

# Charter

## International Student Council

### 1. Organization Name

The name of this organization shall be International Student Council (ISC). This organization is a chartered sub-organization of the Graduate Student Organization (GSO) of Binghamton University.

### 2. Mission

We strive to help incoming international graduate students by:

- a. Helping solidify rides from the local bus station or local airport
- b. Assisting in finding temporary housing while students look for a more permanent housing solution in town.
- c. Providing new students with information regarding housing, transportation, study and life in Binghamton.

### 3. Membership

- a. Qualification. All full-time and part-time students enrolled in the Graduate School at Binghamton University are eligible to be members of ISC.
- b. Suffrage. All members of ISC in good standing shall have the right to nominate candidates, and to vote in elections, recalls, and at Regular or Special Meetings.
- c. Discrimination. No member shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in ISC on the basis of race, gender, sexual orientation, disability, creed, age, veteran status, class, national origin or any other form so designated by the University's Affirmative Action/Equal Opportunity Policy.

### 4. Officers

- a. Officers and Duties. The officers of ISC shall be a President, Vice President, Treasurer, and Senator. Additionally, these officers shall select an Alternate Senator in compliance with the GSO Constitution and Bylaws. These officers shall perform the duties prescribed by the GSO Constitution and Bylaws, this charter, and any applicable bylaws.
- b. Eligibility. Candidates for office must have been registered for at least one semester before assuming office, must be matriculated, and his or her anticipated course of study must extend to at least the end of their term in office.
- c. Nomination Procedure. The Elections Committee shall solicit nominations for election to one of the officer positions not later than first week of the second month of the Spring semester. A member seeking nomination to office shall collect signatures equal to ten percent of the voters in the previous election in order to be placed on the ballot.
- d. Ballot Elections. General Elections shall be announced on the first week of the third month of the Spring semester. General Elections shall conclude not later

than the last week of the third month of the Spring semester. The results of the elections shall be announced not later than the Spring semester Regular Meeting.

- e. Term of Office. An academic year is defined as the period from the first day of the Fall semester through the last day of the Spring semester. The terms of office for all officers shall run for one academic year, beginning the academic year after their election.
- f. Removal from Office, Resignations. Officers may resign without qualification, or be removed from the office at the pleasure of the membership as provided in the Bylaws and by parliamentary authority.
- g. Office-Holding Limitations. No member shall hold more than one office at a time except when the second office is Alternate Senator. No member shall be eligible to serve three consecutive terms in the same office. Service as a custodian officer shall not count towards these limitations, nor shall these limitations disqualify members from service as a custodian officer.

#### 5. Meetings:

- a. Regular Meetings. The regular meetings of ISC shall be during the final week of classes of each semester during the academic year. The Executive Board shall brief the members on the accomplishments of the semester, the status of the ISC finances, and other matters of importance to the members. The members shall be able to ask questions of the Executive Board on the record.
- b. Special Meetings. Special meetings may be called by the Executive Board or called upon the request of ten percent of members of ISC. The purpose of the meeting shall be stated in the call, which shall be sent to all members at least one week prior to the meeting.
- c. Quorum. Half members of ISC constitute a quorum for all meetings.

#### 6. EXECUTIVE BOARD

- a. Board Composition. The officers of ISC shall constitute the Executive Board.
- b. Board Duties and Powers. The Executive Board shall have general supervision of the affairs of ISC between its Regular Meetings, fix the hour and place of such meetings, make recommendations to the ISC members, and perform such other duties as specified in the Bylaws.
- c. Board Meetings. The Executive Board shall normally meet following each GSO Senate meeting. Special meetings of the Board may be called by the President.
- d. Quorum. Three members of the Executive Board constitute a quorum for all meetings.

#### 7. COMMITTEES

- a. Election Committee. The Elections Committee shall be formed whenever elections are to be conducted, and shall act in accordance with the ISC Bylaws.
- b. Other committees. Such other committees, standing or special, may be established by the ISC Executive Board as it shall from time to time deem necessary to carry on its work. Their members shall be appointed by the President unless this rule is suspended by a two-thirds vote of the ISC Executive

Board before their appointment. The ISC President shall be an ex-officio member of all committees except when their membership constitutes a conflict of interest.

#### 8. PARLIAMENTARY AUTHORITY.

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern ISC in all cases to which they are applicable and in which they are not inconsistent with the GSO Constitution and Bylaws, the ISC Charter and Bylaws, and any special rules of order the ISC may adopt.

#### 9. AMENDMENT OF CHARTER

a. Parties. The GSO and its Constitution, Bylaws and Chartering Committee (CBC) are parties to amendment of this charter. ISC shall submit any amendments to this charter to the GSO CBC for approval.

b. Procedure. These bylaws may be amended at any ISC regular meeting by a two-thirds vote, provided that the amendment has been submitted to the Executive Board not later than 14 days prior to the Regular Meeting. The Executive Board shall forward the amendment to the CBC for review, and announce the vote on the amendment to the electors upon the conclusion of the CBC's review. Any amendments approved by ISC must be submitted to the GSO CBC upon approval. Amendments to these bylaws shall take effect on the first day of the fall semester after they are approved unless otherwise provided.

#### 10. SUPERVISION

The GSO Executive Board shall act in a supervisory capacity to the ISC and may recommend the revocation its charter or freezing its accounts if convicted of violating the Binghamton University Student Code of Conduct, the State University of New York Board of Trustees Guidelines, the GSO Constitution, or the ISC Charter. The GSO VPMA shall be an ex-officio member of the ISC Executive Board in order to perform her or his supervisory tasks.

# Bylaws

## International Student Council

### 1. BYLAWS

- a. Object. The ISC Bylaws provide operational procedures, and shall be in full accord with the provisions of the ISC Charter.
- b. Ratification. Bylaws may be passed, amended, suspended, or rescinded by a two-thirds vote of the ISC Executive Board, or by a majority of all ISC members voting at a Regular or Special Meeting.
- c. Advance Notice. No bylaws shall be acted upon in any way without notice of at least one meeting in advance to GSO Executive Board. The publishing in the agenda of a regularly called meeting of a bylaw, an amendment to a bylaw, or notice of intent to rescind or suspend the bylaws in full shall constitute sufficient advance notice.
- d. Severability. If a provision of any Bylaw is or becomes illegal, invalid or unenforceable, that shall not affect the validity or enforceability of any other Bylaw nor the ISC Charter.

### 2. OFFICERS

#### a. Duties

##### i. President

1. Serve as the chief executive of ISC.
2. Act as chair of ISC Executive Board meetings.
3. Serve as a liaison between ISC membership and the GSO SCMA.
4. Responsible for all official ISC correspondence.

##### ii. Vice President

1. Serve as proxy to the ISC President during his or her absences..
2. Receive and certify petitions for Recalls, and Special Meetings.
3. Organize and appoint the Elections Committee for elections and recalls.
4. Receive and act upon grievances against ISC or the ISC Executive Board.
5. Maintain the record copy of the GSO Charter, Bylaws, and other such documents.
6. Prepare announcements, fliers, and other such products in support of ISC activities.

##### iii. Treasurer

1. Keep an accurate accounting of the ISC budget and finances.
2. Ensure all ISC activities follow the budgetary and financial procedures outlined in the GSO Constitution and Bylaws.
3. Follow reporting requirements specified in this Charter.

### 3. ELECTIONS

- a. Elections Committee. The committee consists of all interested who are also eligible to vote. An Elections Committee shall be formed by mandate prior to any General Election or Special Election. An Elections Committee may be formed by the Vice President for Referenda or Recall.
  - i. The ISC Executive Board shall solicit volunteers for the Election Committee at a date early enough to allow the Committee to organize.

- ii. In the event that no ISC electors volunteer to form the Elections Committee, the ISC Executive Board shall comprise the Elections Committee.
  - iii. The Elections Committee shall report to the Chief Elections Officer.
  - iv. The Elections Committee shall be in existence until the election in question is ratified by the ISC Executive Board, at which time the mandate ends.
  - v. As part of its mandate, the Elections Committee shall perform the following duties:
    - 1. Define the timeline, rules and procedures for the election.
    - 2. Announce the election.
    - 3. Solicit candidates.
    - 4. Conduct the election.
- b. Chief Elections Officer. The Chief Elections Officer is selected by the Elections Committee from its membership. The Chief Elections Officer remains a voting member of the Elections Committee.
- i. The Chief Elections Officer shall report to the GSOCS Executive Board through the Vice President.
  - ii. The Chief Elections Officer shall hold his or her position until the election in question is ratified by the GSOCS Executive Board.
  - iii. The Chief Elections Officer shall perform the following duties:
    - 1. Announce results of the election to the Executive Board for ratification.
    - 2. Provide artifacts of the election including but not limited to vote counts or collected ballots to the Vice President for archival.
    - 3. Ensure that the election timeline concludes in a timely manner.
- c. “No” Votes. In all ISC elections the electorate shall be presented with the option of voting against all proposals or candidates. In the event that “no” receives more votes than all candidates, no one will have been elected to the office in question, and it becomes vacant.
- d. Spoiled Ballots. A blank, spoiled, or incorrectly marked ballot shall be considered an abstention and shall count toward the total votes or ballots cast.
- e. Ratification. The Elections Committee shall submit the results of the election to the ISC Executive Board for ratification. The ISC Executive Board must either ratify the election or invalidate the election for cause.
- f. Election of Senator. The Senator must be registered with the Assistant to the President prior to the second GSO Senate meeting of the Fall semester or upon conclusion of a Special Election to fill a vacancy. A Senator elected may assume the vacated seat once this election has been confirmed by the GSO Executive Board.
- g. Recall.
- i. Recall of Officers can be initiated by submission of a petition to the Vice President, signed by 50 percent of the ISC electorate.
  - ii. When a certified recall has been delivered to the Vice President, a referendum shall be conducted.
  - iii. The question proposed in the referendum shall be “Should (name of officer) be recalled from office?”
  - iv. If a majority of cast ballots are in support of the question, then the officer or senator is recalled, and the office becomes vacant.

- h. Resignations and Vacancies. When an officer resigns or is recalled, her or his office becomes vacant. A resignation is not official until its announcement to the GSO Executive Board. While an office is vacant, the ISC Executive Board may:
  - i. By its majority vote, reassign duties of a vacant office to other ISC Executive Board members until the next election. This ensures all duties of the ISC Executive Board are fulfilled without requiring an amendment to the ISC Charter and Bylaws.
  - ii. By its unanimous vote, appoint a custodian to fill the vacancy until an election seats a replacement.
    - i. General Elections. General Elections are the method by which GSOCS Executive Board officers are normally selected. The timeline of such elections is given by the Charter.
- j. Special Elections. Special Elections are the method by which vacant GSOCS Executive Board offices are filled.
  - i. Special Elections shall be announced within 30 days of a vacancy.
  - ii. Special Elections shall conclude within 60 days of a vacancy.
  - iii. If a Special Election fails to fill a vacancy, the seat remains vacant until the next General Election.
  - iv. Officers seated by Special Election serve until the expiration of the original term of office. Their office is next contested at the regularly scheduled General Election.
- k. Procedures for Voting. The Election Committee shall define the procedures for voting. At a minimum, they shall define:
  - i. Nomination of candidates. The electorate shall have at least one full week from time of announcing the election to nominate candidates for election.
  - ii. Announcement of candidates. The list of candidates and method of voting must be announced publicly and at least one week in advance of the beginning of the election.
  - iii. Method of the vote. Elections may be held by postal ballot, on-site, on-line, or by a combination of these methods. Because of the number of ISC electors who are off-campus students with full-time employment, elections may not be held exclusively on-site.
  - iv. Voting period. The electorate shall have at least one full week when classes are in session to cast their ballot.
  - v. Method of counting ballots. Ballots shall be counted by no fewer than three people, no more than one of whom may be a candidate in the election. These ballot counters need not be electors or members of the Election Committee itself.

#### 4. FINANCES

- a. The ISC shall receive funds from the Student Activity Fee as disbursed by the budget of the Graduate Student Organization. The ISC may also perform independent fundraising.
- b. In order to receive its allotment of funds collected by the Activity Fee, the ISC shall:
  - i. Hold elections in accordance with the procedure above and;
  - ii. Submit a completed list of officers form, signed by the newly elected President and Treasurer, to the Assistant to the President of the GSO by the second Senate meeting of the Fall semester.
- c. The ISC Executive Board shall have the power to reallocate a portion of these funds to other departmental and non-departmental sub-organizations.
- d. Reporting.

- i. The ISC Executive Board shall propose a budget for the forthcoming academic year within the first 30 days of the academic year and submit this budget to the GSO Treasurer for approval.
- ii. The GSOCS Treasurer shall inform the GSOCS Executive Board of the status of account balances and spending since the previous meeting.
- iii. The GSOCS Executive Board shall publish the proposed budget and monthly updates of balances and spending.
- e. Statement of Underwriting. Advertisements for sub-organization events, funded in full or in part by GSO funds, must comply with the GSO Bylaws , Article VI, Section 1 statement of underwriting.
- f. Roll-over. ISC funding is subject to roll-over in accordance with GSO Constitution and Bylaws.
- g. Revoking Funds.
  - i. No single ISC event shall exceed 10% of the total SCMA allocation.
  - ii. Should ISC not spend all of the funds allocated for the fall, those funds are automatically returned to the SCMA budget for the spring semester.
  - iii. Should ISC spend none of the fall funds, all of the spring funds are also returned to the SCMA budget for the spring.
  - iv. Should any of the ISC events fall after the eighth week of the semester, ISC must indicate to the GVPMA in writing that the ISC event falls later in the semester, and provide a planning update at the penultimate meeting of the semester.