

ANU International Students' Department

ANU International Students' Department Constitution



ISD INTERNATIONAL
STUDENTS' DEPARTMENT

ANU ISD Table of Contents	2
1. Operation	3
2. Purpose	3
3. Definitions	3
4. Membership	3
5. Executive Committee	3
6. Executive Committee Position Descriptions and Responsibilities (Elected)	4
7. Non-Executive Committee Members	7
8. Electing Position Holders	8
9. Vacancy	10
10. Finance of the International Students' Department	10
11. ISD non-profit Organisation	11
12. Meetings	12
13. Amendments to the International Students' Department Constitution	13
14. Abolishing the Department	13



1. Operation

- 1.1. The Name of this Organisation is the ANU International Students' Department (ANU ISD).
- 1.2. This Constitution is subject to the Constitution of Australian National University Students' Association (ANUSA).

2. Purpose

- 2.1. To be the peak representative and advocacy body for all international students in the Australian National University.

3. Definitions

In this Constitution, unless the contrary intention appears;

- 3.1. The 'Constitution' shall mean the Constitution of the ISD;
- 3.2. 'General Meeting' shall mean either an Annual General Meeting, a Special General Meeting or an Ordinary General Meeting;
- 3.3. 'Financial Year' shall mean the period from 1 December till the last day of November the next year according to the calendar year; and
- 3.4. 'International student' shall be defined by the Australian International Education (AEI).

4. Membership

Classes of Membership

- 4.1. Membership of the ISD shall be divided into two classes: Ordinary Member, Associate Member.

4.2. Ordinary Member

- 4.2.1. Any person who is currently an undergraduate international student at the Australian National University is an ordinary member of the ISD.
- 4.2.2. An ordinary member of the ISD may choose to cease being a member by indicating his/her intention to resign in writing to the Executive Committee of the ISD.
- 4.2.3. An ordinary member has the power to vote at:
 - (a) Ordinary General Meeting; and
 - (b) An election or referendum conducted by the ISD under this Constitution.

4.3. Associate Member

- 4.3.1. An associate member of the ISD is a person who:
 - (a) is currently not an ordinary member;
 - (b) is a member of ANUSA or PARSAs; and
 - (c) had submitted a written application to a general meeting of the ISD and the application was approved by 50% of the general meeting.
- 4.3.2. An associate member may choose to cease being a member of the ISD by indicating his/her intention to the Executive Committee of the ISD.
- 4.3.3. An associate member does not possess:
 - (a) the right to vote at an election or referendum conducted by the ISD under this Constitution.
- 4.3.4. Apart from 4.3.3(a), an associate member possesses the same rights as an ordinary member.

5. Executive Committee

- 5.1. The Executive Committee of the ISD shall be composed of:
 - (a) President of the ISD;
 - (b) Vice-President of the ISD;



- (c) Secretary of ISD;
- (d) Treasurer of ISD;
- (e) Wellbeing Director;
- (f) Education Director;
- (g) Social Director;
- (h) Publications Director; and
- (i) IIC Delegate

5.2. Term of the Executive Committee Members

5.2.1. Every Executive Committee Member shall have a term of 12 months starting from December 1st of the calendar year and ending on the last day in November of the next calendar year.

5.3. Powers of the Executive Committee

5.3.1. The Executive Committee of the ISD is empowered to uphold this Constitution, to fulfil the representative and advocacy role of the ISD and to carry out any motions and action items raised and passed at the General Meetings of the ISD.

6. Executive Committee Position Descriptions and Responsibilities (Elected)

6.1. All Executive Committee members have Personal Development Responsibilities:

The Executive Committee members should have the following training before the end of term 1 semester 1, in their respective term.

- (a) Sexual Assault Response Training;
- (b) Mental Health First Aid; and
- (c) First Aid.

This training should be financially supported by ANUSA. If the International Students' Department is unable to advocate for this training to be paid for by ANUSA, it should be budgeted into the Department Funding.

6.2. Responsibilities of the President of the ISD

6.2.1. Only ordinary members or associate members of the ISD can nominate and run for the position of the President of ISD.

6.2.2. The elected President of the ISD of a given year would sit in ANUSA as ANUSA International Officer.

6.2.3. The responsibilities of the President of the ISD includes, but are not limited to:

- (a) upholding the Constitution of the ISD;
- (b) formulating and implementing policies and actions necessary for the fulfilment of the purpose of the ISD as stated in section 2 of the Constitution and protect, represent, advocate for and advance the interest of all international students in ANU;
- (c) representing the ISD before all the bodies and organisations necessary to protect, represent and advocate for the interest of all international students in ANU;
- (d) ensuring coherence of the ISD's vision and plans to be in-line with the Constitution of the ISD, in particular section 2 of the Constitution;
- (e) attending and vote at the Student Representative Council (SRC) meetings of ANUSA. Vote should be casted based on the view of the department.

6.3. Responsibilities of the Vice - President of the ISD

6.3.1. Only ordinary members or associate members of the ISD can nominate and run for the position of the Vice-President of the ISD.

6.3.2. The responsibilities of the Vice-President of the ISD includes, but are not limited to:

- (a) assisting the President of the ISD in his/her responsibilities enumerated in section 6.2.3;
- (b) assist the President of the ISD in maintaining the welfare and coherence of the various executive members in ISD;
- (c) contact national clubs and societies when required to disseminate relevant information that concerns the welfare of the international students' community at ANU;
- (d) liaise with students and relevant organisations about accommodation issues; and
- (e) carry out the duties of the President of the ISD when the President of the ISD is unable to do so.

6.4. Responsibilities of the Secretary of the ISD

6.4.1. Only ordinary members or associate members of the ISD can nominate and run for the position of the Secretary of the ISD.

6.4.2. The responsibilities of the Secretary of the ISD includes, but are not limited to:

- (a) convening and chairing all Committee Meetings;
- (b) receive and approve at his/her own discretion all apologies for absence at events and meetings; and
- (c) arranging for the venue, time and place for all Committee Meetings;
- (d) recording the minutes for all Committee Meetings;
- (e) having the recorded minutes vetted and approved by the President of the ISD and have them disseminated to all members of the Committee;
- (f) ensuring that all actions items that arose from the Executive Committee Meeting are followed up and actioned upon by the respective committee members.

6.4.3. Other:

- (a) Assist the President of ISD with their defined duties including preparing reports for ANUSA.
- (b) Prepare a newsletter, reporting on matters of the Department and other Canberra events to be disseminated with all members' contact list.
- (c) Be human resources coordinator for general directors' recruitment process.
- (d) Coordinate ISD Ambassadors' sign-up process and provide them with gratitude certificate and name badges.

6.5. Responsibilities of the Treasurer of the ISD

6.5.1. Only ordinary members or associate members of the ISD can nominate and run for the position of the Treasurer of the ISD.

6.5.2. The responsibilities of the Treasurer of the ISD includes, but are not limited to:

- (a) receiving, taking charge and arranging for all money belonging to ISD;
- (b) supervising all payments directed to be made by the ISD;
- (c) keeping such books and accounts as the Executive Committee of the ISD directs;
- (d) reporting on the financial position and performance of the ISD to the Executive Committee of the ISD in every Executive Meeting and to the Treasurer of ANUSA at the end of the term of the sitting Executive Committee;
- (e) preparing an annual budget for the following financial year of the ISD and ensuring that the Executive Committee approves it;



- (f) ensuring that the ISD remain loyal to the approved budget by either approving reimbursement or rejecting reimbursement according to the interest and good financial health of the ISD without compromising the function stated in section 2 of the ISD Constitution;
- (g) ensuring that ISD's actions regarding finances are in compliance with ANUSA's financial standards; and
- (h) preparing a report on the ISD's financial position and performance at the end of the term of the sitting Executive Committee and a statement of the receipts and expenditure of the ISD for that financial year.

6.6. Responsibilities of the Wellbeing Director of the ISD

6.6.1. Only ordinary members or associate members of the ISD can nominate and run for the position of Wellbeing Director of the ISD.

6.6.2. The responsibilities of the Wellbeing Director include, but are not limited to:

- (a) Liaising on behalf of the ISD with the relevant bodies at ANU to provide welfare, ANU bodies include but are not limited to:
 - i. ANU Health;
 - ii. ANU Counselling Centre;
 - iii. ANU Sport;
 - iv. ANU Security;
 - v. Canberra Rape Crisis Centre; and
 - vi. Any other relevant departments to ensure international students wellbeing.
- (b) Prepare events that address the wellbeing of international students
- (c) Coordinate wellbeing events from organising to logistics;
- (d) Take on projects that address the wellbeing of international students.

6.7. Responsibilities of the Social Director of the ISD

6.7.1. Only ordinary members or associate members of the ISD can nominate and run for the position of Social Director of the ISD.

6.7.2. The responsibilities of the Social Director include, but are not limited to:

- (a) Organising and managing large scale social events;
- (b) Coordinate social events from organising to logistics;
- (c) Ensure run sheets are prepared for all events and adequate numbers of department members are present in order to ensure the smooth running of the event; and
- (d) Coordinate with the publication director to ensure that events are adequately advertised.

6.8. Responsibilities of the Education Director of the ISD

6.8.1. Only ordinary members or associate members of the ISD can nominate and run for the position of the Treasurer of the ISD.

6.8.2. The responsibilities of the Education Director include, but are not limited to:

- (a) Liaising on behalf of the ISD with relevant bodies at ANU such as:
 - i. Academic colleges;
 - ii. ANU Dean of students;
 - iii. ANU Skills and learning centre;
 - iv. ANU Careers;
 - v. External career advisory bodies; and
 - vi. Any other relevant departments to ensure international students career accessibility and education support.
- (b) Prepare events that address career development, professional networking and education support for international students.
- (c) Coordinate events from organising to logistics

- (d) Take on projects that support the career and educational development of international students.

6.9. Responsibilities of the Publications Director of the ISD

6.9.1. Only ordinary members or associate members of the ISD can nominate and run for the position of the Publications Director of the ISD.

6.9.2. The responsibilities of the Publications Director include, but are not limited to:

- (a) disseminating information that is of interest and relevance to the welfare and interest of international students to all international students in ANU;
- (b) maintaining and updating all websites and social-media pages of the ISD;
- (c) creating a database on the ISD's website for all documents, reports, policy and position papers; and
- (d) promoting ISD's initiatives and events to the wider student body.

6.10. Responsibilities of the IIC Delegate

- i. The President of the ANU Interhall International Committee shall be appointed for the position of the IIC delegate of ISD.
- ii. The responsibilities of the IIC Delegate include, but are not limited to:
 - (a) Subject to section 6.10.2 (a), the IIC Director will have the same voting and decision making powers as other members of the Executive Committee;
 - (b) The IIC Delegate can opt not to be part of the Executive Committee as and when he/she desires;
 - (c) The IIC Delegate shall not access to the ISD department funding, unless a project proposal is approved by a majority within an executive meeting; and
 - (d) Obligated to attend all Executive Meetings.

6.11. Apologies and absence of Executive Committee

6.11.1. An absence of any Executive Committee member from any Executive Committee Meeting, OGM, AGM, SGM, and event must be accompanied by an apology given 3 calendar days in advance to the Secretary of the ISD.

6.11.2. Any absences not accompanied by an apology which complied with section 6.11.1 or which apology though complied with section 6.11.1, is rejected, the Executive Committee member is considered to be absent without leave and so considered a no attendance.

6.11.3. The President of the ISD have the power to waiver a no-attendance with the approval of half of the Executive Committee.

6.11.4. If an Executive Committee member is late by more than 20 minutes, he/she will be marked as absent without leave and so considered a no-attendance.

7. Non-Executive Committee Members

7.1. General Officer

7.1.1. The following Executive Committee members have the power to appoint up to two students who must be either ANUSA or PARSA's members each to assist them in their role provided that such appointments comply with section 7.1.2:

- (a) Wellbeing Director;
- (b) Education Director;
- (c) Social Director; and
- (d) Publications Director.

7.1.2. Each appointment made by the Executive Committee members stated in section 7.1.1 must receive a unanimous agreement of the President of the ISD, Executive Vice-President of the ISD, and Secretary of the ISD.

7.1.3. General Officers shall take part on different roles depending of its respective portfolio director. Such participation includes but it is not limited to:



- (a) Cooperate in projects which have been delegated by their respective director;
 - (b) Be present and provide assistance in all events created by the International Students' Department
 - (c) Participate in meetings such as OGM, AGM, and SGM;
 - (d) Provide inputs or proposals regarding any feedback that could improve the wellbeing of the international student community at ANU; and
 - (e) Represent the ISD at any designated event.
- 7.1.4. Apologies and absence of General Officers
- 7.1.4.1. An absence of any Director from any OGM, AGM, SGM, and event must be accompanied by an apology given 3 calendar days in advance to the Secretary of the ISD.
- 7.1.4.2. Any absences not accompanied by an apology which complied with section 7.1.4.1 or which apology though complied with section 7.1.4.1, is rejected, the General Officer is considered to be absent without leave and so considered a no attendance.
- 7.1.4.3. The President of the ISD have the power to waiver a no-attendance with the approval of half of the Executive Committee.
- 7.1.4.4. If a General Officer is late by more than 20 minutes, he/she will be marked as absent without leave and so considered a no-attendance.

7.2. ISD Ambassador*

- 7.2.1. Ambassador can be any ANUSA or PARSA's members who is willing to assist ISD executive committee when required. This include but it is not limited to:
- (a) Assist in the set-up of ISD events;
 - (b) Contribute to workshops created by ISD;
 - (c) Participate in meetings such as OGM, AGM, and SGM;
 - (d) Provide inputs or proposals regarding any feedback that could improve the wellbeing of the international student community at ANU; and
 - (e) Represent the ISD at any designated event.
- 7.2.2. Ambassador sign-ups would run from the beginning of term 1, semester 1 of each year until the end of term 1 in semester 2.
- 7.2.3. All the people who participate as an ISD ambassador would receive an official certificate of gratitude for their time at the last event of the year organized by ISD committee.

*The ambassador position has been integrated as an official role. This role would allow more international and domestic students to become part of the ISD. Opposite, to only allow a yearly limited amount of extra manpower intake as in previous constitution.

8. Electing Position Holders

Election of the Executive Committee members

- 8.1. The President of the ISD shall be the elected ANUSA International Officer and so shall be elected according to ANUSA's Constitution.
- 8.2. Election of members of the Executive Committee
- (a) The outgoing Executive Committee shall call for nominations for the positions of the members of the Executive Committee in the second semester of the academic year.
 - (b) Only ordinary members and associate members of the organization can be nominated for the election.
 - (c) Nominations shall be open for at least seven calendar days.
 - (d) Nominations must be signed by two ordinary members (other than the candidate him/herself) of the ISD and must contain a signed statement of the nominee's willingness to act in the position if elected.
 - (e) Candidates may run for multiple positions, but if he/she wins in more than one position, he/she must elect to take on only one position.
 - (f) Members of the current Executive Committee are allowed to run again.

8.3. Notice to members

8.3.1. The sitting Executive Committee of the ISD must endeavour to send a notification to all ISD members of the calls for nomination.

8.3.2. All ordinary members must be informed of the polling venues, dates, times, polling procedures and candidates' statements shall be sent to all ordinary members at least 3 calendar days before the first day of polling.

8.4. Polling period

8.4.1. The polling period shall be at least three working days.

8.5. Method of election

8.5.1. The election of the ISD Executive Committee members shall adopt the preferential system or first past the post system at the discretion of the Returning Officer.

8.6. Counting votes

8.6.1. The Returning Officer of the ISD Election shall have the absolute discretion to determine the validity of each ballot according to ANUSA's election regulations.

8.6.2. The Returning Officer shall count the vote at the end of the polling period.

8.6.3. Each candidate may appoint one scrutineer who may attend the counting of votes.

8.6.4. A candidate may not count the votes or be appointed a scrutineer.

8.7. Returning Officer

8.7.1. Upon his/her consent, a member of the ANUSA Executive Committee shall be the Returning Officer for the ISD election.

8.7.2. Should 8.7.1 not be possible, a former Executive Committee officer of ISD shall, upon his/her consent be appointed as Returning Officer.

9. Vacancy

9.1. Vacancy of Office

9.1.1. An office of the Executive Committee including General Directors becomes vacant when:

- (a) before the expiration of an officer's term, the officer:
 - i. dies;
 - ii. ceases to be an ordinary member; or
 - iii. resigns and whose resignation has been accepted by a unanimous vote at an Executive Committee meeting;
- (b) Director or member have a total of 4 no-attendance (see section 6.11.2) for general meetings, Executive Committee meetings and events during his/her term of office leave combined; or
- (c) the officer is removed from his/her office by a two-third majority vote at an Executive Committee meeting.

9.2. Casual Vacancy

9.2.1. Should a vacancy occur in an office other than that of the President of the ISD, the Executive Committee shall appoint an ordinary member to fill the office until the next general meeting where an ordinary member or an associate member may be elected depending on the office in question.

9.2.2. The officer elected at the general meeting shall serve the remainder of the term of the person he/she replaced.

9.2.3. Should a vacancy occur in the office of the President of the ISD:

- (a) before the commencement of the second semester of the academic year:
 - i. The Executive Committee shall arrange a by-election for the position of the President of the ISD within two weeks of the vacancy occurring; and
 - ii. The Vice-President of the ISD shall perform the functions of the President of the ISD until a new President of the ISD has been elected;
- (b) after the commencement of the second semester of the academic year:
 - i. The Vice-President shall take over as the President of the ISD and the Vice-President role shall be vacant.

10. Finance of the International Students' Department

10.1. Trustees of the ISD

10.1.1. All assets belonging to the ISD will be vested in three trustees:

- (a) President of the ISD;
- (b) Vice-President of the ISD; and
- (c) Treasurer of the ISD.

10.1.2. These trustees hold all properties and money only for the use and benefit of the ISD.

10.2. Absence of a Trustee

10.2.1. Where a trustee is absent from the Australian Capital Territory or is about to be absent, he/she may appoint a member in writing to act as his/her agent during his/her absence.

10.2.2. The appointment of an agent under section 10.2.1 is void if:

- (a) the Executive Committee revokes it; or
- (b) the other trustees do not consent to the appointment.

10.3. Investment of Money

10.3.1. The trustees shall deal with or invest the assets and money of the ISD in such manner as the Executive Committee directs.

10.4. Bank Accounts

10.4.1. The trustees shall open and maintain in the name of, and on behalf of, the ISD such bank accounts as the Executive Committee directs.



- 10.4.2. The Treasurer of the ISD shall pay into such an account all money received by him/her on behalf of the Organization.
- 10.4.3. Money shall not be drawn from such an account except by debit card or other withdrawal means when:
- (a) There is a valid proposal submission for the use of those money which would benefit the international student community.
 - (b) Proposal is required to be signed by at least two trustees before withdrawal.

10.5. Auditors

- 10.5.1. The Treasurer of the ISD must submit ISD's account and such associated books to the Treasurer of ANUSA to be audited once a year, one months before the sitting Executive Committee's term ends.

11. ISD non-profit Organisation

- 11.1. The assets and income of the ISD shall be used only for the promotion of ISD's objectives and no portion may be paid or transferred directly or indirectly to members of the ISD except as:

- (a) honoraria for services rendered by the members of the ISD;
- (b) reimbursement of expenses incurred on behalf of the ISD; and,
- (c) bona-fide rent for premises let to the ISD.

12. Meetings

12.1. Types of meetings

- 12.1.1. There are four types of meetings this Constitution recognises:
- (a) Executive Committee Meeting;
 - (b) Annual General Meeting;
 - (c) Special General Meeting; and
 - (d) Ordinary General Meeting.

12.2. Executive Committee Meeting

- 12.2.1. An Executive Committee meeting is a meeting only for the Executive Committee of the ISD.
- 12.2.2. The purpose of the Executive Committee meeting includes but is not limited to discussing:
- (a) policies;
 - (b) events;
 - (c) matter relating to the welfare of international students; and
 - (d) any other matter necessary in the execution of the office of the Executive Committee officers.
- 12.2.3. The power to call an Executive Committee meeting rests with the President of the ISD.
- 12.2.4. Every member of the Executive Committee is required to assist this meeting.

12.3. Annual General Meeting

- 12.3.1. An Annual General meeting (AGM) is a general meeting held annually for all members of the ISD.
- 12.3.2. The purpose of an AGM is for the Executive Committee includes but is not limited to:
- (a) reporting on all the ISD's activities during the academic year;
 - (b) and reporting on the budget and finances.
- 12.3.3. An AGM shall be held in the second semester of the academic year.
- 12.3.4. The Executive Committee shall give all members a minimum of seven calendar day notice of the time, location and agenda of an AGM.

12.4. Special General Meeting



- 12.4.1. A Special General Meeting (SGM) is a General Meeting open to all members of the ISD.
- 12.4.2. The purpose of an SGM includes but is not limited to ordinary members of the ISD achieving the following:
 - (a) raise awareness or concerns of an issue relating to the ISD;
 - (b) pass a resolution.
- 12.4.3. A SGM may be called by a petition calling for an SGM signed by no less than 20 ordinary members. The petition must be in writing and submitted to the President of the ISD. The written petition must also include a proposed agenda with a written motion if there is any to be passed at the petitioned SGM.
- 12.4.4. A SGM may also be called when two-third of the Executive Committee voted in favour of it at an Executive Committee meeting.
- 12.4.5. After receiving the request and the agenda, the Secretary of the ISD shall set a time, date and location for the SGM. The SGM must comply with the following:
 - (a) the date of the SGM cannot be more than two weeks after receiving the written request;
 - (b) the Executive Committee shall inform all members of the date, time and location of a SGM a minimum of 5 days before the meeting.

12.5. Ordinary General Meetings

- 12.5.1. Ordinary General meeting (OGM) shall be a General Meeting for all members and will have the purpose of giving members a forum to determine the policies of the ISD and to have motions and resolutions passed.
- 12.5.2. The Executive Committee shall call an OGM at least once every Semester in the academic year.
- 12.5.3. The agenda for an Ordinary General meeting shall be:
 - (a) any matters, relating to the ISD, submitted by members of the ISD to the Executive Committee at a minimum of three days before the Ordinary General meeting; and
 - (b) Any matters, relating to the ISD, proposed by the Executive Committee.
- 12.5.4. Requirements at General Meetings
 - 12.5.4.1. The quorum for any General meeting shall be thirty ordinary members of the ISD. A General meeting of the ISD can only begin when quorum is met.
 - 12.5.4.2. If, at the expiry of half-an-hour after the time fixed for the holding of a General meeting, a quorum has not at any time been present, the meeting lapses and the business is stood over the next General Meeting.
 - 12.5.4.3. The Secretary of the ISD shall serve as chair for the meeting. The Chair has the right to:
 - (a) stop any speaker from speaking;
 - (b) regulate misconduct in during General meetings; and
 - (c) determine the time limit for each speaker.
 - 12.5.4.4. With regards to motions and amendments:
 - (a) all motions and amendments shall require a mover and a seconder;
 - (b) the mover and the seconder may not be the same person;
 - (c) the mover and seconder shall have the right to speak for the motion;
 - (d) a motion or amendment may be withdrawn by the mover;
 - (e) a member may only speak once to a motion or amendment unless that member, as the mover of the motion, is exercising his right of reply; and
 - (f) a two-thirds majority at a General meeting is required to repeal a motion or an amendment.
 - 12.5.4.5. Each ordinary member may exercise only one vote for each resolution.
 - 12.5.4.6. Voting by proxy is not allowed.
 - 12.5.4.7. A resolution other than a resolution to repeal or amend this Constitution requires a simple majority to be passed.

13. Amendments to the International Students' Department Constitution

- 13.1. No amendment will be validly passed unless the International Students' Department is given 7 working days of written notice of the motion.

14. Abolishing the Department

- 14.1. The ISD shall not be dissolved except by a three-quarter majority votes cast in favour of a motion to dissolve the ISD passed at a Special General meeting.
- 14.2. In the case of the ISD being dissolved, any excess assets, property, funds or money remaining after all debts and liabilities are paid shall not be given to members but shall be given or transferred to ANUSA.