

THE CONSTITUTION OF SISA

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THE CONSTITUTION OF SISA

International students at Swinburne represent their own specific issues with the full support of the Union. In accordance with the SSU Constitution, the Swinburne International Student Association (SISA) is not a separate entity to the SSU.

SISA is part of the Union and complies with all SSU policy. SISA has the power to specifically campaign for the rights of international students, and to negotiate directly with the University on matters, which exclusively pertain to international students, and to act autonomously on such matters.

1. Name

The name of the SSU International Students Standing Committee for the purposes of this Constitution shall be the Swinburne International Student Association ("SISA").

2. Definitions

2.1 "University" means Swinburne University of Technology.

2.2 "SSU" means Swinburne Student Union.

2.3 "Council" means Swinburne Student Union Council.

2.4 "AGM" means Annual General Meeting of SISA.

2.5 "CISA" means the Council of International Students Australia.

2.6 "International student" is a student who is currently enrolled with the university and is holding an Australian Student Visa.

2.7 "ISO" means International Student Organisation from other university.

3. Purpose

The purpose of the SISA shall be:

3.1 to represent and further the interest and welfare of international students in the university;

3.2 to promote and facilitate the understanding and the principles of multiculturalism between international students and the Swinburne community;

3.3 to encourage and enhance the participation of international students in campus life;

3.4 to oppose any discrimination, injustice, inequality or intolerance which obstructs the achievement of these purposes; and

3.5 to liaise and/or co-operate with clubs and societies and the other organisation with similar purpose within Swinburne community

4. Membership

4.1 Any international student who is enrolled in a course in the university, including TAFE, ELICOS, undergraduate and postgraduate, shall be deemed to be a full member of the SISA and enjoy all of the rights and benefits of membership.

4.2 The executive committee members with portfolio upon the completion of their course will be deemed enrolled students until exiting the country.

5. The Executives

5.1 There shall be an Executive of the SISA which shall comprise of:

- 5.1.1 the President,
- 5.1.2 the Education Officer/Vice-President,
- 5.1.3 the General Secretary/Treasurer,
- 5.1.5 the Welfare Officer

5.2 The Executive is the governing body of the SISA and shall be responsible for:

- 5.2.1 sharing information with other bodies about matters of mutual interest;
- 5.2.2 representing and furthering the interest and welfare of international students in the university;
- 5.2.3 affiliating with other association and organisation outside the university;
- 5.2.4 bringing the international community and university closer together;
- 5.2.5 promoting the principles of equity and recognition of diversity in decision making throughout the international student community, and in the university;
- 5.2.6 disseminating information to international students about developments that affects them; and
- 5.2.7 making final decisions on all issues that are purely specific to international students at Swinburne within the constitutional purposes of SISA.

5.3 The Executive shall meet at least 6 times each year and the President is entitled to chair all meetings of the Executive.

5.4 All members of the Executive other than the chairperson may cast one vote. The chairperson at each Executive meeting may not exercise a deliberative vote but, in the event of a tie, may exercise a casting vote.

5.5 The powers of the Executive shall be defined by these Rules, any Regulations made under these Rules, and the AGM.

5.6 A quorum of the Executive meeting shall be sixty percent (60%).

5.7 Each member must be given at least 5 working days of notice before each meeting. The notice must include:

- 5.7.1 the date, time and place of meeting;
- 5.7.2 in case of special meeting – the business to be considered.

6. Office Bearers

6.1 The President shall:

- 6.1.1 be the chief spokesperson of SISA;
- 6.1.2 liaise with the President and Executive Officer of the SSU on a regular basis;
- 6.1.3 be the direct link between SSU Council, ISU, other university departments, and SISA Executive committee;
- 6.1.4 be expected to oversee and co-ordinate the activities and administration of the SISA;
- 6.1.5 ensure the elected officers of SISA perform their duties as laid down by the SISA Constitution;
- 6.1.6 have a thorough knowledge of SISA Constitution to ensure compliance with its provisions and prepare necessary changes;
- 6.1.7 plan the year's activities; and
- 6.1.8 encourage and participate in the development of SISA policy.

6.2 The Vice-President shall:

- 6.2.1 be the chief spokesperson of SISA in the absence of the President;
- 6.2.2 be the primary assistance to the President in carrying out his or her duties;

- 6.2.3 be responsible for the management of the general committee;
- 6.2.4 act as a deputy chairperson for Committee, General and Annual General Meetings;
- 6.2.5 monitor and supervise the task/activities organize by the Association;
- 6.2.6 plan the year's activities.
- 6.2.7 be responsible for the sponsorship programs for SISA events and projects.

6.3 The Secretary/Treasurer shall:

- 6.3.1 be responsible for the conduct and servicing of all meeting of the committee, including proper notice is given of all meetings, accurate and complete minutes are taken and kept;
- 6.3.2 ensuring that an accurate copy of the policy and constitution be kept;
- 6.3.3 be responsible for supervising the administrative affairs of SISA;
- 6.3.4 liaise with the SSU Secretary/Treasurer and chief financial officer of the SSU on a regular basis;
- 6.3.5 be responsible for the correspondence of SISA;
- 6.3.6 be responsible for efficiently maintaining an accurate account of all financial matters pertaining to SISA;
- 6.3.7 be responsible for the provision of regular financial reports to the committee;

- 6.3.8 keep receipts of ALL funds spend;
- 6.3.9 record and account for ALL funds spent; and
- 6.3.10 know how much funding is available when planning events.

6.4 The Education Officer shall:

- 6.4.1 responsible for addressing the educational issues affecting international students;
- 6.4.2 to consult with the international students population regarding educational matters;
- 6.4.3 to provide information to and working in consultation with education representatives;

- 6.4.4 to liaise with SSU Council and Standing Committees , NLC and other bodies on educational matters affecting international students in the university;
- 6.4.5 to liaise with the SSU Executive Officer, SSU Education Vice-President and relevant SSU education staff about significant issues that affect international students in the university;
- 6.4.6 to liaise with the SSU Education Board; and
- 6.4.7 to report regularly to the SISA Executive on all matter that arise at meetings of Education Board.

6.5 The Welfare Officer shall:

- 6.5.1 be responsible for addressing welfare issues affecting international students;
- 6.5.2 be liaise with the university's Equity Unit and SSU's Access and Equity Officer;
- 6.5.3 be informing international students bodies of pertinent issues in areas of welfare;
- 6.5.4 be organising events, activities or workshops to promote awareness for the international student's welfare on campus.

7. Annual General Meeting

7.1 The annual general meeting of the SISA shall be held annually between August or September. It is empowered to make all decisions on all matters before it provided that such decisions are consistent with the purpose of the SISA.

7.2 The ordinary business of the annual general meeting is to consider:

7.2.1 the minutes of the previous annual general meeting and any subsequent special meeting;

7.3 The quorum for the annual general meeting will be 20 International students. If quorum is not present within 30 minutes of the time of which notice has been given, the meeting will not proceed.

7.4 There need to be at least 10 clear academic days notice given to the general members. The notice must include the:

7.4.1 time, date and place of meeting; and

7.4.2 business to be considered.

8. Special General Meeting

8.1 A special general meeting can be held by:

8.1.1 resolution of the Executive; or

8.1.2 request from at least 50 International students.

8.2 The requests from the students must be in writing and need to include:

8.2.1 name and nationality of student;

8.2.2 signature of student;

8.2.3 contact details of student; and

8.2.4 motion(s) to be considered.

8.3 The quorum for the special general meeting will be 50 International students. If quorum is not present within 30 minutes of the time of which notice has been given, the meeting will not proceed.

8.4 There need to be at least 10 clear academic days notice given to the general members. The notice must include the:

8.4.1 time, date and place of meeting; and

8.4.2 business to be considered.

9. Non-Attendance

If a member of a committee:

9.1 Fails on 3 consecutive occasions to attend within 30 minutes of the time of which notice has been given of an ordinary meeting of the committee; and

9.2 does not have a reasonable excuse that is accepted by resolution of the committee; their position automatically becomes vacant.

10. Minutes

The General Secretary shall keep minutes of the resolutions and proceedings of each official meeting with a record of the names of persons present at such meetings.

11. Policies

11.1 The AGM may make such Policies as it sees fit provided that such Policies are consistent with the SISA constitution and SSU policy;

11.2 The Executives may make such regulations as it sees fit provided that such Policies are consistent with the SISA constitution and SSU policy and any regulations made during the SISA AGM.

12. Signatories of Negotiable Instruments

12.1 All promissory notes and other negotiable instruments shall be signed by the President and the SSU Secretary/Treasurer in consultation with the SSU chief financial officer

13. Amendments

13.1 The Rules and Constitution of SISA shall not be altered except in an SISA Annual General Meeting or by SSU regulation