

International Students Advisory Council Constitution

I. Purpose

The main purpose of the International Students Advisory Council is to provide a channel through which matters of concern to international students may be communicated, and appropriate recommendation made, to the Director of International Student and Scholar Services on the University of Houston campus, and through the Director to others who are significantly involved in offering services or instruction to University of Houston.

II. Composition

A. The student voting members shall consist of:

1. President of the International Student Organization or his/her designate.
2. Director of the Council of Ethnic Organization or his/her designate.
3. One student who is a U.S. citizen appointed by the Student's Association President.
4. President of each recognized nationality association or his/her designate.

B. The faculty and staff voting members shall consist of:

1. Executive Director of English as a Second Language or his/her designate.
2. Dean of Admission and Enrollment Services or his/her designate.
3. Director of Housing and Residential Life or his/her designate.
4. Director of Counseling and Psychological Services or his/her designate.
5. Director of Scholarships and Financial Aid or his/her designate.
6. One Faculty member nominated by the Faculty Senate.
7. Campus Activities Advisor responsible for advising the International Student Organization.

C. The Director of the International Student and Scholar Services Office shall be a non-voting member.

D. The Council shall be appointed by the Vice President for Student Affairs. The term of office for each member shall be September 1 through August 31.

III. Meetings

A. Chairperson

1. The committee who selects the ISO President will also select the ISAC Chairperson.
2. The outgoing Chairperson of ISAC will be one of committee members to elect the new ISAC Chairperson.
3. The committee will select the Chairperson from students at large who are interested in the position.
4. The selection process will take place at the same time the ISO selections are made.
5. The outgoing Chairperson must announce when the selection process will take place, at least one month before.
6. Term of office for the Chairperson shall be September 1 through August 31.

B. Vice-Chairman

1. After the Chairperson is selected, the council will have a meeting to elect a Vice-Chairperson.
2. The Vice-Chairperson shall be elected from the student voting membership of the Council by secret ballot.
3. The Chairperson shall vote only in case of a tie.

C. The International Students Advisory Council shall meet each semester at times designated by the Chairperson.

D. Special meetings may be called by either the Chairperson, the Director of International Student and Scholar Services, or at the request of at least five Council members. Notice shall be given to all Council members at least one week in advance of each meeting.

E. The number of student organization representatives needed to form a quorum shall be five or more. The summer quorum shall be a majority of the members declaring their availability at the beginning of the summer.

F. At each Advisory Council meeting the Chairperson of each committee shall give a committee report.

G. Robert's Rule of Order shall prevail in all instances not otherwise covered by this Constitution.

IV. Records

A. The Council shall designate a recording secretary to be responsible for the minutes, notification of meetings, etc.

B. Prior to each meeting, the secretary shall distribute minutes of the preceding meeting to all members of the Council for their approval. Copies shall be sent to the Vice President for Student Affairs, Student's Association, and the Faculty Senate.

V. Committees

- A. The Council shall be constituted of committees. Each Committee shall initially consist of five (5) Council members elected by the Council.
- B. Each committee shall elect a Chairperson.
- C. Each committee may add no more than two members who are not members of the International Students Advisory Council but must have approval of a majority of Council members.
- D. A member of the Council may be a member of more than one committee.
- E. The following committees shall be formed:
 - 1. The Orientation Advisory Committee shall be charged with offering advice to the Director of International Student and Scholar Services or hi/her designate regarding International Student Orientation, including program planning and implementation, the selection of student advisors, and the orientation fee.
 - 2. The Academic Relations Committee shall be charged with offering advice to the Director of International Student and Scholar Services of his/her designate regarding the academic community. Special consideration shall be given to those areas of the academic community which are oriented towards international students.
 - 3. The Campus and Community Relations Committee shall be charged with offering advice to the Director of International Student and Scholar Services or his/her designate regarding those areas of interest to international students as they related to the campus community at large.

IV. Amendments

- A. This Constitution shall become effective upon the signature of the Vice President for Student Affairs, after receiving a majority of the votes cast in an election of the existing International Students Advisory Council.
- B. Constitutional changes may be proposed at a regularly scheduled meeting of the Council and a 2/3 vote of the members present at the subsequent monthly meeting.