

**Constitution of the  
The International Student Union  
of Ohio University**

**ARTICLE I**

**Name**

- Section I: The name of the organization shall be the International Student Union of Ohio University, hereinafter referred to as ISU.
- Section II: The name of the organization, ISU, will not be used to express an opinion that is not shared by the majority of its constituents and has been recorded as such by the ISU .

**ARTICLE II**

**Purpose and Objectives**

- Section I: To serve as the umbrella organization for International student organizations and other interested student organizations at Ohio University.
- A) To represent the collective interests, channel, organize, voice and defend the interests of the International students and their dependents at Ohio University. Notwithstanding any provision in this section, the ISU shall not be used to propagate, overtly or covertly any racist beliefs.
- B) To promote a sense of community among International students at Ohio University.
- C) To provide opportunities for Ohio University International students to develop leadership and career-related skills.
- D) To advise and assist all International students.
- E) To act as a consortium of all International students and organizations at Ohio University.
- F) To develop activities to increase intercultural exchange and awareness serving both Ohio University students and the Athens community.
- G) To serve as a programming body for International students and International organizations at Ohio University.



## **ARTICLE III**

### **Membership**

Section I: Membership in ISU shall be open to all International student organizations and other student organizations registered at Ohio University and in accordance with ISU's purposes and criteria.

Section II: Membership shall not be discriminated on the basis of race, creed, religion, gender, disability, or sexual orientation.

Section III: The ISU shall be composed of active and non-active members.

A) Active Members shall:

1. Participate in no less than one (1) Programming Committee per year.
2. Not miss more than two (2) consecutive ISU General Body meetings.
3. Be eligible for ISU privileges.

(a) voting

(b) some program sponsorship funding

(c) promotion

(d) waiving of fees related to ISU

4. Give a detailed evaluation report on each ISU funded activity.

B) Inactive Members shall:

1. Be declared inactive if it has not met any of the criteria in Article III, Section III, A).
2. Not be eligible for ISU privileges.
3. Regain its active status by attending two (2) consecutive general body meetings and fulfilling the criteria in Article III, Section III, A).

Section IV: Each organization shall register its group at the beginning of the Fall Quarter.

Section V: Each active member organization shall have one (1) vote.

## ARTICLE IV

### Executive Officers

Section I: The Executive Officers of ISU shall be the President, Vice- President, Programming Director, Co-Programming Chair, Communication Director, Treasurer, Secretary and Webmaster. The Executive Officers, hereinafter referred to as ISU -EXEC, will consist of these officers and shall be responsible for the overall operations of ISU.

Section II: The duties of each officer is as follows:

A) The President shall:

1. Preside over all ISU-EXEC and ISU meetings.
2. At the recommendation of the ISU-EXEC, call all emergency meetings.
3. Represent ISU at all Council of Student Leaders meetings and other meetings as assigned.
4. Facilitate discussions at all ISU-EXEC and ISU meetings.
5. Cast a tie-breaking vote at ISU general body meetings.
6. Be a full voting member of ISU-EXEC.

B) The Vice-President shall:

1. Act for the President in his or her absence.
2. Be responsible for scheduling the ISU calendar.
3. Be responsible for the organization and administration of the ISU office.
4. Succeed to the presidency for the remainder of the quarter if the position is vacated.
5. Be a permanent member of the International Week Committee.
6. Be a full voting member of ISU-EXEC.

C) The Secretary shall:

1. Prepare agendas for all ISU-EXEC and ISU meetings.
2. Keep a record of all ISU-EXEC and ISU meetings.
3. Do the roll-call at all ISU-EXEC and ISU meetings.
4. Provide the minutes for ISU-EXEC and ISU meetings.



5. Correspond, when necessary, between ISU, the University Administration and other organizations.
6. Assist in administration of executive duties.
7. Be a full voting member of ISU-EXEC.

D) The Treasurer shall:

1. Keep a record of all business transactions of ISU.
2. Present a report of all accounts at each ISU-EXEC meeting.
3. Prepare a financial statement at the end of each quarter.
4. Advise the ISU-EXEC and ISU as to the state of the budget.
5. Prepare annual Student Activities Commission (SAC) funding proposal.
6. Represent ISU at SAC meetings
7. Present funding requests to the ISU General Body
8. Be a full voting member of ISU-EXEC.

E) The Communication Director shall:

1. Be responsible for all advertisement of ISU events through the use of fliers, posters, newspaper ads and e-mail.
2. Prepare press releases under the advice of ISU-EXEC.
3. Coordinate public relations efforts of ISU .
4. Work in close contact with the Programming Director regarding advertisement and publicity.
5. Be a full voting member of ISU-EXEC.

F) The Programming Director shall:

1. Be responsible for programming ISU events and organizing their committees.
2. Create & co-ordinate sub-committees needed to facilitate the programming functions of ISU.
4. Work in close contact with the Communication Director regarding advertisement and publicity.
5. Be responsible for overseeing ISU program events.
6. Take-over all responsibilities of the Co-Programming Chair if a vacancy occurs.

7. Be a full voting member of ISU-EXEC.

G) The Co-Programming Chair shall:

1. Be responsible for assisting in programming ISU events and assisting in organizing their committees.
2. Create & co-ordinate sub-committees in collaboration with the programming director needed to facilitate the programming functions of ISU.
4. Bear full responsibility, along with the programming director, for overseeing ISU program events.
5. Compile and maintain a continuity file on each event.
6. Succeed the programming director for the remainder of the quarter if the position is vacated.
7. Be a full voting member of the ISU-EXEC.

H) The Webmaster shall:

1. Maintain and update the ISU hardware, software, website and links.
2. Update ISU forms on the website
3. Update the ISU calendar and member organization events.
4. Be a full voting member of ISU-EXEC.

Section III: Executive Officers shall:

- A) Be required to fulfill their duties listed in Article IV, Section II
- B) Not miss more than two (2) consecutive ISU-EXEC meetings
- C) Not miss more than one (1) consecutive General Body meetings.

Section IV: Executive Officers shall be limited to Ohio University students in good standing from active member organizations.

Section V: Nomination Procedure:

- A) Applications shall be taken two (2) weeks prior to elections.
- B) The ISU-EXE shall determine if the applicant meets criteria.
- C) Applicants may state their qualifications and goals
- D) Election by secret ballot shall follow.

Section VI: The ISU-EXEC shall be elected during Spring quarter of each academic year by the ISU voting members.

A) The eight (8) ISU -EXEC officers shall be elected by ISU no later than the sixth (6<sup>th</sup>) week of every Spring quarter by a majority vote.

B) A tie in the election shall be decided upon by ISU votes.

Section VII: All ISU-EXEC officers must serve for a twelve (12) month period after their election in the Spring quarter of each year.

Section VIII: In the event a vacancy of any of the executive positions occurs, applications shall be given out by ISU- EXEC. ISU shall elect a candidate to fill the position.

## **ARTICLE V**

### **Impeachment**

Section I: Any ISU member organization or ISU-EXEC which violates any of the provisions of the ISU Constitution through its campus activities and other acts of omission or commission shall be subject to impeachment procedures by the ISU.

Section II: Any ISU member organization or ISU-EXEC shall have the right to file impeachment proceedings against another member organization or ISU-EXEC.

Section III: The following shall be the procedures for impeachment:

A) A formal written request to remove a member organization or ISU-EXEC shall be submitted to the ISU-EXEC and active ISU member organization stating the grounds for removal.

B) The organization or ISU-EXEC in question shall be served a copy of the grounds for its impeachment and shall have the right to respond to them.

C) The organization or ISU-EXEC in question shall be given a written notification of the date, time, and place for the impeachment hearing.

D) A two-third (2/3) majority vote of present and voting ISU members shall be required to effect any organization's or ISU-EXEC's expulsion from ISU.

## **ARTICLE VI**

### **Programming**

Section I: The Programming Director and the Co-Programming Chair shall head the Programming Committees in accordance with the duties outlined in Article IV Section II.



Section II: The Programming Committees shall be composed of active ISU member organizations and individuals.

A) Committee Chairs shall be elected by the committee themselves.

B) Committee Chairs shall operate under the supervision of the Programming Director or the Co-Programming Chair (depending upon the assigned coordinator of the committee.)

Section III: The Programming Director, in association with the ISU-EXEC, shall propose a program itinerary for the upcoming quarter with outlined costs. The program itinerary shall be presented at the end of each quarter to and approved by ISU voting members.

## **ARTICLE VIII**

### **Committees**

Section I: Committees shall be formed by the ISU-EXEC officers on a needed basis and approved by the General Body.

Section II: The ISU-EXEC officers shall approve the creation of any committee.

Section III: Individual committees shall be headed by the ISU-EXEC officers.

## **ARTICLE IX**

### **Advisors**

Section I: Two members of the International Student and Faculty Services (ISFS) shall serve as the ISU advisors.

A) A staff member

B) A graduate assistant shall serve as a co-advisor.

## **ARTICLE X**

### **Budget**

Section I: ISU-EXEC shall be responsible for keeping track of the budget, i.e., the allocation of funds for programming.

Section II: The ISU- EXEC shall prepare a proposed budget during Spring quarter for the next academic year. This budget shall be presented subsequently to the ISU voting members and Student Activities Commission (SAC) for approval.



## ARTICLE XI

### Amendments

Section I: In the event of a conflict arising from interpretation of any provisions contained in the ISU Constitution and By-Laws, it shall be the duty of the ISU active members to resolve the issue.

Section II: The ISU Constitution and By-Laws shall be subject to amendments. The following shall be the procedures to amend the Constitution.

A) Any active member organization wishing to amend the Constitution shall present its recommendation in writing to ISU - EXEC and ISU at the ISU General Body meeting.

B) There shall be a discussion and vote two (2) weeks following the presentation of the written proposal.

C) Two-thirds (2/3) majority of present and voting members are needed to pass an amendment.

D) All amendments shall take effect immediately following the vote.

**The By-Laws of the  
International Student Union  
at Ohio University**

**Article I**

**ISU-EXEC**

Section I: Each member of the ISU-EXEC shall have one (1) vote. The voting shall be restricted to ISU-EXEC meetings.

Section II: Issues which the ISU-EXEC may vote upon:

A) Calling emergency ISU meeting.

B) Allocation of funds to programs.

C) Selection of vacancy position candidates.

D) Any other issues where the majority of ISU-EXEC officers deems it necessary to vote.

Section III: A simple majority shall be required to pass a motion by the ISU-EXEC.

**Article II**

**Meeting Procedures of ISU**

Section I: ISU meetings may serve as a tool for member organizations to inform the rest of the International Student organizations regarding programs, co-sponsorship, and other pertinent matters.

Section II: ISU shall meet every other week.

Section III: Emergency Meetings

A) Emergency meetings shall be called by ISU-EXEC for ISU to decide on issues that affect the International Community.

B) A simple majority vote shall pass a motion.

## ARTICLE III

### New Member Organizations

Section I: Admission to the ISU shall be in accordance with the criteria and procedures set forth in the ISU Constitution.

Section II: Application Procedures

A) An application for voting membership must be submitted, along with a copy of the applicant's constitution to the ISU-EXEC.

B) The applicant organization shall meet with the ISU-EXEC to review whether the applicant organization meets ISU criteria.

C) The ISU-EXEC shall make a decision as follows:

1. Accept the application for voting membership.
2. Deny the application for voting membership.
3. Suggest changes to the applicant materials and encourage to reapply.

(a) If the applicant organization makes changes suggested by the ISU-EXEC they may submit their new application to the ISU on or before two (2) weeks after the ISU-EXEC decision has been received.

(b) The ISU-EXEC will review the submitted changes and make a final decision.

D) Written notification concerning the ISU-EXEC's decision and the rationale for the decision shall be mailed within two weeks after the applicant's presentation to the ISU.

E) The applicant organization shall be informed through written notification concerning General Body meeting date, time and venue.

F) The applicant organization shall be invited to present its application before the ISU General Body for a question-and-answer period.

G) A simple majority vote shall confirm membership.

Section III: Appeal Procedures

A) Applicant organizations denied admission into ISU shall have the right to appeal the ISU-EXEC or ISU decision.

B) An appeal can be submitted to the ISU-EXEC and ISU no later than four (4) weeks after the applicant has received the ISU-EXEC or ISU decision.

C) The group submitting an appeal will need to provide information that states their point of disagreement with the ISU-EXEC or ISU's decision, a copy of their constitution and their original application.

D) The ISU-EXEC and ISU shall examine the additional information alongside the appeal and make a decision considering the material submitted on or before three (3) weeks following the date that the appeal is turned into the ISU office.

E) The ISU decision concerning the appeal shall be communicated to the applicant organization not more than thirty (30) days after a decision regarding the appeal.

F) The decision of the ISU General Body shall be final.

G) Any organization denied admission to ISU, after following the appeals procedures, may re-apply after twelve (12) months from its receipt of the ISU decision regarding voting membership.

H) Re-application for ISU voting membership status shall follow the guidelines and procedures set forth in the ISU By-Laws, Article II, Section I and II.

## **Article IV**

### **Co-Sponsorship**

Section I: Co-sponsorship is proposed by an organization which will benefit the entire International Community.

Section II: Application procedures for active member organizations

A) An organization seeking co-sponsorship shall be an active member of the ISU.

B) An organization seeking co-sponsorship shall submit a proposal to the ISU-EXEC to evaluate if the proposal meets the purpose and objectives stated in Article II of the ISU Constitution.

C) If the ISU-EXEC finds that the proposal meets ISU's purpose and objectives and SAC guidelines, they shall present it to the ISU General Body.

D) The proposing organization shall be present at the ISU General Body to state the budget and goals of the intended program(s). No budget will be entertained in the organization's absence.

E) A simple majority vote shall confirm co-sponsorship.

Section III: Other campus and community organizations

A) An organization seeking collaboration with ISU shall be in good standing with Ohio University.



B) ISU shall not contribute monies to other campus and community organizations or their events.

C) ISU may collaborate, cooperate, and participate with other campus and community organizations that meets ISU's purpose and objectives stated in Article II of the ISU Constitution.

D) An organization seeking collaboration shall submit a request to collaborate to the ISU-EXEC to evaluate if the request meets the purpose and objectives stated in Article II of the ISU Constitution.

E) If the ISU-EXEC finds that the request meets ISU's purpose and objectives, they shall present it to the ISU General Body.

F) The requesting organization shall be present at the ISU General Body to state the goals of the intended program(s). No request will be entertained in the organization's absence.

G) A simple majority vote shall confirm collaboration