

The Constitution of The International Student Council At Iowa State University



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I. Name

Section 1: The name of the organization shall be the International Student Council of Iowa State University, also referred to as “ISC.”

- a. The members included within the student organization are meant to represent different countries and cultures of the world.

Section 2: In working with and for other multicultural student organizations - as classified by the Student Activities Center, they shall earn the name of the General Assembly, also referred to as “GA” members.

Section 3: As a distinction of collaboration, the following terms will be used:

- a. Member will refer to those within the council.

Section 4: To facilitate names within this constitution, the following abbreviations will be used:

- a. ISU stands for Iowa State University
- b. ISC stands for International Student Council
- c. GA stands for General Assembly
- d. ISSO stands for International Students and Scholars Office

II. Purpose & Goal

Section 1: ISC’s purpose is to serve as a platform that ensures and enhances communication and collaboration between the International Community, the ISU community, and the Ames community.

Section 2: ISC’s goal is to be the voice for the international community, raise awareness of humanitarian issues, provide an avenue to promote and celebrate cultural diversity at Iowa State, and collaborate with the ISSO for special programs and/or events.

Section 3: To achieve the stated objective, ISC shall:

- a. Sponsor coordinated events that showcase the cultures and lifestyles of the International Community at ISU.

- b. Organize committees within the council to illustrate the intended goals.
- c. Provide the opportunity for cultural exchange among members.
- d. Represent the international community throughout Iowa State University and the City of Ames.

III. Statement of Compliance

Section 1: International Student Council abides by and supports Iowa State University policies, State Laws, and Federal Laws as well as following local ordinances and regulations. The International Student Council agrees to annually complete President's Training, Treasurer's Training, and Advisors' Training (if required).

IV. Affiliation

Section 1: ISC desires to work and collaborate with multicultural organizations and other organizations that support and promote awareness of international issues.

V. Membership

Section 1: Membership shall be open to any who qualify and will follow the nondiscriminatory act which states that Iowa State University and International Student Council do not discriminate on the basis of race, ethnicity, sex, pregnancy, colour, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or status as a U.S Veteran.

Section 2: The officers of this organization must meet the following requirements:

- a. 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 spring and fall 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.
- b. 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, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

- c. Agree with the purpose and goals of ISC as stated in Article II.
- d. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b)
- e. Apply online by the set deadline and provide all the materials requested. Section 3: As part of this organization, members will be expected to:
 - a. Abide by Article V, Section 1 as well as be respectful of all members.
 - b. Attend all meetings, assigned office hours, and all required events unless excused.
 - c. Report absences
 - i. Inform the executive board of absences from ISC meetings and required events.
 - ii. Inform officers (event coordinators or directors) of absences from committee meetings.
 - iii. Failure to inform the appropriate officer of an absence will result in an unexcused absence. Only 2 unexcused absences will be tolerated.
- f. Failure to comply with Section 3 or ISU's policies may result in removal from the council. However, removal must be at the discretion of the executive board.

Section 4: Membership shall have the following term requirements:

- a. The Executive Board, Committee Directors and Committee Members must hold their position for the entire academic year.
- b. Event Coordinators and Event Committee Members must hold their position for the entirety of the semester.

Section 5: As a professional standing council, members will be expected to comply with all of Article V. Those accepted into the council will have a chance to deny their position from the moment they are offered it through one week into the council's

meeting time, after that, penalties may apply.

- a. Penalties should be applied if the reason for leaving the given position is not deemed reasonable or if a member is removed from the council. Both of these being at the discretion of the executive board and the concerned director/coordinator.
- b. Reasons to leave the council after the given time period without a penalty will include if a member:
 - i. Has a medical emergency that requires missing the remainder of ISC events and meetings.
 - ii. Is suspended or cancels enrollment in ISU.
 - iii. Has a depleting academic stance that requires exiting extra-curricular activities.
- c. Any other situations will be at the discretion of the sitting executive board.
- d. Penalties may include paying fees which will be a full refund of what ISC has invested in you. This includes paying the full price of said member's name tag, polos, and any other materials. Failure to pay penalties will lead to that price being charged onto said member's U-bill.

VI. Committees

Section 1: ISC shall be split into committees to facilitate events and promote the purpose of the organization. Each committee shall also have an executive board member as an advisor.

Section 2: Committees changes or additions are at the discretion of the executive board and advisor. However, ISC must always have committees to satisfy ISC's goals as specified in Article II.

Section 3: The Finance Committee, comprised of the Treasurer and Finance Committee Members. The committee shall:

- a. Oversee and be responsible for obtaining funding for ISC events.

b. Refer to Article XI, section 3 for how to obtain that funding.

Section 4: The Publicity Committee shall be comprised of the Publicity Director, Web-Master, Graphic Designer, Photographer, and Publicity Committee Members. The committee shall:

- a. Be responsible for increasing the visibility of ISC amongst ISU students, and the Ames community.
- b. Promote and advertise activities of ISC and the GA members.
- c. Create and update ISC flyers, brochures, and web materials.

Section 5: The Student Advocacy Committee, comprised of a Committee Director and Committee Members. The committee shall:

- a. Work with ISSO and ISU Administration to improve the student experience at Iowa State.

Section 6: The Humanitarian Awareness Committee, comprised of a Committee Director and Committee Members. The committee shall:

- a. Prepare activities to raise awareness to humanitarian issues within ISC, on ISU campus, and in the Ames community.
- b. Maintain functioning knowledge of humanitarian issues around the world.
- c. Partner with other non-profit organizations in raising funds for relief from humanitarian issues.

Section 7: The Social and Volunteer Committee, comprised of a Committee Director and Committee Members. The committee shall:

- a. Promote unity within ISC and GA's by holding social gatherings to create stronger bonds for the members involved.
- b. Find ways for ISC to give back and partner with other volunteer organizations at ISU and the Ames community.

Section 8: The Event Committees shall be comprised of various committees each with an Event Coordinator and Event Committee members. The committees shall:

- a. Plan and direct ISC events.
- b. In the fall semester, host a weeklong celebration of cultural diversity through the promotion of food, heritage, and arts at ISU.
- c. In the spring semester, hold an event to promote culture through food and host a soccer tournament to bring together a diverse community.

VII. Directors & Event Coordinators

Section 1: Officer positions include Publicity Director, Humanitarian Awareness Director, Student Advocacy Director, Social & Volunteer Director, and Event Coordinators.

Section 2: Application for Directors and Event Coordinators shall occur in the following way:

- a. Candidates shall apply online and be reviewed by the Executive Board. Applications shall be submitted by the first week of March. At this stage candidates who do not qualify shall be removed from consideration.
- b. Eligible candidates shall be interviewed to determine their compatibility for the position as stated in Article IX, Sections 2 & 3.
- c. Candidates shall be announced during the first week of April
- d. The election shall take place during the second week of April
- e. The new Officers shall train and transition into their new positions through April-May.
- f. No member shall serve in two positions at the same time, and no member shall serve more than two consecutive terms as an officer in the same committee.
- g. In case of a vacancy or simultaneous vacancies in the director/coordinator position(s), the executive board with advice from the ISC Advisor, shall advertise and interview for the vacant position(s) to nominate an interim officer. Penalties as stated in Article V, Section 4 may apply.
- h. The current executive board shall determine the structure of each committee

prior to the start of each semester.

Section 3: Officers must be in accordance with Article V of the constitution. Directors must hold their position for one full year and event coordinators must hold their position for one whole semester.

Section 4: Directors/Coordinators shall be in charge of the following:

- a. Allocating tasks and managing the various committees within ISC.
- b. Setting a time for and leading weekly committee meetings.
- b. Regularly updating the executive board supervisor on the committee's progress.
- d. Be responsible for the committee tasks as stated in Article VI.

VIII. Executive Board

Section 1: The ISC executive board must abide by all the sections stated in Article V of the constitution.

Section 2: The executive board shall be composed of the ISC President, Vice-President, Treasurer, and Executive Secretary.

Section 3: Basic duties of the executive board shall be:

- a. The power to effectively manage the affairs of ISC in accordance with the constitution.
- b. Setting the time and place of ISC and GA meetings.
- c. Attend all ISC events.
- d. To hold a minimum of two office hours per week.
- e. Assist and supervise over committees and ensure the fulfilment of those duties by members. Committees shall be evenly distributed among the executive board members.
- f. Hold regular weekly meetings. Special or extra meetings can be called on with a majority vote of the sitting executive board.
- g. Constructing applications and interviewing all ISC members as well as assigning

them to committees.

- h. Running executive board elections for the following year.
- i. To perform the remaining duties as specified in this constitution. 7

Section 4: In addition to the duties above, the President shall also:

- a. Preside over all meetings.
- b. Chair the ISC meetings, GA meetings, and executive board meetings.
- c. Serve as an official representative of ISC.
- d. Serve as a liaison to the ISSO and ISC.
- e. Represent ISC on the City of Ames Student Affairs Commission.
- f. Ensure cooperation of ISC with International Orientations every fall and spring semester.
- g. Ensure that the ISC is operating in conformity with the standards set forth by ISU and the Student Activities Center Office.
- h. Be responsible for risk management.
- i. Be responsible for ISC as a whole.
- j. Be responsible for signing the appropriate documents.

Section 5: In addition to the duties above, the Vice-President shall also: a. Be responsible for handling the ISC Scholarship process and logistics. b. Serve as liaison to the ISU Student Government.

- a. Undertake the responsibilities and duties of the President in his/her absence. d. Represent ISC and international students on university committees as assigned.
- b. Keep track of office hours and contact members who are not attending those hours.

Section 6: In addition to the duties above, the Treasurer shall also:

- a. Maintain an accurate record of all organization transactions.

- b. Approve all ISC transactions before they take place.
- c. Approve and cosign the appropriate documents.
- d. Give statement updates at regular executive board meetings.
- e. Prepare monthly statements for all ISC accounts in an excel spreadsheet.
- f. Develop the ISC budget for committees for the current fiscal year and obtain approval from the President.
- g. Chair the Finance Committee.
- h. Develop an ISC budget for the next fiscal year in order to request funds from the ISU Student Government in the spring semester through the Annual Budget Allocations process.
- i. 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 7: In addition to the duties above, the Executive Secretary shall also:

- a. Conduct official correspondence for ISC.
- b. Take meeting minutes and attendance for the ISC, GA, and executive board meetings and send meeting minutes to ISC and the GA within 72 hours of the meeting.
- c. Maintain a membership roster on the StuOrg page.
- d. Maintain and update ISC and GA mailing lists.
- e. Assist the President, Vice-President, and Treasurer as needed.

Section 8: An executive board member may be removed by a 75% vote of ISC members or by the ISC advisors if they:

- a. Miss a maximum of 3 meetings each semester for any given reason, excused and unexcused.
- b. Are not in compliance with Article V.

- c. Do not meet the expectations of their position.

Section 9: In case of unexpected vacancies on the Executive Board, the remaining executive board, with advice from the ISC Advisor, shall advertise the name of the candidates and interview for the vacant position(s) to elect an interim executive board member. Penalties as stated in Article V, Section 4 will apply.

- a. In case of a vacancy in the position for President, the Vice President shall take over the position.
- b. If there is no Vice President, the remaining executive board shall elect an Acting President for regular meetings.
- c. Refer to Article IX, section 6 in case of an expected vacancy known a semester prior.

IX. Executive Board Elections

Section 1: Elections for the executive board will occur in the spring semester and shall be elected by all ISC members. All of which shall be reviewed by the Reviewing Committee.

Section 2: In order to apply for candidacy, interested parties must:

- a. Abide by Article V of the constitution.
- b. Apply for the position by the date set.
- c. Have one full semester of membership in ISC before applying for the Vice President and Secretary position and have two full semesters of membership in ISC before applying for President and Treasurer position.
- d. Show commitment and genuine interest in ISC and the organization's future.
- e. Not have held a position in the executive board for more than one full year.

Section 3: The ISC Reviewing Committee shall be composed of the ISC Executive Board and ISC Advisors unless these individuals are running for a position.

- a. The Reviewing Committee will evaluate candidates to ensure they meet the qualifications listed in Article IX, Section 2 and review the candidates'

experience, presentation, and leadership skills.

- b. The Reviewing Committee will reject candidates only if they lack the qualifications listed in Article IX, Section 2, if their reasons for being in the position are corrupt, and if they have no leadership experience. This being based solely on the candidate's application, not the personal opinion of the Reviewing Committee individuals.
- c. The Reviewing Committee shall also strive to select a diverse group of candidates for the positions.
- d. The duties of the Advisors shall be to provide services as a resource to ISC and act as a non-voting member of ISC.

Section 4: Elections for the executive board shall occur in the following way:

- a. Candidates shall apply online and be evaluated by the Reviewing Committee. At this stage candidates who do not qualify shall be regrettably declined.
- b. Eligible candidates shall then present themselves to the whole of ISC and provide a platform for why they believe the position should be theirs. This shall be done in the form of an election meeting where ISC and GA members are expected to be present and vote.
- c. Each ISC member shall be represented through one vote per head. GA members will be awarded one vote per organization.
- d. The election meeting shall begin with a statement of the candidates' names and platforms beginning with candidates for President and proceed with Vice-President, Treasurer, and Secretary.
- e. The first round of voting from ISC members shall take place after all candidates for President speak. After a President is chosen, the same process will continue for the remaining positions.
- f. Candidates who are not chosen for their intended position may choose to run for the preceding round of voting for the following position(s).
- g. Executive board elections shall be held during this timeline: executive board applications shall be due during the last week of March, executive board

candidates will be announced during the first week of April, the executive board election will take place during the second week of April, and the executive board will transition into their new positions during April-May.

Section 5: The newly appointed executive board shall then continue the election process by:

- a. Shadowing the current executive board members.
- b. Begin planning ISC activities for the following year.
- c. Begin the interviewing process for the positions of Directors, Event Coordinators, Committee members, and Event Committee members.

Section 6: If no current members are interested in a certain Executive Board position or a vacancy occurs the following will take place.

- a. If no ISC member applies for a certain Executive Board position, an exception to the reviewing process shall be made. In this scenario, the position will then become open to a snap election.
- b. If an executive member can no longer fulfil their duties halfway through the year, in an expected vacancy, the election process from Article IX, section 4 will apply.
- c. If the executive board is still incomplete after this process, applications will then make an exception to the membership process, and open up applications to all of ISU, and the election process from Article IX, section 4 will apply.

Section 7: Elections for the advisors of ISC shall occur in the following way:

- a. Minimum of two advisors will be an appointed staff member from ISSO, nominated by the Director of ISSO and elected by a majority vote by the executive board.
- b. Advisors shall serve yearly terms. While terms shall be automatically renewed unless he/she no longer wishes to serve in that role or the executive board wishes to obtain a replacement.
- c. Replacements for Advisors will be nominated by the Director of ISSO and elected by a majority vote by the executive board.

X. Meetings

Section 1: Regular ISC meetings shall be held every week. The day and time shall be determined by the sitting executive board members.

Section 2: The regular GA meetings shall be held every other week after the ISC meeting, every week a month leading up to ISC events, and as necessary at the discretion of the executive board members.

Section 3: Meeting shall be held throughout the academic year when regular classes are in session excluding dead week.

Section 4: All meetings shall be led by the executive board. Other members shall contribute in ways determined by the executive board and officers.

Section 5: There shall be a reflection session held by the executive board periodically throughout the academic year. This meeting shall be for the purpose of receiving feedback from officers and committee members about ISC.

Section 6: Special meetings may be called by a majority vote of the executive board, or upon request of a member at the discretion of the executive board. The purpose of the meeting shall be stated in the call.

Section 7: The structure of the ISC meeting shall be at the discretion of the executive board but must include:

- a. Weekly announcements and committee updates.
- b. Leading up to an ISC event, describe that event's description, timeline, and member responsibilities.

XI. 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 Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

- a. The Treasurer and Advisor must be notified of all transactions, and approve all expenditures made using the organization's fund.
- b. Any unapproved expenses or expenses made without the organization's P-card or Intramural form cannot be refunded by ISC.

Section 2: The organization's account shall be maintained at all times, and it is the Treasurer's responsibility to ensure that the organization's finances can be sustained for the future terms of ISC.

Section 3: The organization receives funding through ISU's Student Government Allocations, sponsorships from various colleges and departments on campus, donations from external businesses, and fundraisers held by ISC.

Section 4: The members are not required to pay any dues to the organization, unless Article V, Section 4 has been violated.

XII. Amendments

Section 1: This a revised version of the ISC constitution as previously made in 2013. This constitution was remastered by the Spring 2020 ISC.

Section 2: To add amendments, approval must be taken by a majority of ISC. Additions must be added to Article XII of the constitution in the following order:

- a. Section (3): Amendment 00.00.0000 (date) to Article 0, section 0. 14