Constitution & By - Laws

Bakersfield College International Student Organization

ARTICLE I: NAME

Section A. This organization shall be known as the International Student Organization of Bakersfield College, referred to here as ISO.

ARTICLE II: PURPOSE & MISSION STATEMENT

Section A. The purpose of this club shall be to:
   1. Spread cultural awareness
   2. Promote global friendship
   3. Celebrate culture diversity
   4. Create a support system for international students attending Bakersfield College.

Section B. The Mission Statement of this club shall be to promote cultural diversity and foster better relations among students representing various nations of the world.

Section C. ISO shall abide by Bakersfield College’s policies and procedures.
   1. ISO has the freedom of speech and the right to peaceful assembly.
   2. ISO and its members have the right to present dissenting views, and to promote discussion and demonstrate against issues, policies, and world events so long as these are held in an orderly manner and do not disrupt the college’s academic functions.
   3. ISO has the freedom of press and the right to publish.
   4. ISO has the right to choose an advisor and the right to change their advisor.
   5. ISO has the right to change its officers.
   6. ISO has the right to develop and amend its constitution.
7. ISO must maintain a BC club account at the Business Services in consultation with the Office of Student Life. Student Organizations are not allowed to have outside savings or checking accounts.
8. ISO is responsible for all account activity, including overdraft.
9. The student organization will be assigned a College Account when requested. All financial transactions must be conducted through the use of this account. Hence, the Office of Student Life is responsible for setting up the student organization’s college club account. The advisor of the club and the director of Student Life are authorized to complete financial transactions.
10. A student organization, such as ISO, must be unique and substantially different entities. The extent of such uniqueness shall be demonstrated through difference in members, officers, advisors, and/or the mission statement of the organization. The director of Student Life will have the authority to decide if a student organization is a duplicate and/or similar to any other registered student organization on campus.
11. ISO must be directed and controlled by students who are currently registered at Bakersfield College.
12. ICC representative/officer should attend bi-monthly ICC meetings.
13. An organization should update its leadership roster with the office of Student Life.
14. The organization must have at least three (3) members in the organization.
15. The organization must have a college faculty or staff member serving as an advisor of the student organization.
16. The selected advisor must attend a student organization advisor luncheon once a semester.
17. The president and treasurer must attend a student organization funding workshop.
18. A student organization must maintain a current copy of its constitution and bylaws with the office of Student Life.
19. Officers and advisors of a student organization must ensure continuity from year to year by training new leaders and keeping good records.

ARTICLE III: MEMBERSHIP

Section A. Eligibility
1. Members shall all be part time or full time students at Bakersfield College.
2. Members may be of any ethnic background.
3. Members do not have to be International students to become members.
4. Members shall participate in the International Student Organization’s activities.
5. Members who conduct themselves in such fashion to place themselves under disciplinary probation shall forfeit office or duties for the duration of the probationary period.

Section B. Dues – No member of the club is required to pay any dues.

Section C. Membership in this organization is open to all meeting the above criteria, irrespective of race, creed, color, gender, class, age, nation of origin, nationality, disability, marital status, religion, veteran status, or sexual orientation.

ARTICLE IV: OFFICERS

Section A. The officers shall be
1. President: It shall be the duty of the President to preside at all meetings and to enforce all laws and regulations of this Organization. The President has the power to create any committee he/she shall deem necessary to accomplish the goals of the International Student Organization. The President is the Chief Executive officer of the club and will act as the first line of contact for the club regarding any issues of possible events. The President will also serve as a mentor to other executive officers.
2. Vice President: in the absence of the President, the Vice-President shall assume all the power and responsibilities of the President. The Vice-President will be the second in command and will act as the President’s right hand.
3. Secretary: The Secretary shall enter all resolutions and proceedings of meeting in the proper books. The Secretary shall conduct all correspondence relating to the Organization. The Secretary shall keep a register of the members of the Organization. The Secretary shall perform all duties pertaining to the office of Secretary.
4. Treasurer: The Treasurer shall be responsible for deposits of all monies collected in appropriate accounts. The Treasurer shall be
responsible for all reports regarding status of funds. The Treasurer shall perform all duties pertaining to the office of the Treasurer.

5. ICC Representative: The ICC Representative shall attend the bimonthly ICC meeting on Fridays. Also participates in club activities, events, etc.

Section B. Eligibility- officers must

1. be enrolled students at Bakersfield College
2. Obtain an Official Bakersfield College ID card
3. Have a cumulative GPA of 2.0 or higher

Section C. Elections

The officers shall be elected by ballot before the last meeting of the spring semester by a majority of the votes cast for the candidate running for a position.

ARTICLE V: RESPONSIBILITIES OF OFFICERS AND MEMBERS

Section A. ISO will follow all regulations and responsibilities set forth by BC. These include but are not limited to:

1. Officers and members shall abide by BC regulations, as well as KCCD, federal, state and local policies and laws.
2. Officers and members must abide by all office of student life processes, conditions, and requirements. Officers and members should work with the office of student life staff to comply with these requirements.
3. Officers and members are not permitted to use, sale, possession, or being under the influence of alcohol or any other controlled substance prohibited by law, on campus, at any function sponsored, or supervised by the college. This also includes hosting or sponsoring events that incorporated the consumption of alcohol.
4. Officers and members are encouraged to improve their leadership skills through attendance at available workshops and other opportunities provided by the office of student life and other college departments.
5. Officers and members must have and up-to-date facebook page for the student organization.
6. Officers and members must comply with Bakersfield college’s non-discrimination and anti-hazing policies.
7. Failure to adhere with these regulations will result in the immediate expulsion of officer/member from the student organization. If the failure is attributed to the organization as a whole then the director of student life will determine if a sanction is warranted via a review.

ARTICLE VI: ADVISORS

Section A. There shall be at least one member of Bakersfield College staff or faculty advisor who shall serve as an advisor to the club or organization.

Section B. The advisor shall be selected by a majority vote of both members and officers.

Section C. Duties and responsibilities of an advisor.

1. A student organization advisor is the consultant to an organization who assists the student organization in its growth and development by working closely with the organizations officers and members.

2. An advisor provides direction through advise, understanding and clarification to the student organization’s officers and members.

3. A student organization advisor must serve as a liaison between the college and the student organization.

4. A student advisor should:
   a. Assist in the area of identifying program purpose and content helping officers use their best judgment for their organization.
   b. Assist the organization in planning and implementing its programs and events and to refer officers and members to appropriate college resources.
   c. Attend student organization’s meetings whenever possible.
   d. Attend an advisor luncheon held by the office of student life and SGA at least once a semester.
   e. Aware and assist the organization in management of its general and financial operations.
   f. Be available for consultation and mentorship, to advise in organizational related problems or issues.
   g. Carry out duties assigned by the student organization’s approved constitution.
   h. Clarify the advisor role to the organization’s membership.
   i. Encourage all of the organizations officers and members to participate and collaborate as a team.
j. Guide and advise the student organization rather than dictate and order.

k. Incorporate “classroom” learning with “co-curricular” activities into student organization activities and events whenever possible.

l. Interpret college, KCCD, and state policies and procedures and add continuity to the student organization by exploring regulations, rules, and responsibilities with officers and members.

m. Not to let personal goals and/or motives interfere with or influence group decisions, activities, or goals.

n. Promote involvement and discussion within the student organization and the campus as a whole.

o. Provide constructive feedback where and when appropriate.

p. Stay up to date on what is occurring within the organization as well as in the campus community.

5. To attend the student organization’s functions that meet one of the following criteria:
   a. Admission is charged at the door.
   b. The event takes place “after hours”.
   c. The event is an official college dance, party or concert.
   d. The event is a fundraising event.
   e. When asked to be in attendance either by student organization officers and members or director of student life.

6. The student organization advisor needs to consult periodically with the director of student life or designated staff concerning the student organization’s direction, programs and function.

7. The student organization’s advisor must notify the office of student life if the organization has decided to or has ceased to function.

8. If an advisor chooses to or is asked to resign
   a. It is the advisors responsibility to notify the office of student life.
   b. Student organization’s officers have thirty (30) days to find a new faculty/staff advisor.
   c. The out going advisor must serve until a successor has been appointed. If, for any reason, it becomes impossible to continue as the advisor, notify the director of student life immediately.
   d. If the resigning advisor cannot carry out the duties of the position, the student organization may exist without the
advisor until a suitable replacement is found within 30 days. In this case, the director of student life, or designee, will serve as advisor. If an advisor is not found after thirty days, the organization will be placed on inactive status until and advisor is found.

ARTICLE VII: MEETINGS

Section A: Schedule of Meetings

Meeting for the International Student Organization will be held bimonthly during the Fall and Spring semesters, so long as school is in session on those days.

Section B: Attendance

Officers are required to attend all meetings of ISO. Exceptions to this rule may be made by a majority vote of the members present at the meeting. Roll shall be called and recorded at the beginning of each meeting in order to keep a record of the attendance of members and officers.

Section C: Rescheduling and Cancellation

Meetings may be rescheduled or cancelled by the President, Vice President, or Secretary of ISO if necessary.

Section D. Robert’s rules of order shall govern meeting of this organization within the requirements of this constitution and bylaws adopted by the membership of this organization.

ARTICLE VIII: RECAL VOTES AND RESIGNATIONS

Section A. Recall Votes

Any officer of ISO may be removed from their position by a three-fourths (3/4) majority of the total voting membership of the club. Officers who are removed may remain members of the club and may be re-elected to an office at a later time.

Section B. Resignations
Any officer may resign from their position at any time, forfeiting all rights and responsibilities of that office. Decision of resignation is permanent.

Section C. Vacancies

Vacant offices may be filled by a majority vote of the total voting membership of the club.

ARTICLE IX: CONSTITUTIONAL AMMENDMENTS

This constitution may be amended by vote of two-thirds (2/3) majority at a regular ISO meeting or by a overall agreement of executive officers during a specific Executive meeting that takes place for the sole purpose of amending the constitution after permission by club members has been granted by a two-thirds (2/3) majority.