INTERNATIONAL STUDENT COUNCIL
CONSTITUTION
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.

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Article I – ISC Defined

Section I. Overview
The ISC consists of eight elected executive officers and international student clubs present on USU campus. The ISC will plan activities, advice and support international students, domestic students, clubs, and organizations. The executive officers are responsible to see that various events and initiatives are planned and implemented. They should seek as much input and support from international clubs and USU students where possible.

Section II. Mission Statement
The ISC is an organization representing all international students at USU. It shall provide a platform where students’ concerns are heard. It shall endeavor to sponsor, promote, and coordinate activities that encourage cross cultural communication and foster mutual understanding.

Section III. Vision Statement
To represent all international cultures that are present at USU Logan Campus.

Section III. Core Pillars
1. Leadership
2. Service
3. Diversity

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.

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 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 academic year.

Section II. Limit of Term
Executive officers can only 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 year.

Section III. Absence of President
In the absence of the President, Executive Vice President shall take over for a maximum of 45 days, after which a new president shall be elected from the council.
In case of any ISC executive officers vacating position, the Executive Council shall appoint a substitute.

Section IV. One Office
No Executive Council officer shall hold more than one office at any one time in the ISC.
Section V. Work Hours
All ISC Executive Officers are expected to have a minimum of 5 work hours/week. A work hour is an investment of time that constitute to the following and not limited to:
1. ISC events
2. ISC related activities or events
3. Activities or events that promote diversity
4. Activities or events that foster welfare of international students
5. Attending international/multicultural club meetings
6. Attending international/multicultural club activities or events
7. ISC will have at least 1 hour dedicated to office hour each week by appointment.

Article III – Elections

Section I. Overview
1. Regular ISC elections shall be held from middle to late part of the Spring Semester of that academic year. ISC executive officers shall be elected during this election.
2. Candidates will be notified of specific date and time of elections.
3. ISC Executive Council may allocate a budget for elections but not for individual candidates.
4. An Election Subcommittee, under the supervision of the president, shall be formed two weeks before the election date. The Election Subcommittee shall consist of a representative from the Office of Global Engagement and two supporting members, none of whom shall be an executive member of their own international organization. The chairperson shall preside over the committee and shall have the casting vote on any procedural decisions.
5. The Election Subcommittee will be formed by non-voting members.
6. The Election Subcommittee shall be empowered to take security action(s) consistent with USUSA policies.
7. Any student meeting the constitutional requirement can apply for the candidacy as an ISC executive officer. Each candidate shall submit his/her candidacy prior to the deadline, specified by the Election Subcommittee. Failure to meet the requirement will result in automatic disqualification.
8. Each candidate shall be responsible for his/her campaign. Removal of any campaign material is the responsibility of the candidate.
9. After the application submission deadline, should there be no constitutionally qualified candidates, ISC shall open the position to all the international students for the deficient office only. If after the election, a position remains vacant, the pool of candidates will be taken from other positions.
10. The Election Subcommittee can disqualify any candidate they deem unfit for election at their discretion
11. In the event of two or more candidates having an equal number of votes, the Election Subcommittee will decide on the most appropriate and just action.
12. The Election Subcommittee shall be responsible for preparing the necessary material for the elections, counting votes and announce results.
13. Each candidate is responsible for an election speech followed by a question and answer session, time to be specified. The Election Subcommittee will provide the candidate with details regarding time and venue no less than one week prior to the elections.
**Section II. Candidate Eligibility**

1. Candidacy requires the following:
   a. May have served on the ISC Executive council, no more than two terms.
   b. Is a full-time student under immigration regulations. For Example:
      i. Undergraduate : 12 credits
      ii. Graduate : 9 credits
   c. Cumulative GPA of at least 2.75
   d. Has been enrolled for at least two semesters at USU.

2. No more than two students may represent one association or country on the Executive Council.
   a. 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 choose the winner.
   b. The winning two candidates will be the individuals who obtain the largest percentage of votes in the election in which they are candidates.
   c. In the event of a tie, the Election Subcommittee will decide on the most appropriate and just action.

**Section III. Voting Procedures**

The ISC Election Subcommittee is responsible for informing all official representatives of the pending elections.

1. All international students are eligible to vote and shall only have one vote.
2. There shall be no proxy voting.
3. Voting will be done online.

**Article IV – Meeting and Procedures**

**Section I. General Meetings**

General Council meetings shall occur once every week, 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 each semester shall occur within three weeks from the first day of classes.

**Section III. Special Meeting**

Special meetings may be called by the President. Other council members may request a special meeting depending on circumstances.

**Section IV. Robert’s Rule of Order**

All meetings shall be conducted according to Robert’s Rule of Order, and in the beginning of each semester ISC executive officers shall be trained on the basic procedures.
Section V. Voting Criteria
Issues shall be voted upon by council members using an absolute majority (50%+1).

Section VI. Unexcused Meetings
The executive officers shall meet once a week. More than two unexcused absences shall lead to the termination of the person’s term of office and a selection process shall be held to fill the vacated executive office.

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
The ISC shall have the power to:
1. Elect the ISC executive officers in a case where a position is vacated.
2. Formulate resolutions concerning international student affairs.
3. Approve the budget presented by the Financial Chairperson and any emergency expenditure made by him/her.
4. Execute all other power and duties not otherwise designated in the Constitution. This will be determined by a vote.

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.

The ISC Executive Council shall consist of the following members: President, Executive Vice-President, Executive Secretary, Financial Chairperson, Public Relations Chairperson, Cultural Chairperson, Student Life Chairperson and Sports, Recreation and Service Chairperson. The immediate past president shall serve as a non-voting member of the Executive Council.

The ISC Executive Council are required to meet the following criteria:
1. Full-time student
2. Good academic standing (Greater than a 2.75 GPA for that current semester)
3. Enrolled for at least two semesters at USU

Section II. President
The duties of the President are as follows:
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 meetings
4. Prepare the annual budget request with the ISC Advisor and Financial Chairperson
5. Conduct ISC meetings at any time
6. Be responsible for ISC Retreat, President’s Dinner, and End of Year Dinner
7. Serve as a member on the Student Advisory Council
Section III. Executive Vice President
The duties of the Executive Vice President are as follows:
1. Preside over the ISC in absence of the President
2. Be the Intensive English Language Institute liaison
3. Be responsible for Orientation and welcome
4. Be the liaison between the ISC and USUSA

Section IV. Executive Secretary
The duties of the Executive Secretary are as follows:
1. Type and distribute the agenda for each meeting.
2. Record minutes
3. Compile and preserve an accurate record of the proceedings of the ISC.
4. Be responsible for correspondence
5. Be responsible for office organization, i.e. maintain first aid box and office supplies, cage inventory
6. Maintain a file of contact information of presidents of all student clubs and organizations
7. Maintain a calendar of events

Section V. Financial Chairperson
The duties of the Financial Chairperson are as follows:
1. Work with the ISC Advisor and the newly elected council President in preparing the annual budget request for USUSA
2. Coordinate and present a budget for the approval of the ISC within the first month of an academic year
3. Keep an accurate record of ISC expenditures
4. Present a brief monthly financial statement
5. Co-sign all requisitions, checks and other financial documents
6. Be responsible and accountable for any emergency funds which may be allocated by the ISC
7. Present an annual report at the end of term of office
8. Consider scholarships/financial awards for international students/clubs

Section VI. Public Relations Chairperson
The duties of the Public Relations Chairperson are as follows:
1. Be responsible for all publicity for the ISC
2. Promote social relations with other organizations
3. Work with the Student Life Chairperson to keep website updated with accurate information
4. Be responsible for photography and archive.
5. Liaison for Aggie Radio

Section VII. Cultural Chairperson
The duties of the Cultural Chairperson are as follows:
1. In-charge of performances and rehearsals at ISC events
2. Sit on the Diversity Council
3. In-charge of International Education Week, i.e. Mr. & Ms. International and Family Night
4. Liaison with USU Facilities
5. Liaison with Student Services

Section VIII. Student Life Chairperson
The duties of the Student Life Chairperson are as follows:
1. Maintain historical archives of the ISC
2. Be the Student Health and Wellness liaison
3. RHA liaison
4. SAA liaison
5. Work with the Public Relations Chairperson
6. Maintain ISC website and other social media

Section IX. Sports, Recreation and Service Chairperson
The duties of the Sports, Recreation and Service Chairperson are as follows:
1. Be responsible for all sport activities of the ISC
2. Be responsible for all ISC trips
3. Organize at least two sports/service events per semester
4. Be a coordinator for the sporting events of all international clubs
5. Be the liaison for USU Transportation
6. Be the liaison to the USUSA Sports VP
7. Be the liaison to the USUSA Service VP

Article VII – Amendments

Section I. Amendment Criteria
1. Amendments to this constitution may be proposed by one of the following procedures:
   a. The request of the ISC Executive Council
   b. The written request of at least five international clubs
   c. Initiative petition signed by at least 50 international students
2. 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.
3. 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 minute.