By the authority granted by the Board of Regents, as established by the Utah State Legislature and extended through the President of the university, and through the Utah State University Student Association (USUSA), the International Student Council, hereafter referred to as ISC, established the constitution. All actions of the ISC shall be in accordance with the provision of this Constitution.

Residence

International Student Council Office
9545 Old Main Hill
Military Science, Room 115A
Logan, UT 84322-9545
Telephone: 435-797-1124
Article I – ISC Defined

Section I. Overview
The International Student Council (ISC) consists of eight elected executive officers and international student clubs present on the USU campus. The ISC will plan multicultural events, advice and support international students, domestic students, clubs, associations, and organizations, and liaise with relevant administrative offices to fulfill agendas catered towards the welfare of international students. The executive officers are responsible for promoting diversity and serving the interests and diverse needs of international students, in collaboration with other USU departments, clubs, associations, organizations, and student bodies.

Section II. Mission Statement
The ISC is a student organization representing all international students at USU. Our mission is to provide a platform where students’ concerns are addressed and action plans are implemented. It shall endeavor to sponsor, promote, and coordinate activities that foster mutual understanding and education, encourage cross-cultural, multicultural, and intercultural communication, acculturation, and cultural competency. It shall also be responsible for equally and justly distributing finances across all international student associations over which it presides and which demonstrate a need in financial support and an interest in utilizing the funds in line with cultural promotion.

Section III. Vision Statement
Our vision is to represent all international cultures that are present at the USU Logan Campus.

Section IV. Core Pillars
- Leadership
- Service
- Diversity
- Cultural Education
- Communication

In accordance with this constitution and the regulations of USUSA and Utah State University, ISC shall strive to attain these goals and function in any manner desired by the majority of the international student body at USU, in alignment with these goals.

Article II – Terms of Office

Section I. Term Defined
A term of office for ISC executive officers is one academic year. The term of office for the incoming ISC executive officers shall begin on the first day of the Summer semester following the
end of the previous academic year. The term of office shall end on the last day of Spring Semester of the current academic year.

**Section II. Limit of Term**
- Executive officers may be on the ISC for a maximum of two academic years, regardless of position.
- The ISC President must have served on the ISC for one academic year.

**Section III. Absence of Member**
- In the absence of the President, the Executive Vice President shall take over for a maximum of 45 days, after which a new president shall be elected from the council.
- Upon an ISC executive officer vacating their position, the executive council shall appoint a substitute officer on vote.

**Section IV. One Office**
No Executive Council officer shall hold more than one office at any given time.

**Section V. Candidate Eligibility**
- A candidate may have served on the ISC Executive council, no more than two terms.
- Candidate is a full-time, degree-seeking student, e.g.:
  - i. Undergraduate: 12 credits
  - ii. Graduate: 9 credits or considered full-time by School of Graduate Studies
- Candidate holds a USU/institutional overall GPA of at least 2.75, and a GPA of at least 2.75 for the last 2 terms.
- Candidate has been enrolled for at least two semesters at USU.
- Candidate is free from academic warning, probation or suspension.
- No more than two students may represent one association or country on the Executive Council.
- In the event that more than two candidates from a single association or single country are elected, the following method will be used by the Election Subcommittee to select two officers:
  1. Executive positions will be assigned to the two candidates with the largest percentage of votes in the election in which they are candidates.
  2. In the event of a tie, the Election Subcommittee will decide on the most appropriate and just action.

**Section VI. Voting Procedures**
The ISC Election Subcommittee is responsible for informing all official representatives of the pending elections. All international and involved domestic students (pending approval from advisor) are eligible to vote and shall have only one vote. Voting will be done online with no proxy voting permitted.

**Article IV – Meeting and Procedures**

**Section I. General Meeting**
General council meetings shall occur once every week of the Fall and Spring semesters, at a time and venue to be announced by the ISC Executive Secretary in the preceding meeting and by email.

**Section II. First Meeting**
The first meeting of the semester shall occur no later than three weeks from the first day of classes.

**Section III. Special Meeting**
Special meetings may be scheduled by the President. Other council members may request special meetings, pending the President’s approval.

**Section IV. Robert’s Rule of Order**
All meetings shall be conducted according to Robert’s Rule of Order, every incoming executive officer shall be trained on basic procedures by the President and Advisor in the first quarter of the Fall semester.

**Section V. Voting Criteria**
Issues shall be voted on by executive council members using an absolute majority rule (50% + 1).

**Section VI. Unexcused Meetings**
Executive officers shall meet once a week. More than three late attendances of 15+ minutes shall result in a probationary check and more than three unexcused absences from meetings or three unexcused absences from events shall lead to the termination of the member’s term of office and the executive council shall appoint a new officer on vote.

**Section VII. Not Fulfilling Duties**
If an Executive Council member, including the President, is not fulfilling their duties, they can be relieved of their position by 2/3 vote of the Executive Council.

**Article V – Powers of the ISC**

**Section I. Powers**
- Elect the ISC executive officers in the event of a position being vacated
Formulate resolutions concerning international student affairs
Approve, amend, or reject the budget presented by the VP of Finance
Exercise all other powers and duties determined by vote and not designated in the Constitution

**Article VI – Executive Officers and Delegates**

**Section I. Executive Council**
The ISC Executive Council shall be elected by the international student body of Utah State University and consist of the following members:

- President
- Vice President
- Secretary
- Finance VP
- Public Relations & Marketing VP
- Culture & Education VP
- Student Life & Advocate VP
- Sports & Service VP

The immediate past president shall serve as a non-voting member of the Executive Council. The specific roles of officers, in addition to the general responsibilities delineated above, are:

**Section II. President**
1. Serve as a chairman and spokesperson for the ISC
2. Have a casting vote for general council decisions, excluding elections
3. Prepare the agenda for the semester’s programs
4. Prepare the agenda for weekly meetings and relay to the Secretary
5. Prepare the annual budget request with the ISC Advisor and Finance VP
6. Conduct weekly meetings
7. Designate structured responsibilities to officers per agenda
8. Attend Student Life Advisory Council (SLAC) and Student Inclusion Committee (SIC) meetings
9. Oversee the operations of the executive members and ensure their timely completion

**Section III. Executive VP**
1. Preside over the ISC in the absence of the President
2. Attend SLAC and SIC meetings in the absence of the President
3. Liaise with the Intensive English Language Institute
4. Liaise with the USUSA Executive VP
5. Liaise with the Orientation office to coordinate Day on the Quad, international orientation presentations, and ISC representation the orientation modules and Aggie Bluebook
6. Attend campus events and network with other student organizations and the IFP
7. Assist the President in each of their responsibility

Section IV. Executive Secretary
1. Distribute the agenda for each meeting to the council prior to the meeting
2. Record minutes and distribute meeting summary to the council post-meeting
3. Compile and preserve an accurate record of the proceedings of the council
4. Maintain council member hours
5. Maintain Box and keep information of contacts up to date
6. Maintain a calendar of events
7. Maintain the ISC email account

Section V. Finance VP
1. Prepare the annual budget request to USUSA, in collaboration with the President and the Advisor
2. Prepare objective rubric for fund allocation and present to the President
3. Assist the president in the distribution of finances to international student associations
4. Present a budget for the academic calendar to the ISC
5. Present a brief financial statement at the first meeting of each month
6. Present an annual report at the end of term of office
7. Maintain an accurate inventory of ISC expenditures
8. Co-sign all requisitions, cheques, and other financial documents

Section VI. Public Relations & Marketing VP
1. Have excellent writing, copywriting, and graphics design skills
2. Be responsible for the ISC’s publicity, including maintaining social media and updating the ISC webpages
3. Be responsible for photography, videography, poster design, and archive
4. Promote social relations with other organizations, including and not limited to attending their events, networking with their executive members, and promoting their events
5. Liaise with Aggie Radio and Utah Statesman
6. Liaise with the OGE Marketing department

Section VII. Culture & Education VP
1. Prepare ideas for cultural programs, including performances and presentations
2. Prepare program schedule for events
3. Curate and coordinate performances and rehearsals for cultural events
4. Coordinate the ISC’s contribution to International Education Week
5. Build relationships with other student clubs, associations, and organizations for collaboration
6. Liaise with the USUSA Diversity VP
7. Organize one cultural event per semester

Section VIII. Student Life & Advocate VP
1. Conduct surveys and present international student concerns to the ISC
2. Liaise with the USUSA Student Advocate VP
3. Represent international student concern and opinion to other student government bodies, OGE, the Inclusion Center, Student Affairs, Student Involvement and Leadership, and other university administration
4. Represent international student concern and opinion to local, state, and federal governments.
5. Maintain relationships with key faculty, staff, and administrators to aid in bringing about positive change for students.
6. Organize one educational event per semester

Section IX. Sports & Service VP
1. Liaise with USU Facilities for space reservations and technical setup
2. Manage outreach and invitations to ISC’s events
3. Be responsible for overseeing the planning, initiating, calendaring and administration of international student-oriented activities on campus
4. Liaise with the USUSA Athletics and Campus Rec VP and Service VP
5. Organize one sports or recreational event per semester
6. Organize one community service event per semester

Article VII – Amendments

Section I. Amendment Criteria
Amendments to this constitution may be proposed by one of the following procedures:
The request of the ISC Executive Council
The written request of at least five international clubs
Initiative petition signed by at least 50 international students
Amendments to this Constitution must be presented in writing to the official representative of the ISC at least two weeks in advance of the proposed ratification meeting.

The ratification of amendments shall require a majority of two-thirds votes of the official representatives present. Contrary votes and abstentions shall be recorded in the minutes.