

THE  
CONSTITUTION  
OF THE  
INTERNATIONAL STUDENTS' COUNCIL  
(ISC)  
OF  
IOWA STATE UNIVERSITY

Revised and Adopted : April 3, 1989

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# INTERNATIONAL STUDENT COUNCIL CONSTITUTION

## PREAMBLE

We, the international students of Iowa State University, recognizing the need to have a council representing our aspirations and promoting fellowship between people of different cultures, do hereby establish the **International Student Council (ISC)** of Iowa State University and promulgate this constitution.

## Article I. NAME OF THE COUNCIL

This organization shall be officially known as the **International Student Council (ISC)** of Iowa State University.

## Article II. PURPOSE

The purpose of the ISC shall be to:

- a) Represent international students and international clubs on the ISU campus,
- b) Oversee and advise international clubs,
- c) Distribute **Government of Student Body (GSB)** funds which are allocated to international clubs, on the basis of the criteria set by the GSB and the **ISC Finance Committee**,
- d) Discuss international students' concerns and opinions,
- e) Raise awareness of international student concerns and issues,
- f) Provide educational and social services to international students of ISU,
- g) Enhance communication and cooperation among international clubs, and between international students and the university,

- h) Provide input in activities requiring international student participation at the university, local, and state levels, and
- i) Promote better understanding between American and international students by exposing the former to the cultures and lifestyles of the countries which the international students represent.

### Article III. MEMBERSHIP

Definition 1. **International Student.** An international student is a non-U.S. citizen.

Definition 2. **International Club.** A campus organization is designated an international club if the organization's membership is composed mainly of international students and if the club's major purposes are two or more of the following:

- a) To promote and to assist the existence of foreign cultures at ISU,
- b) To improve communication between foreign students, the Ames and ISU community,
- c) To provide services of any nature to international students of ISU, and
- d) To promote international friendship, understanding, and awareness among the ISU student body.

Section 1. **Categories.** There shall be two categories of membership:

- a) **Regular.** Any international club duly registered by the Office of Students' Organization and Activities, provided the club has submitted a completed membership form and has paid the required annual membership fee of \$10.00, shall qualify for **regular membership.**
- b) **Nonregular.** Any non-international club duly registered by the Office of Students' Organization and Activities, provided the club indicates interest in international



student affairs and submits a completed membership form, shall qualify for **nonregular membership**.

## Section 2. Rights and Duties.

### a) **Club Representation.**

- i. Each member club shall submit the names of two representatives to the Executive Board of ISC by the second meeting of the Fall semester, if already an existing member, or upon application for new membership.
- ii. Each member club shall be represented only by either one or both of the listed representatives.
- iii. The choice of club representative is at the discretion of each club, subject to sections 2.a.i. and 2.a.ii.

### b) **Right to Vote.**

- i. A **regular member club** has a right to vote on all matters affecting the ISC.
- ii. Each **regular member club** can only have **one vote** on each issue at the ISC meetings.

### c) **Privileges of Members.**

- i. Only **one regular member club representative** can vote on issues at the ISC meetings.
- ii. **All members and representatives** can express their views and the views of their clubs and can make motions, but seconding motions and voting is limited in accordance with section 2.b. and 2.c.i.
- iii. **All international students and regular members** can be nominated for the Executive Board of ISC, in accordance with Article IV, Section 3.
- iv. **All members** can be nominated for membership in special and standing committees, **but chairmanship** of the committees are limited to **regular members**.

### d) **Club Representative Duties.** It is the club representatives' duty to:

- i. Represent their respective international club or campus organization,
- ii. Inform the clubs of the developments and issues discussed in the ISC meetings,
- iii. Actively participate in **at least** one of ISC special or standing committees,
- iv. Vote in accordance with Section 2.b. and 2.c.i.,
- v. Perform other functions designated by the ISC,
- vi. Actively participate in ISC activities, and
- vii. Attend a special meeting on the conduction of general meetings which will be convened by the Executive Board.

Section 3. **Policy on the Attendance of Meetings.** This policy on attendance of meetings will be enforced on the **regular member clubs.**

- a) **All regular member clubs** are required to attend **all ISC general and special meetings**, in accordance with Section 2.a.
- b) **Missing a Meeting.**
  - i. If **both** regular member club representatives will miss a meeting, they are required to **submit a written statement** to the ISC mail box in the E.O. Building or the ISC office prior to the said meeting. The written statement is a letter of intent to miss a meeting and this should also include the reasons for missing the meeting. Failure to do so, will make this count as an absence in the record of attendance.
  - ii. If a representative leaves a meeting without notifying the Secretary of ISC, this will also count as an absence of a meeting.
  - iii. **First Absence.** Immediately upon occurrence of the first absence of a meeting, the **Secretary of ISC shall notify in writing** the regular member club concerned, of the absence.

- iv. **Second Absence.** Immediately upon occurrence of the second absence of a meeting, the **Vice-President of ISC shall arrange a meeting** with the representatives of the erring club to:
  - 1. Inform them of the second absence,
  - 2. Explain and reiterate the ISC policy on attendance of meetings, and
  - 3. Inform them that if a third absence is recorded, their membership will be canceled for the rest of the year.
- v. **Third Absence.** Immediately upon the occurrence of the third absence of a meeting, the Executive Board of ISC shall **cancel the membership** of the club.
  - 1. Those errant clubs that have been funded by **GSB** through the ISC mediation will have their accounts frozen in the **Campus Organizations Office**.
  - 2. Errant clubs may seek to be readmitted to the ISC by a vote of 2/3 of the quorum of ISC.
  - 3. Release of the hold on the errant club's account can be obtained after paying a \$10.00 fee to the ISC in addition to the approval of readmission to the ISC.
  - 4. For groups that have their membership revoked twice in one fiscal year, they shall not be readmitted for the rest of the year and their accounts in the **Campus Organizations Office** shall be frozen for the rest of the year.

Section 4. **Cancellation of Membership.** Membership can be revoked by a seconded motion and upon approval by 2/3 majority vote of the ISC quorum in a general meeting. However, such a vote must take place two weeks after the motion to revoke has been filed and after the representatives have been given a chance of defending any allegations raised.



Section 5. **Admission and Readmission to ISC.** In admitting members to ISC, the following steps should be performed:

- a) The club shall first submit a written statement to the Executive Board, in which the club makes a commitment to honor the ISC goals and constitution. A completed membership form which includes a list of two names who will represent the club, shall also be submitted at this point.
- b) The Secretary of ISC shall read the statement to the council in a general meeting.
- c) The club representatives shall attend the meeting to answer any queries.
- d) Admission of the club shall be approved by a simple majority of a quorum.
- e) Membership dues for regular membership shall be collected by the Treasurer upon admission.

#### Article IV. **OFFICERS**

The **elected officers** of the Council shall be as follows: President, Vice-President, Executive Vice-President, Secretary, and Treasurer. These officers will constitute the **Executive Board of ISC.**

Section 1. **Duties and Functions.**

- a) The **President** shall:
  - i. Enforce the constitution,
  - ii. Call and preside over all general, special, and Executive Board meetings,
  - iii. Have power to call **special meetings,**
  - iv. Coordinate ISC activities and events,



- v. Create **special committees** subject to the approval of a simple majority at a general meeting, and
  - vi. Attend all general, special, and Executive Board meetings.
- b) The **Vice-President** shall:
- i. Take over all functions of the President in the President's absence,
  - ii. Assist the President in all his/her activities,
  - iii. Serve as **moderator** at all general meetings,
  - iv. Oversee the application of ISC policy on attendance of meetings,
  - v. Chair the **International Student Financial Aid (ISFA) Committee of ISC**, and
  - vi. Attend all general, special, and Executive Board meetings.
- c) The **Executive Vice-President** shall:
- i. Take over all functions of the President if both the President and Vice-President are absent,
  - ii. Assist all members of the Executive Board in all their activities,
  - iii. Serve as the **official representative of ISC**,
  - iv. Chair the **Public Relations Committee of ISC**,
  - v. Work closely with the **International Senator** in pushing issues in the GSB,
  - vi. Work with the **Office of International Educational Services (OIES)** in developing international programs, and
  - vii. Attend all general, special, and Executive Board meetings.
- d) The **Secretary** shall:
- i. Keep the minutes of all general, special, and Executive Board meetings,

- ii. Circulate the minutes and agenda of the meetings,
  - iii. Keep all records of ISC,
  - iv. Conduct correspondence for ISC,
  - v. Take an oral roll call of attendees to all meetings and keep attendance records of the meetings, and
  - vi. Attend all general, special, and Executive Board meetings.
- e) The **Treasurer** shall:
- i. Take responsibility for all funds, assets, and properties of ISC,
  - ii. Render an account of the financial status of ISC at each general meeting,
  - iii. Keep all financial accounts and papers,
  - iv. Manage the finances of ISC,
  - v. Chair the **Finance Committee of ISC**, and
  - vi. Attend all general, special, and Executive Board meetings.

## Section 2. Limitations.

- a) **No international club** can have **more than one member** serving on the Executive Board at the same time.
- b) All members of the Executive Board shall have full regular representative privileges in accordance with Article III., Section 2.c., except the right to vote on Council issues. In the event of a tie in the Council votes, the President will make the final decision after consulting the Executive Board.

## Section 3. Elections.

- a) Officers shall be **elected annually** in April; they shall take office at the following general meeting.
- b) **Nominations.** Nominations shall be accepted from the Council, at a meeting prior to elections.

- c) **Nominee's Qualifications.** Nominees must be:
- i. Members but not necessarily representatives of a regular member club,
  - ii. Full-time students,
  - iii. In good academic standing (in accordance with the ISU administration definition), and
  - iv. Present at the election meeting of the spring semester.
- d) **Election.** Executive Board members shall be elected by obtaining a simple majority of a quorum. No current member of the Executive Board is eligible to run for a vacant position unless he/she first resigns.
- e) **Special Elections.** Special elections may be called by the President to fill any vacancies.

Section 4. **Removal or Impeachment of Officers.** An elected officer can be removed from office by a petition signed by a simple majority of the voting council regular membership and 2/3 majority of a quorum of the Council at the next general meeting.

#### Article V. **ADVISORS**

Section 1. **Staff Adviser.** There shall be one staff adviser from the Office of International Educational Services (OIES).

- a) The **ISC Adviser** shall be chosen annually by a simple majority of a quorum during the annual election meeting in April.
- b) Term of office is one year, coinciding with the term of office of the elected officials.

Section 2. **GSB Advisors.** There shall be two ex-officio GSB liaison advisers recommended by GSB and subject to

approval of ISC by a simple majority vote of a quorum at a general meeting.

## Article VI. COMMITTEES

### Section 1. Executive Board.

- a) **Composition.** The Executive Board shall be composed of the President, Vice-President, Executive Vice-President, Secretary, and Treasurer. The President shall chair the Board.
- b) **Function.** Management of the affairs of the Council shall be vested on the Executive Board.

### Section 2. Finance Committee.

- a) **Composition.** The following shall be the **nine members** of the Finance Committee:
  - i. Treasurer of ISC,
  - ii. Five members of ISC to be elected by the end of September; these **five elected members** shall be the **only voting members** of the committee.
  - iii. Two representatives of the GSB Finance Committee, and
  - iv. Staff Adviser of ISC.

The Treasurer of ISC shall **chair** the Finance Committee.

- b) **Functions.** The Committee shall:
  - i. Develop budget guidelines and instructions for international clubs applying for GSB funds,
  - ii. Meet the budget deadlines set by the university and the GSB, and
  - iii. Present their final budget to ISC for approval and then to the **GSB Finance Committee** for further approval.



c) **Budget Requests.**

- i. ISC shall approve international club budgets being presented to the **GSB Finance Committee.**
- ii. Budget requests shall be submitted in accordance with ISC approved guidelines, which were developed by the **ISC Finance Committee.**
- iii. Special allocations can be applied for in accordance with GSB regulations.

Section 3. **Public Relations Committee.**

a) **Composition.** The following shall comprise the Public Relations Committee:

- i. Executive Vice-President of ISC, and
- ii. Four club members of the members of ISC, who shall be elected by the end of September.

The nominees for membership in this committee shall be approved by a simple majority of a quorum at the next general meeting.

The Executive Vice-President shall **chair** this committee.

b) **Functions.** The Committee shall:

- i. Find ways to improve awareness of ISC and its role in the ISU community,
- ii. Publicize ISC activities,
- iii. Serve as an advisory board for international clubs in matters of public relations, and
- iv. Conduct matters of public relations in general.

Section 4. **ISFA Committee.**

a) **Composition.** The following shall comprise the International Student Financial Aid (ISFA) Committee of ISC:

- i. Vice-President of ISC,

- ii. Four Regular Club Representatives, who shall be elected by the end of September.

The nominees for membership in this committee shall be approved by a simple majority of a quorum at the next general meeting.

The Vice-President shall **Chair** this committee.

b) **Functions.** The Committee shall:

- i. Find ways and activities to raise funds for ISFA and recommend these to the Executive Board,
- ii. Encourage international students to voluntarily contribute to ISFA,
- iii. Work closely with the **ISC Adviser** and the **Office of International Educational Services** to improve ISFA.

#### Section 5. Special Committees.

- a) **International Week Committee.** One week of November shall be celebrated **International Week**. A committee for the preparation and planning of the International Week shall be created by the end of September. All member clubs of ISC are encouraged to contribute towards the success of International Week activities and events.
- b) **Other Special Committees.** The President has the power to create other special committees, subject to approval by the Council. The members of these committees will be nominated and elected by a simple majority of the Council quorum.

#### Section 6. Limitations.

- a) No international club can have more than one member serving on each of these committees at any time.
- b) Serving on the Committee of International Week is, however, not subject to Section 6.a.

## Article VII. MEETINGS

Section 1. **Regular Meetings or General Meetings.** **General Meetings** of the Council shall be held **every other week** from the start of the Fall Semester to the end of the Spring Semester. The place and the hour of the meetings shall be determined by the Executive Board. A written notice including the agenda and the minutes of the preceding meeting shall be distributed to the Council members a week before the meeting. The agenda for the regular meeting shall be decided by the Executive Board. However, if any issue or bill is submitted by at least 1/4 of the Council members in writing, the Executive Board shall have to include such an issue or bill in the agenda for the next meeting. Conduction of the regular meetings shall be in accordance with the **Roberts' Rules of Order.**

Section 2. **Special Meetings.** Special meetings of the ISC may be called by the President when, after consulting the Executive Board, he/she is convinced that the need is sufficiently urgent. A special meeting may also be called upon written demand of 1/4 of the Council members, exclusive of the Executive Board members.

Section 3. **Quorum.** The quorum for all meetings shall consist of fifty percent plus one of the regular Council member clubs.

## Article VIII. AMENDMENTS AND BY-LAWS

Section 1. This **constitution** may be amended at any regular meeting of ISC by a 2/3 majority vote of the quorum. A written or printed notice of the proposed amendment must be given to all members at least one week prior to votation.

Section 2. The **By-Laws of the ISC** may be adopted at a regular meeting by a 2/3 majority vote of the quorum, provided that a written notice was given prior to votation.

#### Article IX. **RATIFICATION**

The constitution shall be established and become effective upon approval of 2/3 of a quorum at a general meeting.