

Constitution Guidelines

Article I. Name of Club

Section 1.01 - International Students Connection (ISC)

Article II. Purpose of the Club

Section 2.01 - International Students Connection is a community of International Students coming together as a family, a home away from home for the next couple of years before transferring to another university. ISC also celebrates different cultures and enhances appreciation for International Students within the Foothill College community.

Article III. Membership

Section 3.01 - Any students who are enrolled at Foothill College / De Anza College who filled up interest form are qualified as club members, especially international students.

Article IV. Qualification and Election of Officers

Section 4.01 - Requirement to run for officer positions (3.0+ GPA, able to join every single meeting/event held by ISC, enthusiastic in helping others, contributing is the key in teamwork, able to manage and initiate the tasks given without getting help from others). The Vice President and Executive position could only be run by officers that have already been in ISC for more than a quarter.

Section 4.02 - List of officer positions (Presidents, Vice President of ICC Rep, Vice President of Program, Vice President of Marketing, Vice President of Communication, Vice President of Secretariat, ICC Rep, Secretariat Executive, Program Executives, Communication Executive, Marketing Executives, Secretariat Officer, Program Officers, Marketing Officers, Finance Officers, Communication Officers, Liaison Officer, Event Coordinators)

Section 4.03 - Election Process (Election will not be held virtually. Election for an Officer position is not needed. Election process will be continued and determined after campus reopened)

Article V. Duties of Officers

Section 5.01 - Responsibilities for Presidents

- Supervising and coordinating all club meetings;
- Overseeing the activities and process of organization event planning;
- Maintaining a current list of email addresses and phone numbers of the club officers;
- Holding a minimum of 5 events including board meeting per quarter;
- Analyze the quarter and annual report of club activities(Events, Meetings, Programs, etc.);
- Provides leadership and direction to the club;
- Coordinates activities with the executive committees, presidents, and board members;
- Establishes short- and long-range objectives and goals in conjunction with the committee;
- Structures the organization to ensure continuity of leadership by providing opportunities for new leaders to develop and to be mentored;
- Approves all club communications;
- Maintains regular contact with the Board Committee on club activities.

Section 5.02 - Responsibilities for Vice President of ICC, Program, Marketing,

Communication & Secretariat

- Maintains the responsibilities of officers (either ICC, Program, Marketing, Communication, or Secretariat) while providing guidance and mentoring the officers for each department;

- Act under the authority of Presidents to coordinate and control any related standard activities and Presides at meetings in the absence of the president;
- Represent the presidents to inform the tasks to the officers of each department;
- Maintains regular contact with the Board Committee on club activities;
- Provides timely and interesting advance information for newsletters and mailings.

Section 5.03 - Responsibilities for ICC Representative

- Review questions, the ICC Club handbook, follow procedures thoroughly, and contact the Student Activities Specialist for concerns or assistance;
- Work with Student Activities Specialist for daily needs and event coordinating;
- Ensure a faculty/staff advisor(s) is at all official club meetings and events and oversees all financial matters with specialist Erin Ortiz and accountant Kamara Tramble;
- You are the representative at all ICC meetings, Tuesdays at 3:00 PM and are elected, appointed, and or entrusted by the club to present their paperwork, announcements, and voice via your vote;
- Read the constitution with your club and revise it if 2/3 of your club agrees to amend the purpose statement, information, and positions if you have them. We only require an ICC Rep., other positions are not needed unless your club agrees to have elections and appointments.

Section 5.04 - Responsibilities for Secretariat Officer

- Taking minutes and preparing agenda for every club meeting;
- Maintaining the club program/event history for that quarter;
- Assisting with club's event/program where needed;
- Creating a quarter and annual report of organization activities (event/program) and submit to the Presidents;

- Maintaining communication between the organization president and individual participants (this may include emails, letters, and phone calls);
- Responsible for the drafting of letters, statements, or speeches for the club.

Section 5.05 - Responsibilities for Program Officer

- Responsible for the undertaking and execution collaborates with other members of the Committees and Presidents to create and execute exciting, interesting events for the club constituency;
- Ensures the fiscal viability of all events;
- Maintains a list of events and statistics throughout the year in the annual report form;
- Works closely with Secretary officer, Marketing officer, ICC Rep, Event Coordinator, and all other officers to promote upcoming events;
- Alerts everyone of upcoming events with details.

Section 5.06 - Responsibilities for Marketing Officer

- Publicizes events/programs that we have through social media and the club website;
- Write, edit and proofread marketing material for use in different channels;
- Ensure the club website and social media feeds provides up to date and relevant information;
- Responsible for media and graphic content creation for the purpose of ISC's social media promotions;
- Develop a social media strategy to improve engagement and participation of international students in both ISC's events and on ISC's social media platform.

Section 5.07 - Responsibilities for Communication Officer

- Get everyone's contact number and social media that they most frequently use and upload to google sheet;
- Maintain ISC's social media accounts which involve correspondence to messages sent via Direct Message on the account, frequent posting of ISC's activities, sharing of external entities' promotional materials or events;
- Update and message everyone about the biweekly gathering through emailing discord announcements;
- Seek opportunities to enhance the reputation of ISC Club;
- Manage conflict as it arises and escalate to Presidents.

Section 5.08 - Responsibilities for Finance Officer

- Creating and maintaining the club's quarterly budget and funds from ICC;
- Work with ISC's Executive Boards (Presidents & Vice Presidents) and ICC Rep to generate and collect funds;
- Ensuring accurate and up-to-date records of all club income and expenditure;
- Collaborate with VP for ICC, ICC rep of ISC, and club advisors for filling and submitting funds request forms to ICC;
- Always report the club's financial performance and have a financial report ready for the club board meeting;
- Keep a record of all receipts and files, organize and present them to the presidents and club advisors.

Section 5.09 - Responsibilities for Liaison Officer

- Act under the authority of Presidents to coordinate and control any related collaboration activities/events;

- Facilitate communication between ISC and the liaison organization or clubs at both Foothill and De Anza;
- Expected to have up-to-date knowledge of ISC events and activities in the external organizations;
- Support strategic partnerships by providing top-quality advice, facilitating effective knowledge management, and providing technical assistance to project planning, coordination, monitoring, and reporting in any collaboration.

Section 5.10 - Responsibilities for Event Coordinator

- Work with Program Officers and Presidents to coordinate and host events together during club's events, emcee the events;
- Managing events and addressing potential problems that may arise;
- Planning for potential scenarios that could impact the integrity of the event;
- Research and book venues for club's events, schedule speakers (if applicable);
- Maintain a list of attendees to the event including their contact information.

Article VI. Impeachment and Replacement of Officers

Section 6.01 - Impeachment of officer(s) is based on: activeness and contribution. Presidents have the right to initiate impeachment and will submit a written explanation of reasons to club advisors. Officer(s) have the right to file a complaint to Presidents about other officer(s) if they are not conducting their responsibilities in specific departments. This matter will be investigated and discussed during a private meeting with the officer(s) one-to-one first before approaching club advisors about it.

Section 6.02 - The impeachment and replacement of officer(s)'s decision will be made after consulting with club advisors.

Section 6.03 - Club advisors and Presidents have the option to offer a warning.

Article VII. Faculties/Staff Advisors

Section 7.01 - Club advisors of ISC must be Foothill or De-Anza College employees and the advisors are most welcome to attend all official meetings and events. Club Advisors will be notified by the ISC board members about the time of meetings/events. At least one advisor is needed to attend one of the official ISC board meetings together with Presidents and Officer(s) throughout the quarter. Advisors have the option to not join a meeting or gathering ISC held if time clashes/campus closed/quarter break/personal issues/e.t.c.

Section 7.02 - The advisors can resign if the partnership with the club is not working. If the advisor resigns, the club must find a replacement. Clubs cannot be activated without a faculty or staff advisor. Advisors have to notify the presidents two or three weeks before their resignation.

Section 7.03 - Advisors hold the final decision of impeachment and replacement of officer(s) in the club after discussing with the presidents.

Article VIII. Dues

Section 8.01 - There is no due term or date for Officer(s) Membership. Officer(s) can always hold their positions unless superseded by the Presidents in terms of impeachment/position changes/transferred or other reasons. Club members must attend at least two meetings/gatherings/events throughout the 12-weeks quarter to maintain their memberships in the club.

Article IX. Meetings

Section 9.01 - Any amendment or legislation proposed requires a 2/3 vote(including club advisors) at the board meeting to be passed. Amendments or legislation will be written in the club constitution in black and white.

Section 9.02 - Presidents are responsible for hosting the board meeting biweekly Friday 5 PM PDT and Communication Officers are responsible for informing club advisors about the board meeting. The Secretariat Officer is required to write down the minutes and important keys during the meeting and present them to the board one week after the meeting ended. ICC representative is responsible for joining the board meeting to maintain the connection between the club and ICC and prevent miscommunication. Program Officers are recommended to suggest events/programs that ISC can hold for the members. Marketing Officers are recommended to come up with strategies on promoting the events/programs.

Article X. Collaboration

Section 10.1 - International Students Connection is open to any kind of collaboration with on-campus or external organizations (including Events Promoting, Co-Sponsoring, Club Promotion, etc)

Section 10.2 - Current/Past Collaboration of International Students Connection: Foothill College President Thuy, Associated Students of Foothill College (ASFC), Foothill International Students Program Office (Foothill ISP), International Students Fellowship (ISF), Chinese Campus Fellowship (CCF), VolunFlex.

