

CONSTITUTION OF THE SOCIETY FOR AFRICAN INTERNATIONALS AT PENN

Preamble

We, the International African students at Penn, in order to create a community of African International students here at Penn, to help with the transition process from our home countries and to foster a space that appreciates and indulges the diversity of cultures, opinions and backgrounds that the African continent represents and to amplify the African voice and influence on campus, do hereby establish the Society for African International at Penn (SAIP) at the University of Pennsylvania.

ARTICLE I: Organization

Section 1: Name

This organization will be called Society for African International at Penn, SAIP, in accordance with the 2016 members vote.

Section 2: Mission and Vision

To create a space for African International students to interact freely. Our long-term vision is to find a permanent physical location on campus which Africans can call home as well as (2) create a recognized and funded 4-year scholarship program for incoming freshmen

Section 3: Objectives

- A. Create a space for social interaction between African Internationals at Penn
- B. Mentorship with a key focus on easing the transition to Penn
- C. Professional development, resume workshops, interview prep
- D. Connecting members to internship opportunities
- E. Academic development through group study and tutoring sessions
- F. Organizing forums for students to discuss current political events and cultural issues
- G. Encouraging other demographics on campus to engage in the African culture

ARTICLE II: Membership

Membership is unrestricted and is open to any individual who wishes to join.

ARTICLE III: The Board

Section 1: Structure of the Board

The SAIP Board shall comprise of three main structures: (1) Executive Committee, (2) General Board and (3) Summit Board.

The Executive Committee shall be involved in overall strategy formation as well as the management of the recruitment process for both the General and Summit Board. The President is limited to a term of

one academic year. The Vice-Presidents may only run for the role of President. All members are limited to a three year term.

All graduating members who have previously served on the board are transitioned into the Alumni Advisory Board.

The General Board shall be responsible for the management and growth of the SAIP community on campus through events, projects and initiatives.

The Summit Board shall be in charge of planning and executing our annual Penn Africa Summit conference.

Each of these boards shall meet once a week at a time convenient for the members. Once a month all 3 committees shall meet together.

Section 2: Electoral Committee

The electoral committee shall be comprised of outgoing undergraduate seniors who previously served on the board. Their main role shall be to facilitate the election process of the executive committee. During the recruitment of the General and Summit Board members, the Electoral Committee shall also serve in conjunction with the Executive board.

ARTICLE IV: Executive Committee

Section 1: Structure of the committee

The Executive committee shall comprise of 4 members

- I. President
- II. Vice President (Board)
- III. Vice President (Summit)
- IV. Director of Finance

The Vice-Presidents and Director of Finance shall report to the President. This committee shall meet at least once a week.

Section 2: Roles and Responsibilities

1. President

- a. In charge of overseeing the running of the organization in alignment with the statement of purpose
- b. Shall oversee the running of SAIP professional and social events, as well as the organizing of the Penn Africa Summit
- c. Works with the Vice Presidents throughout the academic year to set and work towards short and long-term goals
- d. Curate the vision and mission of SAIP and enable their execution by engaging the board and the community at large
- e. Maintain the image and reputation SAIP has with the external bodies including other clubs and organizations at Penn
- f. Meets with both vice presidents before weekly meetings for updates on the board and summit.
- g. Interact with members to ensure the sense of community is being built
- h. Create social events for the board to interact outside of board meetings
- i. Part of the recruitment committee for general and summit board members

- j. Design and execute a training process for incoming board members
 - k. Point of contact for our umbrella groups on campus including UMC, AIS as well as partnerships with other clubs on campus including PASA, BWUA, NSBE
 - l. The president has sole control over the GroupMe for our general body and sole access to the Resume Dropbox
- 2. Vice president (Board)**
- a. Charged with outlining a strategic development plan that will grow the SAIP membership both professionally and as a community. Includes creating and facilitating a schedule of events to keep members engaged.
 - b. In charge of creating an annual calendar for SAIP events and activities
 - c. Interact with members to ensure the sense of community is being built. Create events off the community's needs and feedback.
 - d. Outlines goals, objectives and tasks of each board member each week and follow up to ensure tasks are completed
 - e. Meets with the executive board before weekly meetings for updates
 - f. Compile and distribute the agenda for each week's general board meeting
 - g. Chair weekly meeting with the Board
 - h. Part of the recruitment committee for general and summit board members
- 3. Vice President (Summit)**
- a. Lead efforts to arrange the annual Penn Africa Summit in a timely, strategic and efficient manner
 - b. Create systems for planning the summit that can be passed on to future boards. This includes creating/updating documents explaining how different aspects of the Summit were organized, and training incoming board members.
 - c. Ensure that sponsors, partners and SAIP members are engaged throughout the year in preparation for the summit
 - d. Compile and distribute the agenda for each week's Summit board meeting
 - e. Meet with the executive board before weekly meetings for updates
 - f. Chair weekly meeting with the Summit team
 - g. Part of the recruitment committee for general and summit board members
- 4. Director of Finance**
- a. Works with Vice Presidents and President to outline strategy for finding funding for all events within the academic year, including the Summit, and how funding allocation should be done
 - b. Deals with applying for and pitching for funding opportunities to on campus funding sources.
 - c. Handles the day to day financial matters of the organization such as collecting dues, reimbursements, drawing up and approving budgets
 - d. Allocates received funds to each role and works to ensure that funds are being used for the intended purpose by keeping track of receipts etc.
 - e. Engage with corporate sponsors to form long standing partnerships.
 - f. Meet with the executive board before weekly meetings for updates
 - g. Part of the recruitment committee for general and summit board members
 - h. Train the assistant finance director on the various tasks you are engaged in
 - i. Design/update the sponsorship packet for the current academic year

Section 3: Eligibility

Only members who served on a previous board are eligible to be appointed to the Executive Committee
These positions are reserved for African International students

Section 4: Appointment Procedure

- A. Members of the Executive Committee shall be appointed at the Penn Africa Summit.
- B. Within one week of Penn Africa Summit, all candidates interested in joining the Executive Committee shall be required to send a statement to the Electoral Committee outlining their mission and vision. This document shall then be shared with the SAIP board by the electoral committee.
- C. The board shall then vote for candidates in each of the positions. A win is by a simple majority vote.
- D. In the event of a deadlock in the election of any member of the executive committee, the electoral committee shall serve as the tie-breaker.

ARTICLE V: General Board

Section 1: Structure of the General Board

The General board shall be led by the Vice President (Board) and will compose of 7 more members: Director of Outreach, Director of Marketing, Director of Communications, Director of Engagement, Director of Alumni Relations, Director of Operations and Freshman Representative.

This board shall meet once a week and their meetings will be open to the general body at least once every two months.

Section 2: Roles and Responsibilities

1. Director of External relations

- a. Liaison between the student group and external organizations such as the ISSS, Africana Studies, Makuu, Perry World House, Penn Admissions
- b. Works with the President to represent SAIP at any meetings with Affiliate organizations.
- c. Works with the Vice President(s) to initiate any collaborations or partnerships with these external bodies.
- d. Come up with ways for SAIP to collaborate with groups on campus for joint events with the aim of increasing SAIPs reach on campus.

2. Director of Marketing

- a. Take responsibility over all marketing materials affiliated with SAIP, including our Website, Facebook, Instagram and GroupMe .
- b. Make sure all social media is active by designing and updating content to keep people engaged.
- c. Lead all marketing for our events, including creating/sourcing posters, pushing member involvement and maintaining quality across all SAIP materials.
- d. Designing/Updating the SAIP Website. If you do not have website development skills, you are in charge of sourcing a website developer and designing/updating the website.
- e. Acting as the main contact person in response to incoming messages on all of SAIP's social media platforms and updating the board about said communication.

- f. Updating the SAIP information Packet for each academic year
- 3. Directors of Communications**
- a. In charge of all communication with the board and with the general body, including emails, newsletters, upcoming events
 - b. Take responsibility over the SAIP email, including managing access by board members and responding to emails on a regular basis.
- 4. Director of Engagement**
- a. Charged with recruiting new and existing International students from Africa to the organization
 - b. Maintain Student database with information on all current and past SAIP members. Update this information as required.
 - c. Design, execute and manage a mentorship program. Ensures all mentor-mentee pairings are successful and deal with any issues that come.
 - d. Organizes and delegates one on one between the board and members.
- 5. Director of Operations**
- a. In charge of handling all logistics including but not limited to:
 - i. Room reservations
 - ii. Equipment acquisition including speakers, microphones, cameras etc.
 - b. Coordination of the provision of food and drinks for all SAIP events including study hours, movie nights etc.
 - c. Prepare a schedule for SAIP events that require an itinerary including - GBMs, Speaker Events and Monthly family dinners
 - d. In charge of ensuring the setting up and cleaning up of rooms before and after events. Should be the point person for all room reservations made.
 - e. Handle accommodation plans for all students coming from other schools for events. This includes creating and sending out an accommodation signup sheet as well as matching up hosts and guests
- 6. Freshman Representative**
- a. In charge of engaging with freshmen throughout the year and ensuring they attend SAIP events
 - b. Communicating social and professional needs of the Freshman class to the board, and helping facilitate their actualization
 - c. In charge of compiling and updating the 'Freshman Survival Guide'
 - d. Take a lead role on designing events and activities for the next year's freshman class.
 - e. Take a lead role, in conjunction with the president, on designing ways to reach out to freshmen once they are accepted and the summer before they come to Penn
- 7. Director of Alumni Relations**
- a. Handle the alumni database
 - b. Handle all interactions between the Organization and the Alumni, including a bi-monthly newsletter
 - c. Facilitate the introduction of the Alumni Advisory Board
 - d. Design projects to keep Alumni engaged with the Organization

Section 3: Eligibility

Any active member of SAIP is eligible for positions on the General or Summit Board.

Section 4: Appointment Procedure

- A. Members of the General Board shall be appointed after each year's Penn Africa Summit with the exception of the position of Freshman Representative and the Assistant Director of Finance which shall undergo shall follow this same procedure on the weekend following fall break.
- B. With the announcement of the new members of the Executive Committee, applications to the general board will be opened. All candidates interested in joining the General Board should submit their application before the stipulated deadline.
- C. Each candidate shall then be invited for a brief face-to-face interview. Every candidate has the right to an interview. If a face-to-face interview is not possible, the board has the responsibility to accommodate special circumstances.
- D. Each decision shall be made by a majority vote among the electoral committee and the executive committee who will be evaluating the applications Decisions shall be released no more than 7 days after the interviews were conducted.
- E. Any petitions can be made to the executive board no more than 7 days after the announcement of the results

ARTICLE VI: Summit Board

Section 1: Structure of the Summit Board

The Summit board shall be led by the Vice President (Summit) and will compose of 5 more members: Assistant Chief of Finance, Chief of Outreach, Chief of Operations, Chief of Operations, Chief of External Relations and Chief of Marketing.

This board shall meet once a week and their meetings will be open to the general body at least once every two months

Section 2: Roles and Responsibilities

1. Assistant Chief of Finance

- a. Assist the Director of Finance in
 - i. Budgeting
 - ii. Fundraising
 - iii. Reconciling funds
- b. Help create models to fundraise, record and manage finances for future years
- c. Engage with Alumni in fundraising and partnership efforts. Work with the Director out Alumni Relations to make these connections.
- d. Work with the summit operations team to purchase all items required for the conference including food, drinks, decorations etc.
- e. Work with the Director of outreach to purchase tickets and hotel reservations for any speakers invited.

2. Chief of Outreach

- a. In charge of sourcing all speakers, panelists and moderators for the summit.
- b. Creating a plan on how speakers will be received, hosted and entertained for the duration of the conference.

- c. Creating a registration form for the summit and sending it out to non-Penn students and African International Students at other campuses.
 - d. Works with the director of marketing to ensure that all partner schools are invited and any performances or related partnerships are accommodated in our schedule.
 - e. Works with the President and Vice President on engaging African Student Associations in other schools.
- 3. Chief of Operations**
- a. In charge of handling all logistics including but not limited to:
 - i. Room reservations
 - ii. Equipment acquisition including speakers, microphones, cameras etc.
 - b. Coordination of the provision of food and drinks for all Summit events
 - c. Works with all roles to ensure logistical matters are settled in a timely manner
 - d. In charge of ensuring the setting up and cleaning up of rooms before and after events. Should be the point person for all room reservations made.
 - e. Handle accommodation plans for all students coming from other schools. This includes creating and sending out an accommodation signup sheet as well as matching up hosts and guests
- 4. Chief of External Relations**
- a. Liaison between the student group and external organizations such as the ISSS, Africa Studies, Perry World House, Penn Admissions towards Penn Africa Summit issues.
 - b. Works with the President to represent SAIP at Penn Africa Summit-related meetings
 - c. Works with the Vice President to initiate any collaborations or partnerships with these external bodies
- 5. Chief of Marketing**
- a. Take responsibility over all marketing materials affiliated with SAIP, including our Website, Facebook, Instagram and GroupMe during the moments leading up to the Summit and during the actual conference.
 - b. Make sure all social media is active by designing and updating content to keep people engaged leading up to and during the conference.
 - c. Designing/Updating the Penn Africa Summit Website. If you do not have website development skills, you are in charge of sourcing a website developer and designing/updating the website.
 - d. Creating/sourcing posters, pushing member involvement and maintaining high quality across all SAIP Penn Africa Summit materials.
 - e. Acting as the main contact person in response to incoming messages on all of SAIP's social media platforms and updating the board about said communication during the Penn Africa Summit

Section 3: Eligibility

Any active member of SAIP is eligible for positions on the General or Summit Board.

Section 4: Appointment Procedure

- A. Members of the General Board shall be appointed after each year's Penn Africa Summit with the exception of the position of the Assistant Director of Finance which shall undergo this same procedure on the weekend following fall break.

- B. With the announcement of the new members of the Executive Committee, applications to the General Board will be opened. All candidates interested in joining the General Board should submit their application before the stipulated deadline.
- C. Each candidate shall then be invited for a brief face-to-face interview. Every candidate has the right to an interview. If a face-to-face interview is not possible, the board has the responsibility to accommodate special circumstances.
- D. Each decision shall be made by a majority vote among the Electoral Committee and the Executive Committee who will be evaluating the applications. Decisions shall be released no more than 7 days after the interviews were conducted.
- E. Any petitions can be made to the executive board no more than 7 days after the announcement of the results.

ARTICLE VII: Amendments

The constitution may be amended by a two-thirds vote of the members present at board meeting. Amendments can be presented by any board member and must be seconded by at least 2 other board members before a vote can be held.

Any amendments proposed by a general body member must be seconded by 2 general body member and should be presented to a Vice-President for a two-third majority by the board. The Vice-President is required to present all such motions to the board within one week.

Any amendments made to the constitution must be announced to the general body within 1 day.