Constitution of the International Education Exchange Council (IEEC)

As Revised on August 2022

Purpose:

IEEC is a student organization, which maintains a goal of supporting international education, study abroad, and student exchanges at San Francisco State University (SF State). Our organization helps to connect international exchange students studying at SF State, and American students who are seeking to study abroad or who have returned from an overseas study program. We also welcome anyone committed to international education and exchange.

Membership:

Anyone is allowed to join the IEEC. We welcome all domestic, J-1 visa, and F-1 visa SF State students from all national backgrounds, gender/sexual identities, ethnicities, religious backgrounds, and the differently abled. IEEC is designed for domestic students studying abroad, foreign exchange students at SF State, and students returning from their exchange or California State University International Programs (CSU IP). Only currently registered SF State students (whether foreign or domestic) may be voting members of the organization or serve on a committee.

Governing Structure:

The current governing structure is as follows: Two Presidents are in charge of IEEC; one will be a domestic American student, the other an international student. One president represents the interests of American students planning to study abroad or those who have returned. The American president must have studied abroad on either an SF State Exchange program or through the California State University International Program (CSU IP). The international President represents all international students. The international president must be studying at SF State either on an F-1 or J-1 student visa. The Presidents book rooms for IEEC meetings, hold Weekly Officer Meetings, and maintain order within the organization. The Presidents are responsible for organizing the Study Abroad Fair, the IEEC Open House, and all officer retreats. The Presidents communicate all important matters to the Staff Advisor through regular reports.

The Structure of IEEC is split into seven committees, each headed by a Chairman who communicates directly with the Presidents. In addition to the Weekly Meeting for all officers, each committee meets once a week among themselves. Each committee chair is responsible for scheduling the weekly meetings of their committee, ensuring the attendance of their committee members, keeping minutes of meetings, and providing regular reports of committee meetings to the Presidents.

The Finance Chairman (also known as the Treasurer) maintains the finances of the organization. The Finance Chairman will monitor the solvency of IEEC. Within the Finance Committee, the Chairman will nominate Financial Officers to the positions of Deputy Chairman, Accountant, Fundraiser, Liaison to the Special Events Committee, Vendor Searcher, and Secretary. The Finance Committee will monitor the current state of the bank account and handle all AS funding, including the AS Historical funding given for the IEEC Study Abroad Fair each semester. The Treasurer is responsible for ensuring the AS Historical funding request is submitted in Gator Experience at least a month and half before the event each semester.

In addition to monitoring the funds of IEEC, the Finance Chairman/Treasure guides IEEC committees on how to create a budget. Committee members/chairs seeking to spend IEEC funds are responsible for the creation of the final budget proposal that is submitted to the Finance Chairman, both IEEC presidents, and the Staff Advisor. Any request for funds must be submitted no later than 30 days prior to the event.

Any request for funding of $500 or more requires written approval from the Finance Chairman, both IEEC presidents, and the Staff Advisor. Any request for $2,000 or more requires a vote from IEEC members of half plus one in addition to written approval from the Finance Chairman, both IEEC presidents, and the Staff Advisor.

The Finance Committee’s goal each year is to not lose any money and to raise funds for scholarships which will be awarded to an outbound study abroad student leaving for their exchange at the Biannual Study Abroad Ceremony in May and December.

The Special Events Committee plans any IEEC event that is larger than 25 people. They create the majority of IEEC’s scholarship revenue through fundraising activities and also carry the organization’s greatest financial exposures. Every semester, they may plan a weekend trip to Yosemite, a Welcome or Halloween Party, a Lake Tahoe trip, and the end of the semester Gala. Their event goals are: costs as low as possible and as many attendees as possible. They must work closely with the Finance Committee to create event budgets.

The Social Committee organizes weekly social events, usually Thursday or Friday. These are called TGITs and TGIFs. They are encouraged to plan events that Under-21s can go to, such as the Exploratorium Thursday nights or Bowling Night. The Social Committee must plan all weekly events at least one week prior to the social gathering.

The Creative Committee is responsible for planning events that are of cultural importance such as a monthly Movie Night at a different historic theater in San Francisco. They may also arrange trips to Silicon Valley, tours of start-ups, Game Night, and attending Oakland First Fridays. If IEEC has an overload of officers in one semester, the Creative Committee can be thrice split into the Creative, Cross-Cultural, and Academic Committees, all of which specialize in a particular cultural event for that semester.

The Sports Committee is responsible for assembling one or two (based on the amount of interest) soccer teams that compete in the SF State recreational league. The Chairman of the Sports Committee will monitor the safety of IEEC members participating in the sports activities. The Sports Committee also arranges events such as hiking trips, attending local sports games, and physical activities, such as skydiving or going to a trampoline house.

The Public Relations Committee (hereby PR) is responsible for maintaining and creating communication channels with IEEC members. The PR Committee will maintain the IEEC website, http://www.SF Stateieec.com/, the Facebook pages (one for officers only and the other for general members) and the Instagram account. The PR Committee will design all promotional

items for IEEC including but not limited to: flyers, posters, entrance tickets, pens, banners, etc. The PR Committee is responsible for sending out the weekly newsletter to all IEEC members and making sure all members are aware of upcoming events.

Finally, the Executive Committee is the eyes and ears for the Presidents. Executive committee members are each assigned to another committee and must attend their weekly meetings. They must then meet with the Presidents and inform them of the goings-on within the club and communicate information back to the Chairmen and their committees. The Executive Committee Chairman is responsible for maintaining the cleanliness of the IEEC Office in T-125. Every officer in IEEC is required to do one hour a week of duty in the IEEC Office. The Executive Chairman monitors the attendance of the officers. The Executive Committee is also heavily involved in organizing the Study Abroad Fair, the Open House, and the Officers’ Retreat.

Officer Elections Process:

During the IEEC Officer Orientation at the beginning of each semester, elections are held to determine the two Presidents. After the candidates debate and list their skills and goals, the Americans separate and vote for the American President and the foreign exchange students vote for the Exchange President. It is done with a blind vote and the Advisor counts all the votes and reports the results. After the Presidents are chosen, the officers split up into the committees they wish to join and nominate the Chairman from among themselves.

Officer Removal Process:

If an officer must be removed, the Presidents must agree with each other that the officer has violated campus rules. Then, they take the officer in question and go to the Advisor. The Advisor mediates the process and makes the final decision on the officer’s removal. An officer can be dismissed from any of the following:

• Violating Title IX policies

• Using IEEC funds without the Finance Committee’s permission

• Stealing money or personal possessions from IEEC members or the organization itself

• Driving IEEC members to an IEEC event without a license or insurance

• Drinking underage or in any instance where it is against American law

• Buying alcohol for students under 21

• Consuming illegal substances during or on the way to any IEEC events

• Misleading or being dishonest with the Staff Advisor or any other member of IEEC or campus community

Length of Term for Officers:

Every officer must attend the IEEC Orientation meeting every semester to renew their officer status, which can be renewed indefinitely. The Chairs are switched out every semester, but it is possible to be nominated again by their committee. The term for presidents is one semester, with a term limit of two semesters.

How to Amend the Constitution:

Any officer may suggest an amendment to the Constitution at the Weekly Officer Meeting at any time from the day in which it was written. Their motion must be seconded by another officer. The motion is taken to a vote with a minimum 50% in agreement to pass the amendment. Either of the Presidents or the Advisor may veto the amendment. The measure may be taken to a revote and if 66% of the officers at the Weekly Officer Meeting agree and 4 out of 7 Chairmen agree, the veto is overridden.