



Constitution of The Council for American and International Student Affairs

ARTICLE I Name

Section 1. The name of this organization shall be The Council for American and International Student Affairs, C.A.I.S.A.

ARTICLE II Statement of Purpose

Section 1. The mission of The Council for American and International Student Affairs (CAISA) is to coordinate and promote social/educational events for the Conversational Partners (international students and American student volunteers) of Virginia Commonwealth University's Office of International Education.

Section 2. The Council for American and International Student Affairs' purpose is to also help and encourage American and international students at VCU contribute to and benefit from the growth of international understanding.

ARTICLE III Affiliation

Section 1. The Council for American and International Student Affairs is affiliated with the Office of International Education's Student and Scholar Services at Virginia Commonwealth University.

ARTICLE IV Membership

Section 1. Council members must be taking at least a minimum of 6 credits and a maximum of 19 credits at Virginia Commonwealth University, maintain a minimum GPA of 2.5, and express and demonstrate intercultural competence, notably through leadership and service.

Section 2. Voting membership is restricted to matriculated, currently enrolled students at Virginia Commonwealth University, Richmond, Virginia.

Section 3. One hundred percent (100 percent) of all members of the organization are matriculated, currently enrolled students at Virginia Commonwealth University, Richmond, Virginia.

Section 4. Membership in the organization will not be denied to anyone on the basis of gender,

race, color, national origin, disability, age, ethnicity, religion, sexual orientation, pregnancy, marital status, citizenship, or veteran's status, except as sanctioned by law.

ARTICLE V Members

- Section 1. A council in nature, C.A.I.S.A. consists of an Executive Board and an Executive Council. The Executive Board oversees and directs the Executive council.
- Section 2. The Executive Board of this organization will consist of a President, a Vice-President, a Secretary, and a Treasurer. Term of office shall be from the time of election until new officers take office immediately following the next election.
- Section 3. The Executive Council consists of two Fundraising/Community Service Chairpersons, two Student Communication Relations Chairpersons, two Potluck Chairpersons, two Membership/Alumni Chairpersons and two Historians.
- Section 4. All officers of this organization are matriculated, currently enrolled students at Virginia Commonwealth University, Richmond, Virginia.
- Section 5. An adviser from the Office of International Education office staff shall be retained. The advisor will be the Coordinator of the International and Scholars Services.

ARTICLE VI Duties of Members

- Section 1. The President shall preside at all meetings, preside over fulfillment of e-board/council chair duties, ensure that the organization is operating in conformity with standards set forth by Virginia Commonwealth University, Student Organization Services, and University Student Commons & Activities, maintain communication with VCU offices and organization advisors (i.e. 2007-2008 Jean-Michel Hatton-Office of International Education; Beverly Walker-Office of Multicultural Student Affairs; Jennifer Sherry-Academic Adviser), and represent organization on student campus.
- Section 2. The Vice-President shall assume the duties of the President in his/her absence. The Vice-President shall also maintain communication with other student organizations (informing other organizations of events for participation as well as acquiring information of other student organizations' events for participation).
- Section 3. The Secretary shall record the minutes of each meeting, maintain accurate records of all business pertaining to the organization, receive and respond to all official correspondence, maintain membership directory via USCA Web site, reserve venues for meetings/events, maintain an accurate record of organization meetings (minutes) and post them for members, maintain "Housekeeping," and documenting events planned by the Council with detailed constructive criticism for future reference.
- Section 4. The Treasurer shall collect and disburse funds as directed by the organization, make monthly financial reports to the general membership, maintain accurate record of organization transactions, cosign organization checks along with the C.A.I.S.A. Adviser,

solicit additional funding if needed from the Office of International Education or Student Government Association, collect donations/dues if needed, organize with President for yearly budget request as well as individual start up funds for specific events.

- Section 5. The Fundraising/Community Service Chair (2) shall research and organize possible fundraising activities (committees, labor, materials, venues, cost, etc.), research and organize possible volunteering opportunities (committees, labor, materials, venues, costs, etc.).
- Section 6. The Student Community Relations Chair (2) shall organize and execute promotion of C.A.I.S.A. events to the VCU Student Community (i.e. tables/sandwich boards/banners/Facebook events etc.) and collect feedback from the VCU Student Community of C.A.I.S.A. events.
- Section 7. The Potluck Chair (2) shall research possible entertainment and themes for the bi-semester Potlucks, organize what is necessary for the specific Potlucks (committees, labor, materials, venues, costs, etc.).
- Section 8. The Membership/Alumni Chair (2) shall maintain records of individual membership activity, maintain communication about current events with alumni (old members of C.A.I.S.A. and Conversation Partners), and promote and provide more American Volunteers for the Conversation Partner Program of Virginia Commonwealth University's Office of International Education.
- Section 9. The Historian (2) shall attend all C.A.I.S.A. meetings and events in order to produce photography or video recording of activities, provide pictures, videos, and etc. for Virginia Commonwealth University, Office of International Education, Office of Multicultural Student Affairs, and personal records for C.A.I.S.A. (promotional brochures/flyers, Web site), create a "scrapbook" at the end of every academic school year (slide show CD, video, scrapbook).
- Section 10. The OIE Adviser shall have voice, but no vote, and shall support the goals and development of the organization.

ARTICLE VII Nominations and Elections

- Section 1. Nominations will be accepted for positions on the Executive Board for the following year either in a meeting or in an email to the current Executive Board from March 1 to March 31. Elections will be held at a separate meeting on any weekday the first week of April.
- Section 2. Nominee has to either accept or decline formally via email or in person at the meeting at anytime before March 31.
- Section 3. Nominees are expected to give a brief, 3-minute speech regarding their qualifications and expectations of their position. A question and answer session will follow each nominee and is open to all council members.
- Section 4. Voting will be done on individual index cards to be collected and counted by the current

Executive Board (except anyone who is running). The newly elected Executive Board for the following year will be announced to conclude the meeting.

Section 5. In order to vote in the Elections, one must hold a position on the council.

Section 6. Members will be elected by plurality (more votes) or majority vote (50 percent plus 1).

ARTICLE VIII Installation

Section 1. Shadowing of each position will occur during the month of April. Each newly elected position will “shadow” their current position in order to become familiar with their position and network.

Section 2. The current Executive Board and the newly elected Executive Board must attend the Student Leadership Transitional Conference hosted by the Office of Multicultural Student Affairs.

Section 3. Turnover date is May 5. The newly elected officials will take over all plans and business.

ARTICLE IX Meetings

Section 1. There shall be Bi-Monthly Executive Board Meetings to discuss and set agenda for Council Meetings, and Bi-Monthly Executive Council Meetings to discuss and make decisions concerning monthly plans.

Section 2. With the President will rest the authority to call special meetings.

Section 3. Members of the Council shall be notified by e-mail and/or phone call. The President, Vice-President, and Secretary, are responsible to see that all Council members are contacted.

Section 4. The President shall have separate meetings with the OIE Events Coordinator Advisor once a month to discuss the progress of CAISA and Conversation and Friendship Partners.

Section 5. Co-Chairs are expected to have separate meetings once a month to ensure productive communication and effective planning.

ARTICLE X Foundational Events

Section 1. The Office of International Education (OIE) Conversation Partner tables: Assist at the tables and promote both Conversation Partner Sign-Up and C.A.I.S.A. events and membership.

Section 2. OIE Coffee Hour: Attend and get to know the International Student Community.

Section 3. OIE Conversation Partner Program: Every council member is required to have a Conversation Partner.

Section 4. CAISA Potlucks: To provide an opportunity for Conversation Partners to share their culture with each other and the rest of the VCU community, these potlucks will be held bi-semester; fall: September and November; spring: February and April.

ARTICLE XI Dues, fees

Section 1. There are no dues or fees required for participation in this council.

ARTICLE XII Amendments

Section 1. An amendment can originate from any member of the council.

Section 2. In order to propose an amendment, one must formally present it to the Executive Board via email or letter. The amendment will then be presented in written format to the rest of the Executive Council for discussion in the next council meeting.

Section 3. An official vote must be held in a council meeting and is decided by two-thirds of the total membership of the council.

Section 4. Any amendment comes into effect within one week.

Section 5. Any substantive changes or amendments to this Constitution will be filed with VCU's University Student Common's & Activities (USC&A) and the Office of Multicultural Student Affairs (OMSA) within 90 days of the change.

Date adopted: Monday, March 3, 2008, 10:23 p.m.