**CONSTITUTION**

**of the**

**INTERPRETER STUDENT ASSOCIATION**

**Houston Community College, Central Campus**

**ARTICLE I**

**NAME**

This organization shall be known as the Interpreter Student Association, hereafter referred to as ISA and shall be affiliated as a student organization of Houston Community College-Central Campus (HCC-Central).

**ARTICLE II**

**PURPOSES**

The primary emphasis of ISA is the development, strengthening and enhancement of a network of students enrolled in the Interpreter Training Program (ITP) at HCC-Central.

* To promote the development and expansion in the field of interpreting/transliterating;
* To encourage the recruitment and training of students in interpreting/transliterating;
* To promote the highest standards in the interpreting/transliterating profession;
* To offer a forum for student interpreters/transliterators for exchange of ideas, opinions, and information concerning interpreting;
* To provide the means for dissemination and exchange of information

**ARTICLE III**

**MEMBERSHIP**

ISA shall consist of students currently enrolled in the ITP at HCC-Central. Student members must meet the academic requirements set by the Interpreter Training Program. (3.0 Cumulative Average) **If a student is not good standing with Houston Community College because of grade point average below 2.0, placed on probation or suspension, he/she cannot participate in ISA.**

Annual dues will be paid at the beginning of each fall semester. Students have until the second business meeting of the fiscal year to pay the dues. The fiscal year will begin the first day of fall term through the last day of summer term. September 1st – August 31st.

As of July 2007, current dues are $10.00 per fiscal year.

**ARTICLE IV**

**OFFICERS and DUTIES**

**ISA will have the following student officers: President, Vice President, Secretary, Treasurer and Parliamentarian.**

***Duties of the President include;***

* **Prepare agenda for general and special meetings.**
* **Preside at all general and special meetings.**
* **Delegate project responsibility and follows up on completion of projects**
* **Ensure orderliness of meetings and adherence to HCC policies**
* **Appoint committee chairs and members**

***Duties of the Vice-President include:***

* **Support of the President in his/her responsibilities**
* **Acting as President when he/she is unable to fulfill his/her duties**

***Duties of the Secretary include:***

* **Takes meeting minutes and distributes minutes to membership and officers**
* **Keeps records of all documentation including membership lists, scholarship information and other documentation**
* **Works with Treasurer to prepare reports**
* **Maintains organization email address and responds to emails in a timely manner**

***Duties of the Treasurer include;***

* **Maintains financial information for the organization**
* **Prepares and distributes financial statements for all business and officer meetings**

***Duties of the Parliamentarian include:***

* **Copying and downloading Robert’s Rules of Order**

**Ensuring that meetings and elections are run according to Robert’s Rules of Order**

**The term of office for all ISA officers will be one academic year from September 1 – August 31.**

**ARTICLE V**

**EXECUTIVE BOARD**

**ISA shall be governed by a Board compromised of officers and committee chairs.**

**The Executive Board shall work together to ensure ISA goals, objective and activities are accomplished.**

**ARTICLE VI**

**ELECTIONS**

**Elections will be held the last meeting of the spring semester, and new officers will take office the following fall.**

All individuals must be nominated from the floor, can be self-nominated, and seconded from the floor.

Confirmed proxy voting will be permitted.

**ARTICLE VII**

**ELIGIBILITY FOR OFFICE**

Nominees for the office of President and Vice-President must have completed two semesters at HCC-CENTRAL. Nominees for the office of Secretary, Treasurer and Parliamentarian must have completed one semester at HCC-Central.

**ARTICLE VIII**

**MEETINGS**

General business meetings will occur once a month. Officers meetings will occur prior to general business meetings. Emergency meetings can be called if deemed necessary.

**ARTICLE IX**

**PARLIMENTARY AUTHOURITY**

All meetings of ISA, including ISA Officer’s meetings, shall be conducted according to Robert’s Rules of Order, Newly Revised.

**ARTICLE X**

**AMENDMENTS**

This Constitution may be amended or a new Constitution adopted by a vote of two-thirds of all Members in good standing. Proxy voting will be accepted.

**DOCUMENT HISTORY**

* Established: Spring 2006
* Revised: Summer 2007
* Revised: Spring 2010