**DRAFT CODE OF CONDUCT FOR THE ELECTED OFFICES**

**Vice-president**

1. The Vice President shall preside over all activities of the Union and shall lead the representation of the International students;
2. In the absence of the Vice President, the Secretary shall take responsibility for coordinating the activities of the union;

**General Secretary**

1. The secretary shall be responsible for taking notes at meetings and keeping record of all activities of the society;
2. He/she shall work with the Vice President to attend meetings and to represent the Union where necessary;
3. He/she shall prepare annual report of activities of the Union after due consultation with the Vice President;

**Public Relations Officer (PRO)**

1. The PRO will be responsibility for dissemination of information after liaising with the Vice President;
2. He/she will manage all electronic platform of information management for the Union;

**Treasurer/Financial secretary**

1. The treasurer/financial secretary will be responsible for all financial matters and shall keep proper record of same;
2. He/she shall provide summary of financial activity at the end of the year;

**Sport director**

1. The Sport director shall coordinate all sporting activities;
2. He/she shall liaise with group leader(s) and relate with the Chinese sport director in the event of any sport competition;

**Group coordinators**

1. Group coordinators shall work with the executive committee in the general administration of the Union;
2. Group coordinators shall coordinate the activity of the group and see to the welfare of its members;
3. Members of the group shall agree to meeting time and schedules;
4. The group shall appoint internal working committee among her members to ensure efficient administration;
5. After due consultation with the executive, the group shall organize at least a competition or an activity in a year. They shall also participate in activities organize by the college;
6. The planning and choice of whom to compete with shall be coordinated by the sport director after due consultation with the executive;

Clauses:

1. election to any of the leadership offices shall be only for a year and its renewable after a duly contested election;
2. In no case shall citizens of a country dominate the executive positions. It shall be ensured that there is even participation by members of various countries;
3. In the event that members of a country holds the position of the vice president, nomination from same country for any executive position shall be stepped down;
4. However, if no nomination is received for such executive position; it shall be opened to any member of the Union;