**Constitution**

**Article I. Name, Purpose, and Non-Discrimination Policy**

**Section 1: Name**

International Student Community Service (ISCS)

**Section 2: Purpose**

Unite international students through a passion for community service while giving back to the Ohio State and Columbus communities

**Section 3: Non-Discriminatory Policy**

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, ISCS expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>

**Article II. Membership**

**Section 1: Membership Definition**

Membership is offered to any enrolled Ohio State University student, part-time and full-time. Students who participate in our service events and fulfilled all membership requirements are considered members. (Please see Membership requirement for details.)

**Section 2: Removal of Members**

If members conduct themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

**Article III. Organization Leadership**

**Section 1: ISCS Executive Board**

ISCS Executive Board (E-Board) shall oversee and administer all regular operations and decision-making for the organization. The E-Board shall be composed of active ISCS members.

**Section 2: Executive Board Positions**

The term length for every position shall be one academic year. Responsibilities of E-Board officers shall not be constrained by official descriptions. Specifically, if any officers should be unable to perform their duties, the remaining officers shall perform those tasks or delegate them responsibly. A list of E-Board positions and a brief description of their duties is provided below. Additional positions may be added to the E-Board as needed. Necessity shall be determined by a two-thirds vote of the current E-Board

* President: Responsible for overseeing all ISCS meetings, establishing meeting agendas, and representing ISCS in the international student community and on the Ohio State University campus. Only current ISCS E-Board officers may nominate themselves for President
* Treasurer: Responsible for managing the ISCS bank account, recording all financial transactions related to ISCS, and applying for operating and programming funds from the Ohio Union. Responsible for all other duties related to the finances of the organization
* Vice President of Marketing: Responsible for publicizing ISCS and ISCS events and volunteer opportunities to international students at Ohio State
* Vice President of Event Organizing: Responsible for organizing events which help reach and strength the goal and purpose of ISCS. Responsible for collaborating with other student organizations and the University and connecting with businesses for sponsorship and any other interactions
* Vice President of Operations: Responsible for managing daily function of volunteer sites by signing up volunteers, coordinating transportation, and overseeing site leaders
* Vice President of Human Resource: Responsible for the recruitment of members, the establishment of attendance system, and build harmony within ISCS.

**Section 3: Selection Procedures**

ISCS E-Board officers for the following academic school year shall be chosen by sitting E-Board during the Fall Semester through an application process. Any active member may apply for open E-Board positions. Applications will be evaluated based on leadership experience, commitment to ISCS, fit, and time management, among others. New E-Board officers will shadow sitting E-Board officers throughout Fall Semester and transition starting Spring Semester

**Section 4: Interim Selection Procedures**

In the case that the President is unable to fulfill his or her role, a President shall be appointed from the current E-Board by a two-thirds consensus of the E-Board. An incomplete term shall not count toward the President’s two-term limit. In the case of a vacancy in any non-President E-Board position, an application process shall be held to determine a successor from among the ISCS active membership

**Article IV. Method of Suspending and Removing Officers**

**Section 1:** **Suspending Officers**

If officers are not performing their roles, the E-Board may choose to suspend an officer. Acceptable reasons for suspension include irresponsibility, chronic absenteeism, or activities that reflect negatively on ISCS. Unacceptable reasons include identification with any of the statuses specifically protected in Article I Section 3. The issue shall be discussed at an E-Board meeting and a consensus on whether the officer is suspended must be reached

**Section 2: Suspension Period and Officer Removal**

Suspended officers shall lose all voting privileges but retain all duties and responsibilities required of their position. The purpose of the suspension period is to give the officer a chance to improve. At the fourth E-Board meeting following the initial meeting instigating suspension, if it is decided that insufficient improvement has been shown, the officer shall be permanently removed

**Article V. Method of Suspending and Terminating Membership**

**Section 1: Suspending Membership**

Membership will be suspended for individuals who fail to pay membership dues or attend an acceptable number of community service events each quarter/semester. Unacceptable reasons for suspension include identification with any of the statuses specifically protected in Article I Section 3

**Section 2: Suspension Period and Membership Termination**

Suspended members shall lose all voting privileges but retain membership requirements including community service attendance and membership dues. The individual will be suspended until the active membership requirements are met

**Article VI. Advisor(s)**

Advisors of ISCS must be members of the University faculty or Administrative & Professional staff. If the advisor is not a member of the above classifications, a co-advisor must be chosen who is a member of these university classifications. The primary responsibility of the ISCS advisor is to act as a liaison between ISCS and the university

**Article VII. Amending the Constitution**

Any amendments to the constitution must be proposed by E-Board officers during E-Board meetings and must be agreed upon by a two-thirds majority of present officers

**Article VIII. Dissolution**

ISCS may be dissolved only in event of all cleared debts. Dissolution will occur only by two-thirds majority approval of the E-Board and active membership. All existing assets shall be donated to a charity or student organization