

# FIUTS Student Board Constitution

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## Article I: Name of Organization

The name of the organization shall be the *Foundation for International Understanding Through Students (FIUTS) Student Board*.

## Article II: Purpose

**Section A:** The SB shall enhance international understanding and promote cultural exchanges between UW international and domestic students, scholars, and their family members. It shall endorse the FIUTS mission and cooperate with FIUTS to fulfill the FIUTS mission.

**Section B:** The SB shall create an environment where ideas could be heard without judgment, cultural differences could be respected and the spirit of internationalism could be fostered.

**Section C:** The SB shall act as the representative organization for UW student members within the parent organization.

## Article III: Terminology and Definition

**Section A:** The *Foundation for International Understanding Through Students* shall be referred to hereinafter as *FIUTS*.

**Section B:** The *FIUTS Student Board* shall be referred to hereinafter as *SB*.

**Section C:** The *English Language Program* of the UW shall be referred to hereinafter as *ELP*.

**Section D:** A SB Ex-Officio is a formal previous SB member that is honored to be part of the SB, without necessarily having to comply with all the time commitment and other requirements of a SB member. Her/his experience and ideas should be given a special attention by the other SB members, but not necessarily privileged.

**Section E:** A SB Advisor is a FIUTS regular full-time staff member, as specified in Article IV, that is allowed to be part of the SB, without necessarily having to comply with all the time commitment and other requirements of a SB member. Her/his direct relation with the FIUTS organization and its points of view and interest should be given a special attention by the other SB members, but not necessarily privileged.

## **Article IV: Membership**

**Section A:** SB Membership designations shall consist of: Regular members, Affiliated members, and Ex-Officio members.

1. Each SB member shall be a FIUTS member in good standing, and pay the necessary yearly dues.

**Section B:** The Regular members of the SB shall be regularly full-time enrolled undergraduate or graduate students at the UW, or regularly full-time enrolled ELP students.

1. The SB shall have a minimum of five (5) Regular members, including the SB president.
2. The SB shall consist of at least one (1) graduate student and one (1) undergraduate student.
3. The SB shall consist of at least one (1) domestic student and one (1) international student.
4. The SB is strongly encouraged to have one (1) ELP student as a Regular member. This member shall be representative of the current ELP student body, and be planning, as best as they can be, to remain a SB member for the full term.
5. Each SB Regular member shall have one (1) vote at a SB meeting, which may be cast in person only. Proxy voting is not recognized by the SB.
6. Only SB Regular members shall be eligible to sit on the FIUTS Board pursuant to the terms of the FIUTS Articles of Incorporation and Bylaws. The designation and the maximum number of the voting members shall be as specified in the FIUTS By-Laws, and shall reflect as much diversity of culture and opinions within the SB as possible. If a proxy needs to be appointed, she/he shall be a SB Regular member. Those voting members and proxies shall be approved by the SB by quorum only.

**Section C:** The Affiliated members of the SB shall be either UW scholars and/or spouses of international UW students and/or UW staff and/or FIUTS staff and/or scholars from the US that is affiliated to the UW.

1. The SB shall have a minimum of one (1) Affiliated member which shall act as the advisor, hereinafter referred to as the SB advisor. The SB advisor shall be either the Executive Director of FIUTS, the Manager of Student Programs of FIUTS, or the Manager of Education Outreach of FIUTS and can be switched as necessary during the year.
2. The SB shall have a maximum of three (3) Affiliated members, which include the SB advisor.
3. Affiliated members have no voting privileges, nor can they cast a vote as a SB member on the FIUTS Board of Trustees.

**Section D:** The Ex-officio members of the SB shall be regularly full-time enrolled undergraduate or graduate students at the UW.

1. An Ex-officio member has to have been a SB Regular member in good standing for the entire term preceding the one she/he intends to become Ex-officio member.
2. The Ex-officio term can be until the end of the SB term and cannot be renewed.
3. Clause 3 Ex-officio members have no voting privilege in the SB, neither can they cast a vote as a SB member on the FIUTS Board of Trustees.

**Section E:** All SB members shall demonstrate a commitment to FIUTS and its mission.

1. Any SB member, regardless of status as SB Regular Member, SB Affiliate, or SB Ex Officio, excepting the SB advisor, may be removed from the SB with the consent of the majority of the SB voting membership for demonstrated lack of commitment to the SB and to FIUTS, conflict of interests or non-compliance with the terms of the SB Constitution.

## **Article V: Administration**

**Section A:** SB membership term shall be one (1) calendar year.

1. The term shall begin on the 1st of September, and shall end on the 31st of August of the following year.
2. Members of the SB, with the exception of the SB Advisor, shall be elected by the outgoing SB following an interview process to be defined by that SB in consultation with the SB Advisor.

**Section B:** If vacancies on the SB occur during the year, appointments to fill them shall be made by majority vote of the SB.

1. If a SB member is elected during the calendar year, her/his membership term ends on the 31st of August.

**Section C:** Any approval of a new SB Regular or Affiliated member shall follow the procedures established by the SB, which shall include the following:

1. All FIUTS members shall be notified of the SB membership opening. A notice via the FIUTS newsletter and the FIUTS website at least two (2) weeks prior to the application deadline shall suffice.
2. At least one (1) individual interview shall be conducted for each candidate by at least two (2) current SB members in good standing.

**Section D:** The SB shall have one (1) President.

1. The President shall be a SB Regular member in good standing only.
2. The President shall be appointed by majority vote of the outgoing Student Board during the board appointment process. If the Student Board President resigns or otherwise ceases to hold the position, a new President shall be appointed by the Student Board at their next meeting, with the Secretary acting as the Student Board President in the interim.

3. The meeting when the election of the President takes place shall be announced to the SB a week in advance.
4. Presidency of the SB automatically terminates at the end of the SB term and is not subject to renewal or extension.
5. The President shall act as the decisive voice when a motion to vote ends up in a tie.

**Section E:** With the exception of the President, regular members of the SB shall occupy officer positions as follows:

1. One regular member of the SB shall be the Secretary. The Secretary shall be responsible for record keeping and ensuring compliance with the SB Constitution.
2. One regular member of the SB shall be the Treasurer. The Treasurer shall be responsible for maintaining the SB budget, fundraising activities, and assisting event organizers within the SB with event finances.
3. Other officer positions may be defined by the SB. Such officer positions may include, but are not limited to:
  - i) Event Chair - individuals responsible for running core SB activities such as Culture Fest, Global Gala, or Wednesday Lunch
  - ii) Website Manager - an individual responsible for managing the SB website
  - iii) Outreach Chair - an individual responsible for outreach to other organizations on campus.
4. All regular members of the Student Board shall occupy at least one officer position. Multiple regular members of the Student Board may occupy the same officer position, sharing responsibilities.
5. Positions shall be allocated by majority vote of the SB during its first meeting of the year.
6. Positions may be re-allocated by two-thirds majority vote of the SB during any meeting of the year.
7. Positions may be allocated by consensus of the incoming SB during training or any other preparatory meeting before the year's start. Such consensus need not take place within the formal structure of a SB meeting. In the event of consensus being impossible, the incoming SB President & SB Advisor will mediate and assign temporary positions until the first meeting of the SB when positions will be allocated formally. The outgoing SB shall put forward suggestions for officer allocation based on the results of the interview process.
8. In the event of an officer position becoming vacant, the SB shall appoint one of its members to fill that position by majority vote if necessary.

**Section F:** The SB shall have two (2) affiliate members acting as liaisons to the Associated Students of the University of Washington (ASUW) Student Senate and the Graduate & Professional Student Senate.

1. The liaisons shall act in the interests of the FIUTS SB as directed by the SB.
2. The liaisons shall keep the SB informed of affairs within the body to which they act as liaisons. This includes, but is not limited to, reporting to the SB at least quarterly, forwarding relevant communiqués to the SB, and notifying the SB in a timely fashion of any pressing issues as they arise.
3. The liaisons may attend SB meetings, but are not expected to attend them regularly.

4. The liaisons shall be appointed by the outgoing student board as part of the regular student board appointment process.

## **Article VI: Student Board Member Meetings**

**Section A:** Regular meetings shall be held weekly during the academic year from September through June.

1. Any two (2) SB members can call for an emergency meeting.
2. The time and date of the meetings shall be determined by the schedules of the SB members at the beginning of each academic quarter.
3. If there are any changes to the regular meeting schedule, or if an emergency meeting is to be scheduled, all the SB members shall be notified at least one day prior to the meeting.
4. A quorum consists of more than 50% of voting members and the SB advisor for any meeting.

**Section B:** Decisions of the SB action shall take place in a SB meeting by vote.

1. Either the SB advisor or an Ex-officio can serve as the neutral party if a vote requires confidentiality or a count.

**Section C:** Meeting minutes shall be taken during all meetings by a SB member present.

1. Any formal SB action discussed in a SB meeting shall be reported in the meeting minutes.

**Section D:** At least one (1) meeting per quarter shall be open to students.

1. A public announcement about the open meeting shall be made at least one (1) week prior to the open meeting.

**Section E:** All SB meetings shall be open to any FIUTS staff.

## **Article VII: Amendments to this Constitution**

**Section A:** Any SB member may make a motion to amend this constitution.

2. Proposed amendments shall only be considered during fall, winter or spring quarters.
3. The proposed amendment shall be distributed, either by email or by written/printed copies, to the SB at least two (2) weeks before the meeting at which it is to be considered.

**Section B:** Any successful amendment to this constitution shall require approval at a SB meeting by a 2/3 majority vote of the Regular members.

**Section C:** Any amendment which receives the required 2/3 majority shall become effective immediately after adjournment of the meeting at which it is adopted, unless the motion to amend specified a time that the amendment shall take effect.