

GLOBAL UNION – BY LAWS

Article I Qualifications

Section 1. Executive Board members

a) President, Vice-president and Secretary

1. Shall have completed at least three (3) quarters on the Rochester Institute of Technology as recognized by the Institute prior to the election.
2. Shall have a minimum cumulative grade point average of 2.5 and shall not be subject to current academic and/or disciplinary probation.
3. Shall be an active member of the organization as defined in the constitution for at least one quarter prior to the election.
4. Shall not be an executive board member of any affiliated organization.
5. Shall be elected as described in article VI.

b) Directors of Finance, Programming, Internal Relations, Marketing, & Information Technology

1. Shall have completed at least two (2) quarters on the Rochester Institute of Technology as recognized by the Institute prior to the appointment.
2. Shall have a minimum cumulative grade point average of 2.4 and shall not be subject to current academic and/or disciplinary probation.
3. Shall be an active member of the organization as defined in the constitution for at least one quarter prior to the appointment.
4. Shall not be an executive board member of any affiliated organization.
5. Shall be appointed by the President.

Section 2. Assistant Directors

1. Shall have completed at least one quarter on the Rochester Institute of Technology as recognized by the Institute prior to the appointment.
2. Shall have a minimum cumulative grade point average of 2.4 and shall not be subject to current academic and/or disciplinary probation.
3. Shall not be an executive board member of any affiliated organization.
4. Shall be appointed by the respective Executive Board member.

Section 3. Special Assistants

1. Shall have completed at least one quarter on the Rochester Institute of Technology as recognized by the Institute prior to the appointment.
2. Shall have a minimum cumulative grade point average of 2.3 and shall not be subject to current academic and/or disciplinary probation.
3. Shall not be an executive board member of any affiliated organization.
4. Shall be appointed by the respective Executive Board member.

Section 4. Representatives' Board members

1. Shall be the president, vice-president or an elected representative from an organization affiliated with Global Union.

Section 5. Advisory Board members

1. Shall be RIT faculty or staff members in good standing with the Institute.
2. Shall be appointed by the Executive Board and ratified by the Integrated Council.
3. Shall be willing to become a member of the organization.

Article II Duties of the Officers

Section 1. President

1. Shall encourage a clear understanding of the purposes of the organization and be beholden for their achievement.
2. Shall be the Chief Executive Officer (CEO) of the organization and must authenticate, by signature, all acts, orders, constitutional changes, and procedures of the organization, and has the power to delegate that authority to the Vice-president or the Secretary only.
3. Shall preside over the Executive Board.
4. Shall exercise general supervision over the affairs and activities of the organization.
5. Shall attend and preside all Executive Board, Integrated Council and general meetings.
6. Shall appoint the Finance, Programming, Internal Relations, Marketing and Information Technology Directors.

7. Shall be an ex-officio member of all committees.
8. Shall represent the organization at the Student Government Senate meetings and any other major event and has power to delegate that authority.
9. Shall vote at Integrated Council meetings.
10. Shall have veto power over all Integrated Council/Representatives' Board decisions. A veto shall be in the form of letter of Veto to the members of the Integrated Council and submitted within six business days after the decision was made.
11. Shall meet with the Vice-President for Student Affairs on a quarterly basis.
12. Shall set the agenda for Executive Board and Integrated Council meetings.
13. Shall meet with the Vice-President, Secretary and one of the advisors on a weekly basis.
14. Shall report to the Integrated Council.
15. Shall report to all the members during the general regular meeting.
16. Shall submit a written report to the President of Student Government and the Integrated Council on a quarterly basis regarding the overall performance of the organization
17. Shall be entitled to act on behalf the organization and in consultation with the Executive Board.
18. Shall hold three office hours a week.

Section 2. Vice-president

1. Shall take over the duties of the President in his/her absence. In case of permanent absence, the Vice- President shall assume the office of President.
2. Shall be the Chief Operations Officer of the organization (COO).
3. Shall be an ex-officio member of all committees.
4. Shall attend to all Executive Board, Integrated Council, Representatives' Board and general meetings.
5. Shall chair quarterly Representatives' Board meetings.
6. Shall represent the organization at Student Government General Club meetings.
7. Shall vote on Representatives' Board decisions in the case of a tie only.

8. Shall meet and report to the Director of the Center for Campus Life on a monthly basis.
9. Shall vote at Integrated Council meetings.
10. Shall collect items for the agenda.
11. Shall assist the president in setting the agenda for Executive Board, Integrated Council and general meetings.
12. Shall meet with the President and the Secretary on a weekly basis.
13. Shall exercise general supervision over the performance of organization committees.
14. Shall report to the President and the Integrated Council.
15. Shall work directly with the Programming Director regarding planning of Global Union special events.
16. Shall hold three office hours a week.

Section 3. Secretary

1. Shall take over the duties of the Vice-President in his/her absence. In case of permanent absence, the Secretary will take the office of Vice-President.
2. Shall attend to all Executive Board, Integrated Council meetings and general meetings.
3. Shall be the Chief Communications Officer (CCO) of the organization.
4. Shall represent the organization at Club Board Review meetings.
5. Shall be responsible for keeping and distributing accurate minutes to the Integrated Council members.
6. Shall conduct all correspondence of the organization and be the custodian of organization records.
7. Shall vote at Integrated Council meetings.
8. Shall collect items for the agenda.
9. Shall assist the President in setting the agenda for Executive Board, Integrated Council and general meetings.
10. Shall meet with the President and Vice-President on a weekly basis.
11. Shall lead the electoral commission.
12. Shall report to the President and the Integrated Council.

13. Shall be responsible for communication duties assigned by the President.
14. Shall work directly with the Internal Relations Director to evaluate the performance of the affiliated organizations and their members.
15. Shall revise and update this constitution as needed under the supervision of the Integrated Council.
16. Shall be responsible for providing Global Union's constituencies accurate information about the organization.
17. Shall hold three office hours a week.

Section 4. Director of Finance

1. Shall chair the Finance Committee and directly supervise its performance.
2. Shall attend all Executive Board, Integrated Council, general and Finance Committee meetings
3. Shall authenticate, by signature, all financial acts, orders, and procedures of the organization.
4. Shall be responsible for any fundraising event of the organization.
5. Shall meet with the finance directors (treasurers) of all affiliated organizations on a quarterly basis.
6. Shall assist the President in setting the agenda for Executive Board, Integrated Council and general meetings.
7. Shall report to the President and the Integrated Council.
8. Shall submit a financial report to the President on a quarterly basis.
9. Shall vote at Executive Board and Integrated Council meetings.
10. Shall hold three office hours a week.

Section 5. Director of Programming

1. Shall chair the Programming Committee and directly supervise its performance.
2. Shall attend to all Executive Board, Integrated Council, general and Programming Committee meetings.
3. Shall assist the President in setting the agenda for Executive Board, Integrated Council and general meetings.
4. Shall report to the President and the Integrated Council.

5. Shall meet with the programming directors (or equivalents positions) of all affiliated organizations on a quarterly basis.
6. Shall submit a written report to the President on a quarterly basis.
7. Shall vote at Executive Board and Integrated Council meetings.
8. Shall hold three office hours a week.

Section 6. Director of Internal Relations

1. Shall chair the Internal Relations Committee and directly supervise its performance.
2. Shall attend to all Executive Board, Integrated Council, general and Internal Relations Committee meetings.
3. Shall assist the President in setting the agenda for Executive Board and Integrated Council meetings.
4. Shall report to the President and the Integrated Council.
5. Shall meet with the Secretaries of all affiliated organizations on a quarterly basis and work with the Secretary to evaluate the performance of the affiliated organizations and their members.
6. Shall assist the Secretary in leading the Electoral commission.
7. Shall submit an evaluation report to the President on a quarterly basis.
8. Shall coordinate the preparation of the organization Newsletter.
9. Shall vote at Executive Board and Integrated Council meetings.
10. Shall be responsible for updating the organization mailing lists on the RITVAX periodically and preparing the Global Union Weekly.
11. Shall hold three office hours a week.

Section 7. Director of Marketing

1. Shall be the Chief Marketing Officer (CMO) of the organization and chair the Marketing Committee.
2. Shall work with the Director of Internal Relations and the Secretary to identify the needs and wants of the members.
3. Shall attend all Executive Board, Integrated Council, general, and Marketing Committee meetings.

4. Shall assist the President in setting the agenda for Executive Board, Integrated Council, and general meetings.
5. Shall report to the President and the Integrated Council.
6. Shall submit a written report to the President on a quarterly basis.
7. Shall vote at Executive Board and Integrated Council meetings.
8. Shall hold three office hours a week.

Section 8. Director of Information Technology

1. Shall be the Chief Information Officer (CIO) of the organization and chair the Information Technology Committee.
2. Shall attend all Executive Board, Integrated Council, general, and Information Technology Committee meetings.
3. Shall assist the President in setting the agenda for Executive Board, Integrated Council, and general meetings.
4. Shall report to the President and the Integrated Council.
5. Shall submit a written report to the President on a quarterly basis.
6. Shall vote at Executive Board and Integrated Council meetings.
7. Shall hold three office hours a week.

Article III Duties of the Representatives' Board members

1. Shall attend all Integrated Council, Representatives' Board, and the committee meetings they belong to.
2. Shall fully represent the interest of the association or club they represent at the meetings through providing accurate and precise information, cooperating with the organization policies and voting.
3. Shall serve as liaison between Global Union and their constituency.
4. Shall make timely reports to their association or club regarding Global Union policies, programs and activities.
5. Shall submit reports to the Secretary regarding the performance of the organizations they represent at every Integrated Council meeting.
6. Shall fully respect Global Union's constitution and by- laws

Article IV Duties of the Advisory Board members

1. Shall attend all Integrated Council and general meetings.

2. At least one advisor shall attend every Executive Board meeting.
3. Any advisor shall assist any committee meeting upon request of the Director.
4. Shall not vote at any Executive Board, Integrated Council or committee meetings.

Article V Duties of the Assistant Directors

Section 1. Assistant Director of Finance

1. Shall attend all Integrated Council, general and Finance Committee meetings.
2. Shall be responsible for collecting all funds requests.
3. Shall coordinate all RIT logistic processes for all Finance Committee meetings (Interpreters, Tech crew, registration of events).
4. Shall assist the Director in preparing all his/her reports and supervising the committee's performance.
5. Shall take over the duties of the Director during his/her temporary absence.
6. Shall not vote at Executive Board nor Integrated Council meetings.
7. Shall hold two office hours a week.

Section 2. Assistant Director of Programming

1. Shall attend all Integrated Council, general and Programming Committee meetings.
2. Shall coordinate all RIT logistic processes for all Programming Committee meetings and organization events (Interpreters, Tech crew, registration of events).
3. Shall assist the Director in preparing all his/her reports and supervising the committee's performance,
4. Shall take over the duties of the Director during his/her temporary absence.
5. Shall not vote at Integrated Council nor Executive Board meetings.
6. Shall hold two office hours a week.

Section 3. Assistant Director of Internal Relations

1. Shall attend all Integrated Council, general and Internal Relations committee meetings.
2. Shall coordinate all RIT logistic processes for all Internal Relations Committee meetings.
3. Shall assist the Director in preparing all his/her reports and supervising the committee's performance.
4. Shall collect articles for the newsletter.
5. Shall take over the duties of the Director during his/her temporary absence.
6. Shall not vote at Integrated Council nor Executive Board meetings.
7. Shall hold two office hours a week.

Section 4. Assistant Director of Marketing

1. Shall attend all Integrated Council, general and Marketing Committee meetings.
2. Shall coordinate all RIT logistic processes for all Marketing Committee meetings and organizations events (Interpreters, Tech crew, registration).
3. Shall assist the Director in preparing all his/her reports and supervising the committee's performance.
4. Shall take over the duties of the Director during his/her temporary absence.
5. Shall be responsible for copying all the material that will be used for advertisement by the organization.
6. Shall not vote at Integrated Council nor Executive Board meetings.
7. Shall hold two office hours a week.

Section 5. Assistant Director of Information Technology

1. Shall attend all Integrated Council, general and Information Technology Committee meetings.
2. Shall coordinate all RIT logistic processes for all Information Technology Committee meetings and organizations events (Interpreters, Tech crew, registration).

3. Shall assist the Director in preparing all his/her reports and supervising the committee's performance.
4. Shall take over the duties of the Director during his/her temporary absence.
5. Shall be responsible for updating the member's database.
6. Shall directly supervise the moderation of the organization's notes conference and the update of the Global Union web site.
7. Shall not vote at Integrated Council nor Executive Board meetings.
8. Shall hold two office hours a week.

Article VI Duties of the Special Assistants

Section 1. Special Assistants to the President

a) Chief Assistant

1. Shall attend all Integrated Council and general meetings.
2. Shall assist the president regarding Student Government issues and senatorial initiatives.
3. Shall coordinate all RIT logistics processes for all Executive Board, Integrated Council and general meetings. (Interpreters, Tech group, registration process).
4. Shall assist the President in preparing his/her reports.
5. Shall not vote at either Executive Board or Integrated Council meetings.
6. Shall type and distribute the agenda during Executive Board and Integrated Council meetings.
7. Shall assist the president in preparing his/her reports.
8. Shall not vote at either Executive Board nor Integrated Council meetings.
9. Shall hold one office hour a week.

b) Special Assistant for NTID Affairs

1. Shall attend all Integrated Council and general meetings.
2. Shall be the liaison between Global Union and the NTID Multicultural program.

3. Shall assist the President regarding NTID issues.
4. Shall increase awareness of Global Union among the deaf/hearing-impaired community of RIT.
5. Shall not vote at either Executive Board nor Integrated Council meetings.
6. Shall hold one office hour a week.

Section 2. Special Assistant to the Vice-president

1. Shall attend all Integrated Council and general meetings.
2. Shall coordinate all RIT logistic processes for Representatives' Board, general meetings and organization events (Interpreters, Tech group, registration process).
3. Shall collect items for the agenda.
4. Shall assist the Vice-President in preparing his/her reports.
5. Shall not vote at either Executive Board nor Integrated Council meetings.
6. Shall hold one office hour a week.

Section 3. Special Assistant to the Secretary

1. Shall attend all Integrated Council and general meetings.
2. Assistant shall take notes during the Executive Board and Integrated Council meetings for the preparation of the minutes per request of the Secretary.
3. Shall take notes during the general annual meeting.
4. Shall prepare, distribute and collect the attendance sheet during Executive Boards and Integrated Council meetings.
5. Shall collect items for the agenda.
6. Shall assist the Secretary in distributing the minutes and preparing his/her reports.
7. Shall not vote at either Executive Board or Integrated Council meetings.
8. Shall hold one office hour a week.

1. Elections of these officers shall take place during the sixth week of Spring quarter. The places where the electoral will be located will be determined by the Electoral Commission.
2. Elections shall be coordinated by an electoral commission formed during the first Integrated Council meeting of Spring Quarter. The commission shall be chaired by the Secretary and the Internal Relations Director. If any of these officers are running for office, he/she should be replaced by an Electoral officer elected by the Executive Board.
3. The electoral commission shall also be formed by one member from each of the committee, and the advisors. The committee members shall not be running for office.
4. Voting shall be open to all active members.
5. Votes shall be cast in secret ballots.
6. Ballots shall be counted by the advisors and the commission chairs under the supervision of the electoral commission members.
7. The results of the election shall be announced by the electoral commission chairs within six hours after the electoral table closes.
8. The candidates for President, Vice-President and Secretary shall run on the same ticket.
9. Nominations shall open three weeks before the election and shall close the day before the open forum.
10. Each ticket shall collect thirty active members' signatures in order to be nominated before the electoral commission.
11. Members of the same affiliates shall not run for the same position
12. An open forum shall take place a week prior to the election. All candidates shall be present. The open forum shall be moderated by one advisor and the chairs of the electoral commission.
13. The last day for voter registration is the day of the Open Forum
- 14 A voting quorum shall consist of one third of the active members.

Article IX Selection of Directors

1. Any Director shall be appointed by the President and ratified by the Representatives' Board.

Article X Selection of Assistant Director/Special Assistants

1. Assistant Directors and Special Assistants shall be appointed by the respective Officer and ratified by the Executive Board.

Article XI Removal of Officers

1. Any Executive Board member shall be eligible for immediate removal if he/she is absent from more than three times of the Executive Board and/or Integrated Council meetings a quarter without submitting an acceptable reason.

2. Acceptable reasons shall be illness, going on co-op for no longer than a quarter between Fall and Spring Quarter or any other reason determined by the Executive Board.

3. Any Executive Board member who's quarterly Grade Point Average falls below 2.3 for two consecutive quarters shall be eligible for immediate removal.

4. Any Executive Board member may be removed by impeachment

a. Impeachment shall be initiated by written petition by one fourth of the active members in good standing or three fourth of the Integrated council members, when presented to the Integrated Council or to all the members in a general meeting.

b. At the next Integrated Council meeting or an extraordinary general meeting, the accuser (five representatives of members signing petition) and accuse (officer) shall present their case to the members. After both cases are heard, a written vote shall be taken.

c. Conviction of impeachment requires two third vote by the members in good standing present or the entire Representatives' Board vote in order to be effective.

d. Conviction of impeachment shall cause remove from office and loss of privileges thereof.

e. The filling of the Secretary or a Director office vacated by impeachment shall be by a special election by the Representatives' Board.

5. Any Director may be removed from office by the President, provided a notification of said removal is given in writing to the Director and copied to the Integrated Council.

Article XII Removal of Assistant Directors and Special Assistants

1. Any Assistant Director or Special Assistant may be removed from office by his/her immediate superior, provided a notification of said removal is given in writing to the Assistant Director or Special Assistant and copied to the Executive Board.

Article XIII By-laws changes, suspension, revision and/or updates

1. Any change or suspension of the By-laws shall be proposed by any active member of the organization, in writing, at any Integrated Council meeting.
2. The members present shall discuss the proposed change. A vote can be called by the President at that same meeting or the proposed change can be tabled until the next Integrated Council meeting when discussion will be open and vote will be called.
3. A simple majority vote of the Representatives' Board members present shall be necessary to approve any changes in the By- laws. A suspension vote shall need a two-third-majority vote.
4. Revisions and/or updates of the By-laws only need the approval of the Executive Board. These include changes in the current job duties of the officers, associate directors/special assistants, the creation, by the President only, of new associate directors/special assistant positions. Changes in job titles of appointed officers, associate directors/special assistants shall be also included in this category.

Article XIV Qualifications for affiliation status

1. Student organizations wishing to become affiliates of Global Union shall meet the following requirements:
 - a. The student organization shall be officially recognized or in the process of obtaining official recognition from RIT. An unofficial RIT student organization may be an affiliate of Global Union as long as such organization fully meets Sections 3 and 4 of Article VI of the Constitution,

and basic RIT club guidelines. Global Union shall make sure that a distinction between official and unofficial RIT student organizations is made in Global Union's official literature.

b. The membership of the student organization shall at least be 10 RIT students and include an RIT faculty/staff advisor.

c. The focus or purpose of the student organization shall be of an international/ foreign national, global, cultural, ethnic, and/or religious nature. Student organizations whose membership is at least 1/3 composed by international students shall be also considered. The president of Global Union shall determine if student organizations that do not meet the above criteria are eligible.

2. The executive board of Global Union shall encourage all affiliates to obtain and maintain official RIT status, and shall also offer full support to all affiliates that are in the process of obtaining official recognition from RIT through the submission of a recommendation to the respective decision-making authority.

Article XV Affiliates Active/Inactive status

1. Inactive affiliates are Global Union student organizations that have not been operating or functioning over a period of time. Inactive affiliates shall meet at least two of the following conditions:

a. No official recognition from RIT as a student organization.

b. No attendance from the student organization's representatives to more than two consecutive integrated council meetings.

c. No activities/programs/meetings of the organization during at least one academic quarter.

2. The Secretary and the Director of Internal Relations are responsible for designing programs and setting up meetings with interested students to try to reactivate the student organizations which are declared inactive.

3. Affiliates that do not meet the inactive status criteria are therefore declared active. These student organizations shall be referred as “affiliates” or “active affiliates.”

Nicolás Rubio

Global Union- President

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Revised September 17, 1997 Nicolás Rubio, President

Revised March 18, 1998 Nicolás Rubio, President

Updated September 29, 1998 Nicolás Rubio, President

Revised May 5, 1999 Nicolás Rubio, President

Revised April 6, 2000 Satnam Sohal, President

Revised April 4, 2001 Fabiana Kotoriy, President