

Constitution and By-Laws Of The  
International Student Organization  
Of

Tallahassee Community College

Tallahassee, Florida

September, 2020

Constitution

Article I. Identification

The identification of this organization shall be  
the International Student Organization (ISO)  
of Tallahassee Community College.

Article II. Purpose

The purpose of this organization shall be:

1. To bring students from all countries together to share their cultures and backgrounds.
2. To safeguard the interests and concerns of all international students.
3. To promote a deeper understanding of global leadership knowledge.

Article III. Composition

The ISO shall be composed of at least 30 current T.C.C. students and at least one faculty advisor. Officers should include President, Vice President, a secretary, treasurer, historian and activity coordinator.

Article IV. Membership

The organization is open to all T.C.C. students, especially students from different countries.

Article V. Partnership

The ISO shall continue to support and work closely with Tallahassee Community College's International Student Services (ISS)

Article VI. Elections

Section 1: All voting for officers shall be by secret ballot.  
All current organization members are eligible to vote.

Section 2: Officers shall be elected by a majority of votes.  
Voters shall be given one week to cast ballot in the ISO office.

Section 3: Candidate for office must be nominated by any current member

Section 4: New members will be self-nominated by application to the faculty advisor.

Section 5: Election meetings will be held every fall semester during the third week of school.

## Article VII. Duties of Offices

### President

- A. Presides over the meetings.
- B. Work in conjunction with the Staff Advisor on issues concerning projects.
- C. Ensure that the other officers are fulfilling their office responsibilities.

### Vice President

- A. Preside over club meetings in the absence of the president.
- B. Work in conjunction with the Staff Advisor on issues concerning organization activities in the absence of the president.
- C. Organize and schedule crew member positions.
- D. Inform the secretary of crew schedules and insure that the members are being notified of these schedules.

### Secretary

- A. Take minutes of organization meetings.
- B. Notify members of activities.
- C. Compile and update a directory.

### Treasurer

- A. Collect dues from the members.

- B. All money collected in effort to support the organization will be the responsibility of the treasurer.
- C. The treasurer should report the financial status of the organization at every meeting.

#### Historian

- A. Prepare the presentation slides for the meetings.
- B. Check the electronical devices that is needed in the meetings.
- C. Collect pictures of the events and the meetings.

#### Activity Coordinator

- A. Organizes and schedule activities.
- B. Work with Treasurer to plan activity budget.
- C. Take report of the activities.

#### Article IX. Impeachment

If at any time the board feels that an officer is not fulfilling his/her assigned duty to the organization the following steps should be taken.

1. A board meeting should be called to notify the officer of the board's concerns.
2. If the officer still fails to fulfill his/her duty a month after the first warning, the officer can be impeached by the board, and current members will follow the election process for the vacant position.

#### Article X. Advisor

Within the International Student Organization, the current Staff Advisors are Emily Maurer and Jamie Smith.

#### Article XI. Amendments

Amendments to this constitution shall be approved by two-thirds a majority vote of current members and will become effective immediately after organization approval.

#### Article X. Ratification

This constitution shall take effect upon approval by the organization and the Student Government association.