Article I: PREAMBLE

The International Students’ Council, also recognized as ISC, shall serve as an official representative organization of the International Student Communities at the Pennsylvania State University State College as well as at all 19 Commonwealth locations in order to voice the needs and concerns of all the International Student communities to Penn State Administration, Faculty, and Staff. The ISC shall coordinate the activities of member organizations at all Penn State locations so as to foster effective international student leadership and efficient use of resources. Furthermore, ISC shall enhance the integration of international students into the Penn State family and work closely with local Student Governments at all Penn State locations in order to identify and address pertinent student issues.

Article II: MEMBERSHIP

A. The International Student Council must have at least 10 active student members at all times.

   1. The majority of the active membership within the International Student Council must be undergraduate students.

   2. Only active student members may vote, preside, officiate, or solicit funding on the organizations’ behalf.

B. To be eligible for membership a student must be currently registered.

C. New Membership and Recruitment

   1. Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of:

      a. Organizational documents (Constitution, Bylaws, Manuals, etc.)

      b. Organization events and activities

      c. A list of responsibilities of members

      d. A copy of the University Hazing policy, prescribed by Policies and Rules for Student Organizations
2. All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.

3. Any and all interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal laws.

D. Council Members

1. Each International/Multicultural Organization shall designate one member that will maintain a seat on Council. This seat includes the following:
   a. The President of each International/Multicultural Organization
   b. In the absence of the President from the Council meeting, a substitute representative provided in the form of a proxy prior to the Council meeting
   c. All Council members shall be full-time students and the majority of them must be undergraduate students.

2. A Council member designated by a International/Multicultural Organization is a voting member if either of the following is achieved:
   a. The organization has been present in the last 3 Council meetings, including an ongoing meeting.
   b. The organization has been present in more than 70% of the meetings in the ongoing semester, provided that there have been at least 3 meetings.

3. All Executive Board members defined in section B are non-voting members of the council, with the exception of presidential elections where each Executive Board member listed in subsections B-1 and B-2 can cast a vote.

E. Executive Board Members

1. Elected Members
   a. President
i. Shall have a national background other than the Vice-President’s

ii. Shall be a full-time student

iii. Shall chair the Council meetings, and shall vote in a council meeting only in case of a tie.

iv. Shall prepare, in conjunction with the Vice President, the agenda for the Council meetings.

v. Shall conduct all necessary communication on behalf of ISC to necessary Penn State Administration, Faculty, and Staff

vi. Shall appoint competent individuals to accomplish their duties in non-elected Staff positions.

vii. Shall reserve the right to discharge any Staff member when deemed appropriate in agreement with ISC Advisor

viii. Shall approve or veto all legislation passed by the Council.

ix. Shall submit an end of the year report at the completion of his/her term

x. Shall nominate Co-President when deemed needed with the majority approval of the Council

   a. Shall share equal constitutional duties with a Co-President

   b. Shall act in a unified voice with a Co-President in accomplishing all duties defined by this constitution

b. Vice President

   i. Shall have a national background other than the President’s

   ii. Shall be a full-time student

   iii. Shall aid the President in fulfilling his or her duties
iv. In the absence of the President or the inability of the President to perform his or her duties, shall assume the duties of the President

v. Shall chair committees or serve on committees as the President may direct.

vi. Shall carry out other duties as the Council or President may direct.

vii. Shall serve as a liaison between the President and the Staff when Chief of Staff is unable to do so.

viii. Shall be the Chairperson of the Constitutional Review Committee. He/She shall only vote in case of a tie.

ix. Shall submit all Constitutional Review Committee’s minutes and the latest copy of the Constitution to the ISC Advisor at the completion of his/her term.

x. Shall submit an end of the year report at the completion of his/her term.

2. Appointed Members

   a. General Provisions

      i. All appointed members shall be full-time students

      ii. Shall be appointed by the President and Vice-President based upon eligibility criteria and moral standards without any hints of favoritism toward one specific group (e.g. national creed, sexual orientation, ethnicity, color, etc.)

      iii. Shall only include maximum two (2) staff members of the same background defined by national creed or the country of citizenship when President and Vice-President belong to a different background

      iv. Shall only include one (1) staff member of a specific background defined by national creed or the country of citizenship when President or Vice-President shares the same background

   b. Positions
i. Chief of Staff
   a. Shall serve as the communication liaison between the President and Vice President and the Committee Directors as well as the Council members.
   b. Shall address individual concerns of Staff members and inform the President and Vice President of any ensuing situations.
   c. Shall aid the development of staff leadership initiatives and techniques through internal programming and workshops.
   d. Shall serve as an information resource for ISC Staff.
   e. Shall conduct all ISC Staff meetings.
   f. Shall submit an end of the year report upon completion of his/her term.

ii. Financial Manager
   a. Shall be responsible for keeping accurate financial records of ISC monies in compliance with Article IX of this constitution.
   b. Shall be responsible for organizing and leading the Budget Committee.
   c. Shall be responsible, in conjunction with the Budget Committee, for reviewing budget requests made by organizations to ISC, informing the council on budget requests in a good, decent, and fair manner, and fulfilling the requests approved by the Council.
   d. Shall submit an end of the year report upon completion of his/her term.

iii. Secretary
   a. Shall be responsible for keeping records of the Council and Staff meetings, and distributing such records to the President, Vice President, and the Council for approval and other necessary parties.
b. Shall track voting and non-voting Council members, and inform the attending members at Council meeting

c. Shall carry out other duties as the President may direct.

d. Shall aid the President in conducting all necessary communication for ISC

e. Shall submit an end-of-the-year report upon completion of his/her term

iv. Programming Director

a. Shall be in charge of planning the Homecoming event

b. Shall be responsible for organizing the Spring Festival

c. Shall plan and coordinate an end-of-the-year Awards Banquet

d. Shall be responsible for securing appropriate facilities for Council meetings

e. Will carry out other duties as the President may direct

f. Shall submit an end-of-the-year report upon completion of his/her term

v. Public Relations Director

a. Shall be in charge of publicizing ISC to all locations of Penn State in collaboration with the Commonwealth Campus Director in order to gain awareness and recognition

b. Shall be in charge of publicizing ISC and ISC-sponsored events

c. Shall be in charge of devising strategies to recruit new voting council members (international/multicultural organizations) and
other non-voting staff members and volunteers. These efforts shall be supported by the President, Vice-President, Chief of Staff and Programming Director as deemed necessary by the Public Relations Director.

d. Shall work with university and student media in matters of Public Relations and Diversity

e. Will carry out other duties as the President may direct

f. Shall submit an end-of-the-year report upon completion of his/her term

vi. Commonwealth Campus Director

a. Shall be a former Commonwealth Location student and have knowledge and experience in Location affairs.

b. Shall be in charge of publicizing ISC to all locations of Penn State in Collaboration with the Public Relations Director in order to gain awareness and recognition

c. Shall establish and maintain close ties with appointed International Student representatives at all local Student Governments at Commonwealth Locations

d. Shall serve as an information resource for the Council and voice any ensuing concerns affecting International Student communities at any Commonwealth Location ISC President and Council

e. Shall be appointed by the President and Vice President

f. Shall submit an end-of-the-year report upon completion of his/her term

vii. International Student Representatives

a. Shall be a full-time International student attending a Commonwealth Location
b. Shall be appointed at necessary Commonwealth Locations by ISC President and Vice President in collaboration with local Student Governments

c. Shall work with local Student Governments and respective Campus Student Affairs’ International/Multicultural Offices in order to identify concerns and needs of international students

d. Shall inform the ISC President, Council, and Outreach Director of any ensuing issues

e. Shall submit an end of the year report upon completion of his/her term.

viii. Committee Directors

a. Shall frequently correspond with his or her committee and take steps to ensure that his or her committee is informed of University-wide matters.

b. Shall be available to his or her committee at specified times to provide requested or other information, to refer his or her committee to proper sources and generally assist his or her committee.

c. Shall inform the President of the significant events of his or her committee.

d. Shall assist the President in fulfilling his or her duties.

ix. Additional Appointed Staff Positions

a. Shall carry out duties as deemed necessary by the President and Vice President

2. Term of Office

a. The term of office for the President and Vice President shall consist of one year starting in the fifteenth (15th) week of the spring semester and ending in the fifteenth (15th) week of the following spring semester.
b. All appointed ISC Staff positions shall begin upon appointment by the President and Vice President and shall end the fifteenth (15th) week of the following spring semester.

3. Invited Non-Voting Members

   a. The Graduate Student Association (GSA) President shall be offered a non-voting ex-officio seat on Council throughout the duration of his/her term.

   b. The Undergraduate Association (UPUA) President shall be offered a non-voting ex-officio seat on Council throughout the duration of his/her term.

Article III: MEETINGS

A. ISC Council meetings

1. Shall be held no less than four times during a semester and shall be called at the discretion of the President and Vice President.

   a. At the first Council meeting of the spring semester, the meeting dates shall be approved by Council.

   b. Additional meetings of the Council may be called at the request of a simple majority of the Council members.

2. Two-thirds of the total number of voting members shall constitute the quorum necessary to transact business.

3. Methods of Voting:

   a. Each voting member of the council will have one vote.

   b. Unless a secret ballot is requested by a council member, votes will be cast by roll call when called by the President.

   c. The President shall cast the deciding ballot in the event of a tie vote.

B. Staff Meetings

1. Staff meetings shall be held on a regular basis when deemed necessary by the President, Vice President, and Chief of Staff.
Article IV: COMMITTEES

A. Committee members shall be well representative of the International/Multicultural student body

B. Standing Committees:

1. Constitutional Review Committee

   a. Will upkeep the constitution in numerical and grammatical formats, known as housekeeping, as necessary.

      i. The chairperson of the committee will notify council of all housekeeping changes within reasonable means, no later than one week prior to the upcoming Council meeting.

   b. Will review this constitution on a yearly basis to ensure continued compliance with University policies and guidelines as well as functionality and effectiveness of all aspects of this constitution.

      i. Upon such review the committee shall discuss and vote upon constitutional amendments.

         a. A simple majority is needed for an amendment to pass within the committee. The chairperson shall be a non-voting member of the committee and only serve as a tie-breaker if necessary.

      ii. Amendments passed by the committee shall be submitted at the next council meeting for approval.

   c. Will advise the Council on all matters pertaining to the constitution.

   d. Will be chaired by the Vice-President or an Executive Board Member as in his/her stead as appointed by the President.

   e. Will be comprised of at least four Presidents of International/Multicultural organizations, or ISC Staff members appointed by the chairperson.

2. Dance Marathon Committee
a. Will coordinate the involvement of International/Multicultural Organizations with the IFC/Pan-Hellenic Dance Marathon and the Four Diamonds Fund.

b. Will prepare a list of goals at the first fall meeting, which will be presented to the Council for approval, and will serve to direct the efforts for the year.

c. Will submit a report to Council each meeting.

d. Will be directed by the student with experience in Dance Marathon issues to facilitate communication.

C. Ad Hoc Committees

1. Shall be organized/ dissolved as deemed necessary by the President, Vice President, or Council.

2. Shall be assigned tasks by the President, Vice President, or Council.

D. Committee will give regular reports of progress to the President and Council through the Committee Chairperson.

Article V: ELECTIONS

A. General Guidelines

1. The positions of President and Vice President will follow this format:

   a. Nominations will be opened at the Council meeting prior to the elections meeting in the 15th week, and closed two days before the elections.

   b. Nominations must be made and seconded by voting Council members, and then accepted by the candidates.

   c. All elections shall be conducted by secret ballot, which shall be counted outside the meeting room by the Council secretary, with the ISC advisor or his/her representative.

2. President and Vice President shall be elected by the council during the last Council meeting of the academic year.

3. The President/Vice President shall be nominated and run as a ticket.
a. Candidates must have a distinct background from one another defined by national creed or the country of citizenship

b. Candidates must have a cumulative GPA of at least 2.50 to be eligible for Nomination.

c. Proof of the above GPA requirement must be approved by the ISC Advisor.

4. The election process shall be as follows:

a. In alphabetical order by the Presidential Candidate’s last name, the tickets for President/Vice President will present a speech of no more than five minutes per candidate length. All other tickets for President/Vice President shall leave the room during the speeches.

b. Following the speeches, all tickets shall enter the room. Members of the Council will have the opportunity to ask the tickets questions. All questions must be directed at all of the tickets, not one specific ticket. The tickets will answer in the same sequence as the presented speeches, but they will rotate after each question (i.e., the first tickets answers first; then for the second question, the second ticket answers first). The duration of the question and answer session will be determined by the Chair.

c. All candidates will then leave the room and the floor will be open for discussion by Council. If a majority of Council wishes, candidates can be brought back for more questions.

d. The secretary will distribute ballots, collect them, count them, and inform the Chair of the results.

e. A two-thirds majority shall be required for election, but if there is not a President and Vice President elected by the end of the third ballot, the position will be filed by a simple majority, based on the results of the third ballot.

f. In order for a ticket to advance to the next round of voting, a ticket must receive one vote more than the total number of voting members present divided by the number of tickets. Required numbers shall be rounded to the nearest whole number.

g. Required numbers for advancement not apply to the candidates with the two highest vote totals.
h. If a ticket is not elected, the Chair will entertain a motion for an additional question session, more discussion time, or another round of voting.

Article VI: REMOVAL PROCESS OF ELECTED OFFICIALS

A. Elected officials can be removed from office for neglect of duties at President’s discretion with the approval of the ISC Advisor

B. Action against any elected official shall be taken and initiated from within Council.

1. The elected official with such actions being brought against them shall have no vote in these procedures.

C. Process of removal:

1. Motion for removal must be made by a voting member of Council.
   a. At the time, reason for motion must be stated.

2. Motion must be seconded by a voting member of Council.

3. A specified time period of discussion will be determined by the President, unless he/she is the one in question, in which case the Vice President will chair the hearing.
   a. At this time, said elected official will have the opportunity to speak on his/her behalf.

4. A two-thirds vote of the voting members of the Council is required for removal.

5. Voting shall be conducted by secret ballot.

Article VII: VACANCIES OF ELECTED POSITIONS

A. Filling of vacancies will follow the events set forth below.

1. In the event there is a vacancy in the President’s position, the Vice President shall become President and the Chief of Staff shall become Vice President.
2. In the event that there is a vacancy in the Vice President’s position, the Chief of Staff shall become Vice President.

3. In the event that there is a vacancy of both President and Vice President positions, the Chief of Staff shall become President and Council shall conduct an election from the remainder of ISC Staff for the Vice President position.

4. All vacated positions must be filled no later than the next Council meeting.

Article VIII: LEGISLATION

A. Any type of legislation will require a simple majority of all voting Council members to be present at a Council meeting.

B. General Legislation

1. Any member of Council shall be able to sponsor legislation for Council’s approval.

2. Approval of legislation requires a 2/3’s vote of the present voting Council members.

3. Upon approval of the legislation, the ISC President shall veto or pass the legislation.

   a. In the event that the ISC President vetoes the legislation, it shall go back to Council and will require a 2/3’s vote in order to pass.

   b. The President shall notify Council within 72 hours regarding the veto or approval of the legislation.

   c. The President shall be allowed one veto per legislation.

C. Resolution

1. A resolution proposed to the ISC will be defined as legislation with spending provisions.

2. Any member of Council shall be able to propose a resolution for Council’s approval.

3. The resolution shall be submitted to the Financial Manager a week prior to the Council meeting it is desired to be voted on.
4. At the next Council meeting, the proposed budget shall be introduced by the Financial Manager and debated by the Council members. Based on the discussion and the funding availability, the Financial Manager shall then call for a vote.

5. Approval of a resolution requires a 2/3’s vote of the present voting Council members.

Article IX: FINANCES

A. ISC funds will be deposited in and handled exclusively through the Associated Student Activities (ASA) office. All funds shall be generally maintained in the unrestricted account which may be referred to as the “general account.”

B. All expenditures shall be approved by the Council as laid out in Article VIII, Section C. The Council may demand where appropriate extreme cases warrant, the reversal of transactions. The ISC shall not be responsible for losses suffered by members for transaction reversals.

C. The Council may provide the President during the Fall and/or Spring semester with an account for disbursement at the President’s discretion, without approval of the Council. This account may not be used for funding items rejected by the Council.

   1. The books of the account shall be closed and monies returned to the general account at least once at the end of each academic year.

D. The Council may permit the establishment of sub-accounts with pre-approved purposes to the unrestricted account and may be assigned to an entity or subsidiary outside of the Council. Funds appropriately transferred to a sub-account by the Council may be disbursed for pre approved purposes without action of the Council.

Article X: OATH OF OFFICE

A. Before entering office, all elected officials shall take the following oath:

   “I (state your name) do solemnly swear that I will faithfully execute the office of (state your office) of Council of International Students of The Pennsylvania State University, and that I will, to the best of my ability, preserve, protect and defend the Constitution of ISC, the rules and regulations of the Pennsylvania State University, the laws of the state of Pennsylvania and the Constitution of the United States of America. I will constantly work towards the betterment of student life at all Penn State locations.”
ARTICLE XI: THIS CONSTITUTION

A. A two-thirds (2/3) vote of the voting Council members and approval by the President or a three-fourths (3/4) vote of the voting Council members shall be necessary to enact this Constitution. Upon approval of this Constitution, the previous Constitution shall be void.

B. Roberts Rules of Order, Newly Revised, shall be the parliamentary authority in all cases not addressed by this Constitution.

C. Amendments to this constitution

1. All amendments are subject to approval by the Office of Student Activities.

2. Shall be devised by the Constitutional Review Committee as prescribed in Article IV, Section B-1, of this constitution.

3. The committee’s chair shall present the committee’s majority decision on proposed constitutional amendments to the council.

4. Any council member shall have the option to propose amendments to the amendment to the council.

   a. Amendments to the amendment shall be approved by a majority of the council.

5. A two-thirds majority of all voting council members and approval by the President or a three-fourths majority of all voting council members shall be needed to affirm constitutional amendments.

D. This Constitution shall be made available through the ISC office and the ISC website.

E. This Constitution shall be the supreme governing authority over all matters of the ISC and shall supersede, if found in contradiction, any legislation, bi-law, resolution or any other act enacted by the ISC.

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