1

The following standards shall govern all financial transactions by the officers of the association:

- i. The treasurer or president shall have the discretion to initiate financial transactions up to a value of \$50. Documentation of the transaction shall be provided to the Committee Board within thirty days of the transaction or at the next board meeting, whichever comes first.
- ii. Financial transactions above \$50 shall require prior approval of $\frac{3}{4}$ of Committee officers.

SECTION 2

Officers of the association shall conduct financial transactions in a way that is transparent and beyond reproach:

- i. Transactions involving cash shall, if possible, be avoided.
- ii. Every transaction shall be documented by appropriate receipts from third parties.
- iii. Documentation of financial transactions shall be retained in a digital format for at least one year from the date of the transaction.

ARTICLE X
CODE OF ETHICS

SECTION 1

Members of the International Student Association shall exhibit the highest level of integrity and ethics in all their activities conducted on behalf of the association.

SECTION 2

The ATU Galway Students Union Code of Ethics shall provide guidance to the officers and members of the association.

ARTICLE XI
BYLAWS

The ISS may adopt such by-laws as are necessary and proper for the efficient management and maintenance of the association. Nothing contained in the by-laws shall be inconsistent with the provisions of this constitution.



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ARTICLE XII
AMENDMENTS

SECTION 1

Amendments to this constitution may be proposed by any active voting member of the ISS.

SECTION 2

The proposed amendment shall be subject to approval of the committee. Amendments to this constitution shall become effective upon adoption by a two-thirds vote of the voting members of the ISS constituting a quorum at any regular meeting or special meeting call for that purpose.

Constitution unanimously approved at a Special Committee Meeting
02, November, 2022