



臺北醫學大學
TAIPEI MEDICAL UNIVERSITY

International Students Association (ISA)

PREAMBLE

We, the students of Taipei Medical University;

Conscious of the significance of unity;

Cognizant of the need to foster social interaction among foreign and local TMU students;

As this contributes to the furtherance of TMU's vision and mission;

And provides essential representation for TMU's globalization;

Convinced of the need to act and contribute to the world as the International Students Association;

Do enact and adopt this constitution as our primary instrument of authority and reference in conformity with other regulations of Taipei Medical University and the Ministry of Education.

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ARTICLE I

1:1 SECTION I – NAME & HEADQUARTERS

1:1:1 Name

The name of the Association shall be the: Taipei Medical University International Students Association, herein after referred to as 'ISA'.

1:1:2 Headquarters

The ISA headquarters shall be located in TMU, International Office.

ARTICLE II

2:1 SECTION I – MOTTO, LOGO & OFFICIAL LANGUAGE

2:1:1 Motto

The motto of ISA shall read; UNITY, GLOBALIZATION, SERVICES.

2:1:2 Logo

The logo of ISA shall incorporate the TMU Logo, International Students Association, and a book.

2:1:3 Official Language

The official language of ISA shall be English. This Constitution shall be interpreted only in the English language with full effect and potency - any other language shall be secondary to English.

ARTICLE III

3:1 SECTION I – AIMS AND OBJECTIVES

- 3:1:1 To promote unity among students at Taipei Medical University based on the following common objectives and goals;
- 3:1:2 To seek optimal, successful and further education for all through consultation with authorities and agencies relevant to the Association;
- 3:1:3 To encourage the provision of facilities and environments conducive to academic excellence and research;

- 3:1:4** To develop students and enrich their lives by promoting interpersonal and cross-institutional activities through curricular and extra-curricular activities;
- 3:1:5** To defend and protect the rights and privileges of students within the framework of TMU and MOE regulations;
- 3:1:6** To help resolve problems related to academic life that may hinder students' process;
- 3:1:7** To promote our own cultures and appreciate the cultures of other nationalities as well as the humanistic values and traditions of all people in Taiwan;
- 3:1:8** To promote gender equity in all the activities of ISA;
- 3:1:9** To actively engage in joint activities with other associations and to contribute to cooperation and dialogue among student associations and universities within Taiwan and abroad.

3.2 SECTION II – ACTIVITIES

- 3:2:1** Participate in international, regional or national students' activities, and take action to realize the aims and objectives which may be decided upon at such activities;
- 3:2:2** Work for students' participation in actions that are of interest to ISA;
- 3:2:3** Facilitate and organize meetings, symposia, seminars, workshops, conferences, lectures etc. that create the opportunities for students' participation at national and international levels;
- 3:2:4** Organize students to assist in volunteer and relief work, and support these efforts with resources and funding to provide moral and material support for students and organizations;
- 3:2:5** Plan, organize and manage meetings of students and other participants;
- 3:2:6** Articulate students' issues and problems, and work with the International Office and Taipei Medical University to resolve them;
- 3:2:7** Develop relationships and cooperation with other international organizations, inter- and non-governmental organizations on the issues of common interest;
- 3:2:8** Organize and support students' sporting activities;
- 3:2:9** Voice students' perspectives in ISA correspondence and other documents and publication;
- 3:2:10** Any other activities that further ISA aims and objectives.

ARTICLE IV

4:1 SECTION I – ADMISSION AND DISQUALIFICATION

- 4:1:1** All Full-Time International Students studying in Taipei Medical University are automatically members of ISA; however, this does not include International/Inbound/Exchange Program Students who are here for specialized training and are not staying long enough to attend two regular ISA meetings;
- 4:1:2** Membership shall begin upon the student's arrival at TMU based on their acceptance by the institution of study;
- 4:1:3** All members will have equal rights in ISA and must except where other regulations or circumstance dictate otherwise;
- 4:1:4** All members of ISA are encouraged to be active members, such members may receive compensation for their time or effort in some circumstances;
- 4:1:5** ISA members who intend to leave campus for an extended study leave, research, an exchange program or other reasons that will cause absence from two or more consecutive ISA meetings or events, shall document their reason in ISA application form;
- 4:1:6** Members shall be disqualified from ISA when guilty of any action that seriously breaches the constitution. However, the seriousness of this action shall be determined by active members' decision or a specialized committee; the case of disqualification can be brought to active members for review, and if deemed unnecessary they shall be re-admitted to ISA.
- 4:1:7** Only active members can terminate any student's membership in ISA, after the advisory committee makes its report at the same meeting. This must be supported by a two-thirds majority vote;
- 4:1:8** Students who complete their term of study at or graduate from TMU are no longer bonafide members of ISA. However, they are qualified to receive ISA services for a month following the end of their studies so long as they remain at TMU.

4:2 SECTION II – SUSPENSION

- 4:2:1** A member shall be suspended by the active members meeting with a two-thirds majority vote - when they violate the constitution, to an extent which the student body deems necessary to confer suspension;
- 4:2:2** Executive and committee members who do not perform in conformity with the constitution may be suspended from their positions by the Executive committee upon endorsement by the active members at the next meeting.

ARTICLE V

5:1 SECTION I – ORGANIZATIONAL STRUCTURE

- 5:1:1** General meeting of any of the three types (Active member, Executive and Advisory) is the highest decision making body of ISA;
- 5:1:2** Decision-making powers of meeting shall be the Executive committee that shall be headed by the President;
- 5:1:3** Advisory committee shall be responsible for decision making when the Executive is in crisis;
- 5:1:4** Various committee shall exercise powers conferred on them by the constitution, but in consultation with the Executive committee.

ARTICLE VI

6:1 SECTION I – ORGANS OF ISA

Active members, Executive committee and Advisory committee, overseen by TMU International Office.

6:2 SECTION II – THE MEETINGS

- 6:2:1** There shall be at least three (3) times of general meetings in each semester, which could be either Ordinary meeting, Extra-ordinary meeting or Emergency meeting;
- 6:2:2** All three meetings shall have equal powers over the affairs of ISA;
- 6:2:3** There shall be a stipulated period for Ordinary meeting. Extra-Ordinary shall only be convened when Executive has failed to call for general meeting within the stipulated period. An Emergency meeting shall be convened whenever a matter arises that cannot be addressed solely by the Executive committee;
- 6:2:4** Apart from the Extra-ordinary meeting, which shall be chaired by the Advisory organ, both Ordinary and Emergency meeting shall be convened when one-half majority is reached;
- 6:2:5** Quorum for Extra-ordinary meeting shall be 50% plus 1 of the active members, however members present at any given meeting shall vote to approve a given meeting;
- 6:2:6** Active members present at the meeting shall have the final authority if no decision is made by the Executive, Advisory or International Office on all matters before it.

6:3 SECTION III – EXECUTIVE COMMITTEE

- 6:3:1** Shall be empowered to deal with issues of constitutional interpretation, and this shall only be over-ridden by active members general meeting;
- 6:3:2** Shall make decisions on behalf of the entire members to carry out actions that benefit the students;
- 6:3:3** Shall prepare and present reports on all activities to the ISA, and these reports shall be subject to objective scrutiny by active members;
- 6:3:4** Shall enter into contracts with other bodies of interest to ISA in consultation with the active members;
- 6:3:5** Shall recommend the submission, disqualification and suspension of members, subjected to the endorsement by active members meeting;
- 6:3:6** All decisions shall be taken by a simple majority vote (two-thirds);
- 6:3:7** The term of an outgoing Executive committee shall be extended for a period of up to a month after the holding of the elections, and the term of any Executive committee shall be at least eleven consecutive months; elections shall be conducted at least a month before the expiration of the term of office of the ruling Executive committee;
- 6:3:8** During this period, the outgoing and newly elected Executive committee shall arrange the handover of all association properties and materials, and prepare a smooth transition. The newly elected Executive shall assume full responsibility at the end of the one-month period;
- 6:3:9** The Executive shall decide on the extension of invitations to observers or guests to general meetings; however, invitees shall have no voting rights.

6:4 SECTION IV – EXECUTIVE COMMITTEE POSITIONS (ELECTABLE)

- 6:4:1** The following positions shall constitute the Executive committee through free and fair elections or otherwise:
- President;**
 - Secretary General;**
 - Director of Finance/Treasurer;**
 - Director of Public Relations;**
 - Activities Coordinator;**
 - Director of Internal Audit;**
 - Information Manager.**
- 6:4:2** An executive officer may be voted into the same position for more than two terms depending on his or her commitment and performance in that position;
- 6:4:3** All assistant positions are electable or assigned, except the Directors of Finance/Treasurer and Internal Audit, which shall have no assistants;

6:4:4 For each Electable Executive committee Office with more than one contestant/candidate, the candidate with the most votes holds the lead position, while the runner up takes an assistant position.

6:5 SECTION V – FUNCTIONS OF EXECUTIVE OFFICERS

6:5:1 PRESIDENT

- 6:5:1:1** Shall preside over ISA and Executive committee meetings;
- 6:5:1:2** Shall be the Chief Executive Officer and Chief Spokesperson for ISA;
- 6:5:1:3** Shall be a signatory to ISA's account/budget;
- 6:5:1:4** Shall request periodic reports from all other officers of ISA for the purpose of information and directives on appropriate actions;
- 6:5:1:5** Shall, in the event of a tie, have a deciding vote during ISA Executive committee meeting or general meeting;
- 6:5:1:6** Shall be entitled to a veto power on any decision taken in the Executive committee; however, the President is entitled to only one veto in a meeting. The veto can be overridden with a two-thirds majority of the Executive Officers present.

6:5:2 VICE PRESIDENT

- 6:5:2:1** Shall be assistant to the President and therefore assumes all the duties and responsibilities of the President in his/her absence, and any other duties assigned by the President, except 6:5:1:6.

6:5:3 SECRETARY GENERAL

- 6:5:3:1** Shall be the Administrative Officer of the Secretariat;
- 6:5:3:2** Shall be the custodian of archives and all important documents of ISA at all levels;
- 6:5:3:3** Shall convene meetings of Executive committee in consultation with the President;
- 6:5:3:4** Shall keep records of all proceedings and resolutions of ISA;
- 6:5:3:5** Shall superintend the day-to-day execution of the resolutions of Executive committee and general meetings;
- 6:5:3:6** Shall submit Secretariat Report of the outgoing executive to ISA;
- 6:5:3:7** Shall be one of the signatories to all monetary transactions of ISA;
- 6:5:3:8** Shall be responsible for co-operation and collaboration with governmental and non-governmental organizations;

6:5:3:9 Shall submit periodic reports and make recommendations to meetings.

6:5:4 ASSISTANT SECRETARY GENERAL

6:5:4:1 Shall assist the Secretary General in running the office and assume all duties and responsibilities of the Secretary General in his/her absence, and any other duties assigned by the Secretary, except 6:5:3:7 and 6:5:3:8.

6:5:5 DIRECTOR OF FINANCE/TREASURER

6:5:5:1 Shall disburse funds as approved in the budget and/or as directed by the President;

6:5:5:2 Shall keep records of all financial transactions of ISA;

6:5:5:3 Shall chair the finance account of ISA;

6:5:5:4 Shall present to Executive committee and active members financial statement of the preceding period(s) before the students body;

6:5:5:5 Shall be a signatory to all financial transactions of ISA and shall be held accountable for all monies received and disbursed by ISA;

6:5:5:6 Shall pay monies received in cash into ISA's account as soon as possible;

6:5:5:7 Shall maintain sound financial system of ISA's account(s) and present documents of financial transactions of ISA to Internal Audit for scrutiny;

6:5:5:8 Shall perform all financial engagements on behalf of ISA.

6:5:6 DIRECTOR OF PUBLIC RELATIONS

6:5:6:1 Shall be in-charge of publicity regarding ISA;

6:5:6:2 Shall make ISA's stands on critical issues known to the public through any appropriate means;

6:5:6:3 Shall work towards a good public image of ISA and improve this image when and where possible;

6:5:6:4 Shall, in consultation with the President and Secretary General, prepare and issue press releases on ISA's activities/positions;

6:5:6:5 Shall work towards cordial relations with other like-minded organizations;

6:5:6:6 Shall be chairperson of the Editorial Board that shall be responsible for the publication of ISA's newsletters, magazines, etc.;

6:5:6:7 Shall ensure that the contents of all publications, releases, statements etc. emanating from ISA for public consumption follows the spirit of the Constitution to the latter;

6:5:6:8 Shall have access to all relevant documents of ISA for the purpose of informing students about the activities and programs of ISA;

6:5:6:9 Shall draw up and promote proposals of sponsorship for various projects and programs of ISA;

6:5:6:10 Shall work on any other matter as directed by Executive committee and active members;

6:5:7 ASSISTANT DIRECTOR OF PUBLIC RELATIONS

6:5:7:1 Shall assist the Director of Public Relations in running the office and assume all duties and responsibilities of the Director of Public Relations, and any other duties assigned by the Director.

6:5:8 ACTIVITIES COORDINATOR

6:5:8:1 Shall strive to harness the cultural and social talents of students with a view to create social cohesiveness;

6:5:8:2 Shall mobilize students towards support for all programs of ISA;

6:5:8:3 Shall create platforms for linking members for the purpose of redressing anomalies;

6:5:8:4 Shall initiate, organize and coordinate all social programs of ISA.

6:5:9 ASSISTANT ACTIVITIES COORDINATOR

6:5:9:1 Shall assist the Activities Coordinator in running the office affairs and assume all duties and responsibilities, and any other duties assigned by the Director.

6:5:10 DIRECTOR OF INTERNAL AUDIT

6:5:10:1 Shall monitor the financial transactions of ISA and conduct quarterly audits of ISA's accounts;

6:5:10:2 Shall validate reports of the Director of Finance presented to the Executive and general ISA members and present his/her reports at the meeting;

6:5:10:3 Shall include the state of ISA's finances and recommendations for better financial discipline;

6:5:10:4 Shall not be engaged in any financial transactions that may affect his/her functions.

6:5:11 INFORMATION MANAGER

- 6:5:11:1** Shall monitor social networking/media/record keeping: creating a secure and smooth platform for Information Dissemination among ISA members;
- 6:5:11:2** Shall cooperate/collaborate closely to other departments especially Director of Public Relations to easily access students' information or details;
- 6:5:11:3** This office will make general move for greater transparency in cooperating with all departments to the general student body (ISA);
- 6:5:11:4** Shall keep maintaining the ISA Networking Platform as a platform for smoothly reaching each other and a goal to identify through the needs assessment process;
- 6:5:11:5** The director shall keeping the privacy of every individual secure;
- 6:5:11:6** Improve the flexibility and reaching each department in their operations and as well establish the trust and increased satisfaction and loyalty to all.

6:5:12 ASSISTANT INFORMATION MANAGER

- 6:5:12:1** Shall assist the Information Manager in running the office and assume all duties and responsibilities of the Information Manager, and any other duties assigned by the Manager

6:6 SECTION VI – ELECTION OF EXECUTIVE COMMITTEE

- 6:6:1** Elections for Executive committee shall be annually, except otherwise necessitated by events;
- 6:6:2** Executive committee or Active members shall form an Electoral committee that shall oversee the conduct of elections of the new Executive a months before the term of the current Executive expires
- 6:6:3** An Electoral committee is urged to invite an Independent Investigator of one or more person within ISA/Outside to monitor the election proceedings, if necessary.

ARTICLE VII**7:1 SECTION I – ELECTION RULES**

- 7:1:1** Presidential candidates are eligible based on the following; (I) not a first-year student, (II) possess great leadership skills as demonstrated by previous leadership, (III) an active ISA member.
- 7:1:2** Vice President shall be appointed by the President based on all the above criteria above.
- 7:1:3** Electoral committee shall have the mandate to set up rules and regulations for the electoral procedures;
- 7:1:4** Interested candidates shall send in their applications to the Electoral committee before the period stipulated;

- 7:1:5** Each active member is entitled to one vote for each position contested in a secret ballot system;
- 7:1:6** Candidates that are declared unopposed shall duly qualify for the position they opted for;
- 7:1:7** Elections and counting of votes shall be done or processed within a week depending on the outcome, turnout, and declaration of results shall be the responsibility of the chairperson of the Electoral or Advisory committee chairman;
- 7:1:8** Candidates and any other active member of ISA can petition any other candidates within 48 hours after the announcement of votes;
- 7:1:9** Candidates guilty of foul play shall be disqualified by the Electoral committee, which shall thereafter conduct a by-election to determine the next candidate;
- 7:1:10** Only active members of ISA shall have the right to vote and be voted for;
- 7:1:11** No one candidate shall run or contest for more than one position.

ARTICLE VIII

8:1 SECTION I – ADVISORY ORGAN

- 8:1:1** Shall be an Advisory organ to ISA, whose chairperson shall sit in the Executive committee as principal observer/adviser. Shall also sit in the secretariat in the same capacity as in Executive committee;
- 8:1:2** Shall present a report to active members during meetings on the activities of students and Executive and make recommendations that shall be subject to approval by present members at the meeting;
- 8:1:3** Shall be answerable to only the active members and can be equally terminated like other member if guilty of any serious constitutional breach;
- 8:1:4** Extra-ordinary meetings shall be chaired by the Advisory Organ.

ARTICLE IX

9:1 SECTION I – BUDGET AND FINANCES

- 9:1:1** The finance of ISA shall be derived from:
- Membership dues;**
 - Sale of materials belonging to ISA;**
 - Fundraising activities;**
 - Donations; and,**
 - Other Funding;**

- 9:1:2** Membership fees and dues shall be paid by members of the Association according to the scales agreed upon;
- 9:1:3** A budget shall be presented to meeting for review and approval. This budget shall comprise the individual allocations to the respective offices;
- 9:1:4** All monies shall be handed over to the Treasurer, who is the only mandated custodian of ISA's fund;
- 9:1:5** Withdrawals shall have the signature of the Treasurer, and either the President or the Secretary. However, in absence of the Treasurer, the President and Secretary shall sign and withdraw money;
- 9:1:6** Signatories to any fraudulent withdrawal shall take the full responsibility, and money fraudulently withdrawn shall be repaid by the same signatories.

ARTICLE X

10:1 SECTION I – SUPREMACY OF THE CONSTITUTION

- 10:1:1** This constitution shall be the supreme document of ISA and its protection is the mandate of all its members.

10:2 SECTION II – AMENDMENT

- 10:2:1** The constitution shall be amended at any meeting by a majority vote of 2/3 of the total number of active members.

10:3 SECTION III – INTERPRETATION

- 10:3:1** For the purpose of interpretation, the active members has the highest power, followed by the Executive committee. No other persons have the prerogative to interpret this constitution. Only a vote of active members shall reverse prior interpretations. Also, the members can form a designated committee solely for interpretation of the constitution.

10:4 SECTION VI – VALIDITY AND COMMENCEMENT

- 10:4:1** This constitution shall come into effect immediately following its adoption at a meeting.