

ISP constitution

Article I: Name of organization.

- The name of the organization shall be International Student Promoters (ISP)

Article II: Mission statement/Purpose

- Mission Statement:
 - The International Student Promoters is a group of students with international educational interest, who seek to promote UNI to prospective international students around the world.
- Purpose:
 - Establish contact with prospective international student via email, social networking sites, such as Facebook and Twitter digital video conferences, as well as through postal mail.
 - Congratulate international students who have been admitted to UNI or have already made arrangements to come to UNI as an exchange student and assist them in making their transition to UNI as smooth as possible.
 - Answer any questions prospective international students may have through the channels of conversation established.
 - Conduct campus tours
 - Participate in Panther Push to promote UNI to students in their high schools at home.
 - Present the campus life as a UNI student from their first-hand experience.
 - Contribute to making UNI a community exceptionally helpful and welcoming to international students.
 - Conduct all the activities described above with enthusiasm, pride and diverse cultural outlook

Article III: Members and meetings

- Members consist of undergraduate and graduate students who are interested in endorsing global diversity at UNI by encouraging more students from other countries to seek a degree and/or an exchange student experience here at UNI.
- Members are willing and capable of meeting the time commitment to attend organizational meetings, partake in ISP activities and participate in ISP events.
- Members who cannot attend three formal meetings in a row without informing the ISP executive body of their continued interest in the organization will be considered to be no longer a part of the organization for that semester. They may however, reapply to become members of the group on the following semester.
- Members should realize how important networking is to the group and make use of suitable opportunities to bring up UNI in conversations with people they meet from other countries.

- While representing ISP, members are to conduct themselves in a professional manner that reflects the values and mission of the ISP and the University of Northern Iowa.
- Application process:
 - Prospective members must attend an orientation session where they will learn about the duties and expectations of the ISP group.
 - Fill out an application form.
 - Decisions will be informed before the first regular meeting following the orientation session.
 - Decisions are made by the executive officers and group advisor.

Uniforms

- The organization polo shall be provided.
- Members are responsible to acquire semi-formal slacks.
- No member may consume alcohol or use tobacco while in formal apparel.

Article IV: Officers

- To be eligible as an officer of ISP the member has to be a full member for a semester prior.
- The elections for the post of the officers will be held 4 meetings into the fall semester.
- An officer when appointed will serve a whole academic year as assigned.
- If an officer fails to fulfill the assigned responsibility, the officer could be subjected to a vote out by the executive team, in which case an interim officer shall be appointed by the advisor after consulting with other members of the executive team.

President

- Represents the group and speaks about ISP in different occasions
- Assist the group advisor in leading the by weekly meetings
- Serves as the primary contact for the group

Vice-President

- Help recruit and retain ISP members.
- Maintains records and attendance.
- Serves as the president if he or she is not available.

Communications Specialist

- Maintains communication with ISP members about announcements and etc.
- Oversees special marketing campaign related to letters/e-mails/post cards that are sent by ISP.
- Maintain records of the communication pieces that are sent by the group.
- Takes meeting minutes and distributes it to other members.

- Oversees International Admissions and Services Facebook fan page and ISP group page.

Involvement Officer

- Organizes social activities (working with other members who are interested in social events).
- Maintains communication with other student groups to participate in their activities.

Article V: Funding

- ISP officers shall apply for the NISG Contingency Funding for services that are characterized under the NISG Contingency Funding Criteria.
- The organization shall receive funds from the admissions office for programming which are not recognized as Contingency-Funding eligible.
- Officers and members shall decide to engage in fundraising events or seek other financial assistance for pertinent purposes that are approved by the organization advisor.

Amendments:

- A copy of proposed amendments to the Constitution shall be submitted in writing to the President and Advisor. The recommendation shall then be discussed at the next executive meeting. Amendments to the Constitution shall be distributed to all members in the minutes following the meeting.