

THE INTERNATIONAL STUDENT CLUB
OF
GLENDALE COMMUNITY COLLEGE
2021-2022 Constitution

PREAMBLE

We, the **International Student Club of Glendale Community College**, in order to achieve the following goals, hereby establish this Constitution:

- 1) to promote the acculturation of international students to the American way of life.
- 2) to foster interaction and communication from an international perspective between the College and the community.
- 3) to advance international education, and strengthen the international dimension of the College.
- 4) to advocate on behalf of international students, and to serve their interests.

ARTICLE I – NAME

Section I The name of this organization shall be the **International Student Club**, hereafter referred to as the **ISC**. It should be known that this organization is inclusive of all members of the international student body (F-1 Visa-holding).

ARTICLE II – MEMBERSHIP

Section I All currently registered F-1 Visa students of Glendale Community College are members of this organization, and shall be entitled to the rights and privileges as set forth in this constitution. Membership is open to GCC's student body by filling out the required Form available on the website.

Clause I The purpose of this organization is to accomplish the objectives stated in the preamble.

Clause II The officers of this organization shall form the Executive Cabinet. The Executive Cabinet shall consist of the:

- o **President**
- o **Vice-President**
- o **Treasurer**
- o **Secretary**
- o **Public Relations Officer**

Clause III The duties of the officers shall be as follows:

ALL OFFICERS SHALL:

- uphold the principles set forth in the ISC Constitution.
- maintain contact, and work collegially with each member of the Executive Cabinet and club advisors.
- attend all executive and general meetings.
- promote the club and all ISC activities and events to the general international student population.
- actively participate in club activities.
- promote the participation of non-active members in the ISC.
- represent the interests of and advocate on behalf of international students on campus.
- assist with all preparations on the day of the ISC activity/event: setting up, checking in students, serving food, coordinating games, etc.
- attend the ISC Leadership Retreat/activity planning session at the beginning of his/her term of office.
- If a cabinet member fails to fulfill their duties, any Executive member can initiate a vote of no confidence. The voting will take place by secret ballot within the executive cabinet meeting. The outcome of the vote will be determined by a majority vote of 50% +1.
- take photos at all ISC activities and events.
- assign a proxy, should he/she not be able to fulfill his/her duties.
- act as liaison between the Executive Cabinet and active members of the ISC.

THE PRESIDENT SHALL:

- complete the [Club Registration Form](#) each semester, during the club registration period, and submit to ASGCC.
- be the Chief Executive Officer of the International Student Club.
- chair all regular and special meetings.
- set the dates of all executive and general meetings, and communicate this to the membership well in advance of each meeting.
- with the assistance of the Secretary, collect meeting topics, and create an agenda to be distributed at each executive and general meeting.
- serve as Master of Ceremony for all ISC activities and events.
- oversee sub-committees.
- Serve as the ISC representative in the Inter-Organizational Council (IOC) and attend scheduled IOC meetings or designate a proxy should he/she not be available.

THE VICE-PRESIDENT SHALL:

- in the absence of the president, chair all executive and general meetings.

- in the event of the President's inability and refusal to act, have all of the powers and perform all of the duties of the president.
- in the absence of the other Executive Cabinet members, perform their assigned duties.

THE TREASURER SHALL:

- prepare a monthly financial report of expenses and revenues of all ISC activities and events, and submit it to the assigned event coordinator/club advisor(s).
- make deposits to, and withdrawals from the International Student Club Account
- collect and document any required fees from ISC events/activities, and deposit them in the club account.
- collect receipts for the activities, complete appropriate reimbursement forms, scan and upload the receipts to the club's google drive, and submit the [Account Withdrawal Form](#).
- work with the assigned event coordinator/club advisor, to ensure that expenses are within the allocated budget.
- follow the grant availability and the deadlines, and upon notification of a grant, meet with an advisor to complete and submit a grant application.

THE SECRETARY SHALL:

- call for agenda items for all executive and general meetings.
- prepare the agenda with the president's directions, and distribute it in the club meetings.
- attend and take notes at all executive and general meetings.
- read and acknowledge all correspondence before each meeting.
- keep on file copies of all minutes, meeting agendas, correspondence, event flyers, etc. deemed necessary for future reference.

THE PUBLIC RELATIONS OFFICER SHALL:

- create promotional materials (flyers, banners, activities calendar, etc.) and directional signs for all ISC activities and requests.
- take photos and/or videos of all ISC activities and events to be stored in the club's google drive.
- Work with the Secretary to send out flyers, activities calendar, and invitations.
- monitor club email account and reply to emails.

- post photos, event flyers, and/or videos on the club’s social media account and work with the club advisors for posting the said items on the club’s webpage.
- work with other clubs on campus, to promote the ISC.
- check club mailbox on a weekly basis, and share the content of the mailbox with the executive team
- Serve as the ISC representative in the Inter-Organizational Council (IOC) and attend scheduled IOC meetings or designate a proxy should he/she not be available.

Section II GCC’s non- F-1 Visa students currently registered at Glendale Community College may participate in activities and field trips sponsored by the International Student Association, provided that ALL of the conditions below are met:

Clause I Non-F1 visa participants pays 70% of the calculated cost per student of the event/activity.

Clause II Priority sign-up will be available to F-1 Visa students and non-F1 visa members of the Club. After the initial deadline, sign-up will be open to non-F-1 Visa guests.

Clause III Depending on each event/activity, the number of non-F-1 Visa guests attending that event/activity, and who are not official members of the club, shall be determined by the ISC President, and the club advisor(s).

ARTICLE III – ELECTIONS

Section I The election of all officers will be held every year during the Spring semester. Only registered F-1 Visa students and official non-F1 visa members of the Club shall vote. The newly elected officers will take office in the Fall semester.

Section II All officers must be enrolled in 12 units or more, and must also maintain a cumulative grade point average of 2.5 or better.

Section III Upon a position becoming vacant, the Executive Cabinet shall initiate a vote to fill that vacant position.

ARTICLE IV – AMENDMENTS

Any member of the ISC may propose amendments to this Constitution. Such proposals shall be submitted for ratification by the Executive Cabinet with a 2/3 vote.

Rev. March 2022