

The Constitution Of the International Student Council At Iowa State University

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Article I: Name

Section 1:

The name of the organization shall be International Student Council of Iowa State University, heretofore mention as "ISC."

Section 2:

The constituents include student organizations representing different countries and cultures of the world.

Section 3:

The General Assembly, heretofore mentioned as "GA", consists of representatives of Multicultural Student Organizations as classified by the Student Activities Center.

Section 4:

The following abbreviations will be used throughout this constitution:

- I. ISU stands for Iowa State University
- II. SAC stands for Student Activities Center
- III. ISC stands for International Student Council
- IV. EB stands for Executive Board
- V. EBM stands for Executive Board Member

VI. GA stands for General Assembly

VII. ISSO stands for International Students and Scholars Office

VIII. GSB stands for Government of the Student Body

IX. The International Community stands for all international students, international alumni, international faculty, and international staff at Iowa State University

Article II: Purpose and Goals

Section 1:

ISC's objective is to serve as a platform that ensures and enhances communication and cooperation between the International Community, the ISU community, and the Ames community.

Section 2:

To achieve its stated objective, ISC shall:

I. Sponsor coordinated events that showcase the cultures and lifestyles of the International Community.

II. Attempt to educate the ISU community and create awareness about humanitarian issues around the world.

III. Provide opportunity for exchange of ideas among constituents.

IV. Represent constituents before the administration of Iowa State University and the City of Ames.

Section 3:

ISC may also:

I. Advise its constituents in matters concerning them as members of the ISU community.

II. Provide educational and social services to its constituents.

III. Collaborate with the ISSO for special programs and/or events.

Section 4:

Other objectives of a temporary or ongoing nature may be adopted by law in the GA and the EB accordingly.

Article III: Statement of Compliance

International Student Council abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.

International Student Council agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).

Article IV: Affiliation

This organization wishes to express its desire to work and collaborate with international organizations and organizations that support and promote international issues.

Article V: Membership

Section 1:

The constituents of ISC shall be all students currently enrolled at ISU as well as those members of organizations registered with ISU the objectives of which are not at odds with those of ISC as stated in Article II.

Section 2:

Each regular constituency shall elect one proxy (representative) as a full-voting member of ISC at its own discretion.

Section 3:

Other nonvoting members may be admitted to ISC by a two-thirds vote of voting members.

Section 4:

No such nonvoting members as described in section 5 shall second a motion brought before the assembly by another such nonvoting member.

Section 5:

The GA has the following rights:

- I. The GA may impose by law qualifications for members as it sees fit.
- II. The GA may impose by law duties on ISC members as it sees fit.
- III. The GA may remove a representative by a vote of two-thirds of seated voting members, if he or she has violated this constitution or regulations of higher superiority.

Section 6:

The following procedures should be taken when there are any vacancies:

- I. Each constituent representative shall check in with an EBM during the GA meetings.
- II. An EBM cannot represent a constituent during any ISC meeting.
- III. An EBM may represent a constituent during an event with prior approval from the EB. Requests for permission must be made in writing a minimum of 14 days prior to the event and must be approved by a majority vote of the EB.

Section 7:

Membership shall be open to all registered students, scholars, staff and their families at ISU. Iowa State University and International Student Council do not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran.

Article VI: Officers

Section 1:

The current EBM shall decide on the following semester's board structure.

Section 2:

The EBM include but are not limited to the following positions:

President, Vice-President(s), Treasurer, Secretary, Publicity/PR Director, Finance Director, Humanitarian Awareness Director, Event Coordinator(s), Volunteer Coordinator(s), Publicity/PR Committee Members, Finance Committee Members, Humanitarian Awareness Committee Members, Webmaster, Graphic Designer(s).

Section 3

Qualifications for each office shall consist of the following:

- I. That the candidate(s) meet all ISU guidelines in regard to Student Organizations.
- II. The officers of this organization must meet the following requirements:
 - a. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of

election/appointment and semesters during the term of office. For undergraduate students the minimum GPA is 2.50. For graduate and professional students the minimum GPA is 3.00.

b. Candidate(s) must be in good standing with the university and enrolled at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the fall or spring semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Section 4

All officers are required to spend at least three hours a week in the ISC office. The times of their regularly scheduled office hours should be published by the end of the second week of classes each semester. Each officer is to keep the office clean during their shift. Officers must work on ISC related business while in the office. The tasks shall be given to them by the Executive Secretary, President, Vice-President(s), Advisor(s), or any other EBM. If an officer cannot attend their scheduled office hours for any reason, he/she must notify the Executive Secretary immediately.

Section 5:

In addition to the duties as prescribed by the Parliamentary Authority adopted by ISC as in Article XI, the duties of the President shall be to:

I. Preside over all meetings.

II. Chair the GA Meetings.

III. Chair the EB Meetings.

IV. Serve as an official representative of ISC.

V. Assist the International Week and the VEISHEA Committees.

VI. Ensure ISC events take place as expected.

VII. Ensure cooperation of ISC with International Orientations every fall, spring and summer terms.

VIII. Serve as a liaison to the ISSO and ISC.

IX. Ensure that the ISC is operating in conformity with the standards set forth by ISU and the SAC.

X. Represent ISC on the City of Ames Student Affairs Commission.

Section 6:

In addition to the duties as prescribed by the Parliamentary Authority adopted by ISC as in Article XI, the duties of the Vice-President(s) shall be to:

I. Chair the ISC Scholarship Committee.

II. Chair any special committee(s) that deal(s) with matters of the constitution or law of ISC.

III. Serve as an adviser and consultant to members of ISC in matters of parliamentary procedures.

IV. Serve as liaison to the GSB.

V. Undertake the responsibilities and duties of the President in his/her absence.

VI. Assist the International Week and VEISHEA committees.

VII. Represent ISC and international students on university committees as assigned.

Section 7:

In addition to the duties as prescribed by the Parliamentary Authority adopted by ISC as in Article XI, the duties of the Treasurer shall be to:

- I. Maintain an accurate record of all organization transactions.
- II. Approve all ISC transactions before they take place.
- III. Cosign ISC vouchers, Intramurals, and P-Card Transactions along with the Advisor(s).
- IV. Give statement updates at regular EB meetings.
- V. Prepare monthly statements for all ISC accounts in an excel spreadsheet and to share the statements with President, Vice-President(s), and Advisor(s).
- VI. Develop the ISC budget and obtain approval from the President prior to presenting to GSB.
- VII. Co-Chair the Finance Committee with the Finance Director.
- VIII. Develop budget guidelines and prepare budget for requesting funds from the GSB in the spring semesters.
- IX. File ISC budget with the GSB Finance Committee in compliance with GSB allocation procedures.
- X. Solicit additional funding if needed from the GSB, and/or other entities.
- XI. Ensure a smooth transition (at the end of his/her term) by providing all statements and documents to the ISC Advisor(s), President-Elect and Treasurer-Elect.

Section 8:

In addition to the duties as prescribed by the Parliamentary Authority adopted by ISC as in Article XI, the duties of the Secretary shall be to:

- I. Conduct official correspondence for ISC.
- II. Supervise elections for members of ISC.
- III. Ensure fulfillment of duties of members of ISC.
- IV. Take meeting minutes for the GA and EB meetings, send the minutes to the President for approval within 24 hours of the meeting and to send the approved meeting notes to the Webmaster for publishing within 48 hours of the meeting.
- V. Send approved meeting minutes to ISC and the GA within 72 hours of the meeting.
- VI. Maintain a membership directory.
- VII. Supervise office hours.
- VIII. Serve as the ISC Risk Management Officer. The role of the risk management officer is [a] to recommend risk management policies or procedures to ISC, [b] to submit documentation to ISU's Risk Management Office and [c] to ensure that Risk Management procedures are implemented at all ISC events
- IX. Assist the President, Vice-President(s) and Treasurer as needed.

Section 9:

In addition to the duties as prescribed by the Parliamentary Authority adopted by ISC as in Article XI, the duties of the Publicity/PR Director shall be to:

- I. Chair the Publicity/PR Committee.
- II. Work with the Publicity/PR Committee, Graphic Designer(s) and Webmaster to increase ISC awareness and visibility on and off campus.
- III. Maintain and update ISC flyers, brochures, and web materials.
- IV. Promote and advertise ISC events.
- V. Approve all promotional material in conjunction with the President before distribution.

VI. Be responsible for giving due recognition to all ISC sponsors.

Section 10:

In addition to the duties as prescribed by the Parliamentary Authority adopted by ISC as in Article XI, the duties of the Finance Director shall be to:

- I. Co-Chair the Finance Committee with the Treasurer.
- II. Create the Fundraising Packet for the academic year.
- III. Coordinate the Fundraising Campaign for ISC. The Fundraising Campaign in the fall should run, at a minimum, from the 1st week of September to the week before International Week. The fundraising Campaign in the spring should run, at a minimum, from the 1st week of February to the week before VEISHEA.
- IV. Update the President and Treasurer about the fundraising situation.

Section 11:

In addition to the duties as prescribed by the Parliamentary Authority adopted by ISC as in Article XI, the duties of the Humanitarian Awareness Director shall be to:

- I. Chair the Humanitarian Awareness Committee.
- II. Maintain functioning knowledge of humanitarian issues in the United States and abroad.
- III. Plan Humanitarian Awareness events with the assistance of committee members.
- IV. Partner with other non-profit organizations in raising funds for relief from humanitarian issues.

Section 12:

In addition to the duties as prescribed by the Parliamentary Authority adopted by ISC as in Article XI, the duties of the Event Coordinator(s) shall be to:

- I. Plan and direct ISC events.
- II. Coordinate the International Graduation Reception in cooperation with the ISSO.
- III. Assist in the selection of the International Week Committee.
- IV. Chair the International Week Committee.
- V. Create and implement new and non-traditional events both on and off campus.

Section 13:

In addition to the duties as prescribed by the Parliamentary Authority adopted by ISC as in Article XI, the duties of the Volunteer Coordinator(s) shall be to:

- I. Recruit and train volunteers to assist ISC during International Week, VEISHEA International Food Fair and other major events.
- II. Maintain an active database of students interested in supporting ISC as volunteers.
- III. Serve as a liaison between ISC and the Intensive English Orientation Program.
- IV. Connect and partner with other volunteer organizations at Iowa State.

Section 14:

In addition to the duties as prescribed by the Parliamentary Authority adopted by ISC as in Article XI, the duties of the Publicity/PR Committee Members(s) shall be to:

- I. Assist the Publicity/PR Director in performing his/her duties.
- II. Formulate and implement publicity campaigns for all ISC events.
- III. Assist the Webmaster and Graphic Designer(s) in performing their duties.
- IV. Keep ISC's Facebook and Twitter pages active and updated.
- V. Be responsible for promotional/official ISC attire (polos, event t-shirts etc.).

VI. Maintain an active database of students, faculty, staff and Ames community members interested in learning about ISC's activities.

Section 15:

In addition to the duties as prescribed by the Parliamentary Authority adopted by ISC as in Article XI, the duties of the Finance Committee Members(s) shall be to:

- I. Set and reach aggressive finance goals.
- II. Assist the Finance Director in his/her role.

Section 16:

In addition to the duties as prescribed by the Parliamentary Authority adopted by ISC as in Article XI, the duties of the Humanitarian Awareness Committee Members(s) shall be to:

- I. Maintain functioning knowledge of humanitarian issues in the United States and abroad.
- II. Spread awareness of these issues within the Iowa State and Ames communities.
- III. Support the HAD and other committee members in planning Humanitarian Awareness events.

Section 17:

In addition to the duties as prescribed by the Parliamentary Authority adopted by ISC as in Article XI, the duties of the Webmaster shall be to:

- I. Design and maintain the online resources and website of ISC.
- II. Post GA and meeting minutes on the ISC website within 48 hours of each meeting.
- III. Assist the Publicity/PR Director, Publicity/PR Committee and Graphic Designer(s) as needed.
- IV. Be in responsible charge of all online registration forms and voting systems for ISC.

Section 18:

In addition to the duties as prescribed by the Parliamentary Authority adopted by ISC as in Article XI, the duties of the Graphic Designer(s) shall be to:

- I. Be responsible for all print material used in ISC's publicity campaigns.
- II. Assist the PR/Publicity Director in performing his/her duties.
- III. Assist the PR/Publicity Committee in performing their duties.
- IV. Assist the Webmaster in performing his/her duties.

Section 19:

In addition to the duties as prescribed by the Parliamentary Authority adopted by ISC as in Article XI, the duties of the Advisor(s) shall be to:

- I. Provide services as a resource to ISC and its constituents.
- II. Act as a non-voting member of ISC and its constituents.
- III. Collaborate with the ISSO.
- IV. Ensure that the ISC is operating in conformity with the standards set forth by ISU and the SAC.
- V. Serve on the ISC Scholarship Committee.

Section 20:

The GA may impose by law other duties and qualifications for officers of ISC as it sees fit.

Section 21:

No member shall serve in two positions at the same time and no member shall serve more than two consecutive terms in the same office.

Section 22:

Grounds for impeachment shall be malfeasance, misfeasance or nonfeasance of duties and responsibilities as prescribed by this constitution.

The procedures for impeachment include the following:

I. A special meeting for the impeachment of members of the EBM shall be held upon the following:

a. A petition, signed by the majority of voting members of the GA, presented to the GA at a regular meeting; or

b. A majority vote of the EB.

II. Rules for the special impeachment session shall be sent by the GA at a regular meeting.

III. Upon impeachment, the GA shall impose none, any or all of the following penalties:

a. Removal from current office.

b. Denial of holding any further office with ISC.

Article VII: Elections

Section 1:

Nominations for all officer positions shall be announced at the first regular meeting of the GA in spring semester. Advertisement shall be made within one week after the opening of nominations.

Section 2:

The ISC Interviewing Committee is composed of the ISC President, Vice-President(s), ISC Treasurer/Finance Director (unless these individuals are running for a position, or unavailable), 3rd and ISC Advisor(s). The Committee will make recommendations for the appointment of the following positions: President-Elect, Vice-President(s) - Elect, Treasurer/Finance Director-Elect and Executive Secretary-Elect, based on experience, presentation and leadership skills demonstrated by the candidate during the interview. The Committee will do its best to appoint a diverse group of leaders as ISC-Elect. In case of rejection of any nominees, the meeting shall be adjourned to another time, when other applicants to the respective position shall present themselves to the GA. Once the top 4 positions have been filled for the ISC-Elect, a second round of interviews will take place in order to elect other positions such as Publicity/PR Director, Event Manager(s), and Web Master. The 2nd round of interviews will be conducted by the Interviewing Committee and the newly elected President-Elect, Vice-President(s)-Elect, Treasurer/Finance Director - Elect, and Executive Secretary-Elect.

Section 3:

The elections shall be held at the discretion of the President and Adviser(s) in spring semester as in Article VII.

Section 4:

It is the responsibility of the Advisor(s) and the GA to ensure diversity of the EB-Elect.

Section 5:

All EB-Elects shall shadow current EBM. Together they shall begin planning ISC activities for the following year. All EB-Elects shall be seated in the annual meeting as in Article VII.

Section 6:

In case of a vacancy of the EB, the President and Advisor(s) shall use their discretion to advertise and interview for the position(s) and make nomination(s) to the ISC and/or GA in accordance with this constitution.

Section 7:

In case of simultaneous vacancies of the position for President and Vice-President, the GA and/or EBM shall elect an Acting President in the regular meeting following the occurrence of these vacancies. The Acting President and the Advisor(s) shall be responsible for the advertisement and interviewing for these two positions in accordance with sections of this article.

Section 8:

I. Advisor(s) of ISC will be (an) appointed staff member(s) from ISSO, nominated by the Director of ISSO and elected by a 2/3 majority vote by the EB.

II. Advisor(s) shall serve yearly terms. Advisor(s) terms shall be automatically renewed unless he/she no longer wishes to serve in that role or the EB wishes to obtain a replacement.

III. Replacements for Advisor(s) will be nominated by the Director of ISSO and elected by a 2/3 majority vote by the EB.

Article VIII: Meetings

Section 1:

The regular GA meetings shall be held every other week and as necessary at the discretion of the EBM (when classes are in session) every month from September through April.

Section 2:

The last meeting of spring semester shall be known as the Annual Meeting and shall be for the purpose of receiving reports from officers, committee chairs and for any other business that may arise. This same meeting shall also end the duties and responsibilities of the GA representatives and current ISC officers and have the new GA representatives and EB-Elects be seated.

Section 3:

Special meetings may be called by the President of ISC, the EBM or upon a written notice, signed by at least one-quarter of seated voting members. The purpose of the meeting shall be stated in the call. A notice shall be given for a special meeting to be called.

Section 4:

The quorum for all meetings of the GA shall consist of fifty percent plus one of the memberships of the ISC.

Section 5:

An EBM may miss a maximum of 3 meetings each semester for any given reason. An EBM exceeding this limit may be terminated at the discretion of the President.

Article IX: Executive Board

Section 1:

The EB of ISC shall consist of the officers and EBM as listed in Article VI.

Section 2:

The EB shall have the power to effectively manage the affairs of ISC in accordance with the provisions of this constitution.

Section 3:

The EB shall fix the time and place of meetings of the GA, make recommendations to the GA, and perform such other duties as are specified in this constitution.

Section 4:

The EB shall be subject to the order of the GA and none of its acts shall conflict with which actions are taken by the GA.

Section 5:

The EB shall hold regular weekly meetings with the day and time being decided at the first EB meeting, which shall take place before the month of September after the board's election/appointment.

Section 6:

Special meetings of the EB may be called by the President or by the request of a minimum of three EB members, as long as the call is made prior to the special meeting.

Article X: Committees

Section 1:

The Finance Committee

I. The Finance Committee shall be composed of the Treasurer, Finance Director and Finance Committee Members.

II. The committee shall oversee and be responsible for obtaining funding for ISC events.

Section 2:

The Publicity/PR Committee

I. The Publicity/PR Committee shall be composed of the Publicity/PR Director, Web Master, Graphic Designer, and Publicity/PR Committee Members.

II. The committee shall:

a. Be responsible for increasing and keeping up the awareness of ISC amongst ISU students, the Ames community and other communities by the discretion of the EB.

b. Serve as an advisory board for the regular constituencies in matters of public relations.

c. Promote and advertise activities of ISC and its constituencies.

Section 3:

The International Week Committee

I. The purpose of the committee shall be to conduct a weeklong celebration of cultural diversity at ISU during the fall semester.

II. The International Week Committee shall be composed of ISC Event Coordinators and recruited Event Co-chairs.

Article XI: Parliamentary Authority

The parliamentary authority for ISC shall be the most recent edition of Robert's Rules of Order Newly Revised, except as noted differently in this constitution.

Article XII: Finance

Section 1:

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organization Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 24 hours after collection. The Treasurer and Advisor(s) to this organization must approve and sign each expenditure before payment.

Section 2:

Dues: There are no dues for this organization.

Article XIII: Amendments

Section 1:

This constitution may be amended at any regular meeting of the EB by a two-thirds vote of seated voting members, provided that the amendment has been submitted in writing at the previous regular meeting.

Example:

Re: Council Bill #01-01

TITLE: Constitution Amendment

WHEREAS: to better define at-large constituents, AND

WHEREAS: to define officers' duties in a more accurate and up-to-date way, AND

WHEREAS: to better define committees, AND

WHEREAS: to reduce bias in the ISFA evaluation procedure, BE IT THEREFORE

ENACTED: that the Constitution of ISC needs to be amended to meet the current needs, AND BE IT FURTHER

ENACTED: that the amendments shall be approved and applied by the EB at the annual meeting on July 25, 2008, HEREIN.