

1 CONSTITUTION AND BYLAWS

2 Article I – Name

3 The name of this organization is International Students Union (ISU), herein
4 called the “Union”.

5 Article II – Purpose

6 To represent and advocate international student causes, to be a resource for
7 international students on the Cornell campus, and to promote internationalism,
8 which would be defined as including, but not limited to, the cross-cultural
9 understanding of international life on campus and in Ithaca and the cooperation
10 between trans-national groups and individuals on campus.

11 Article III – Membership to International Student Union

12 Any registered, resident student of the Cornell community who is interested in
13 the purpose of the Union can be a member subject to the application process in
14 Article V.

15 Article IV – Responsibilities

16 In light of the Union’s purpose as stated in Article II, its responsibilities include,
17 but are not restricted to:

18 A. To promote and fund international activities proposed by any
19 undergraduate or graduate student group on campus.

20 B. To represent, advocate, and ~~liaison~~ **liaise** with the Cornell University
21 administration for any issues concerning International students, both
22 undergraduate and graduate, at a campus wide level.

23 C. To lead initiatives that improve and uplift international student life on
24 campus.

25 D. To organize and plan events to promote and encourage diversity and
26 cross-cultural dialogue in a trans-national context.

27 E. To maintain and prepare the annual budget and administer funds available
28 to the Union to various organizations on campus.

29 F. To maintain liaisons with Faculty Committees, International Students and
30 Scholars Office, Students Assembly, the University, and local
31 community.

32 G. To foster cross cultural exchange through: the Union's General Body
33 Membership and meetings, events hosted by the Union, and events
34 sponsored or co-sponsored by the Union.

35 Article V – Structure

36 The Union membership will be open to all Cornell students subject to an
37 application process. General Body Meetings are open to all Cornell students.

38 Members are expected to participate in different functions that include funding,
39 ~~public relations~~ publicity, internal operations, planning, and advocacy and will be
40 placed in the corresponding team at the time of their acceptance by the current
41 Union members. The Executive Board consists of 8 members: the President, 5
42 Vice Presidents, a Director, and the Student Assembly International Students
43 Representative as an ex-officio member. There could be 7 members if the Student
44 Assembly International Representative holds a different Executive Board position.
45 Each Vice President will be responsible for one of ISU's main functions: funding,
46 ~~public relations~~ publicity, internal operations, planning, and advocacy. Besides
47 hosting functional team meetings on a weekly basis and actively leading their
48 respective functional teams, Executive Board members are expected to attend
49 Executive Board Meetings, General- Body meetings, and functional team meetings
50 if needed. Executive Board members are also required to prepare the By-Line
51 Report for the Union every year. Application to the Executive Board is selective
52 based on Article VI.

53 A. The Union consists of 5 functional teams. Functional teams are teams
54 of students within the Union that work towards a specific function of the
55 Union. Functional teams will meet at least once a week under discretion
56 of the Vice President. The responsibilities of each functional teams are:

- 57 i. Funding Team:
- 58 a. Appropriate the Union funds to intercultural events on
- 59 campus based on applications received throughout the academic
- 60 calendar.
- 61 b. Further responsibilities of the team shall be determined by its
- 62 Chair.
- 63 ii. Internal Operations Team:
- 64 a. Plan a smooth recruiting process for the Union every year.
- 65 This includes executing all necessary steps following the
- 66 creation of applications.
- 67 b. Ensure smooth functioning of General Body Meetings on a
- 68 periodic basis.
- 69 c. Maintain membership development through internal events.
- 70 d. Plan a smooth election process for the Union when
- 71 necessary. Including all necessary steps from Article VI.
- 72 e. Further responsibilities of the team shall be determined by its
- 73 Chair/Co Chairs.
- 74 iii. Planning Team:
- 75 ~~a. Plan and coordinate internal Union events for each academic~~
- 76 ~~year~~
- 77 a. Plan and coordinate Union events for each academic year
- 78 open to the entire Cornell Community.
- 79 b. Further responsibilities of the team shall be determined by its
- 80 Chair.
- 81 iv. ~~Public Relations~~ **Publicity** Team:
- 82 a. Organize and plan the publicity for Union recruitment each
- 83 year so as to ensure a strong and large pool of applications.

- 84 b. Provide publicity support to all functional teams, and
85 promotion of the Union.
86 c. Further responsibilities of the team shall be determined by its
87 Chair.

88 v. Advocacy Team:

- 89 a. Plan and coordinate advocacy campaigns that impact
90 international students on campus.
91 b. Effectively ~~liaison~~ **liaise** with the Cornell University
92 administration to support international students on campus.
93 c. Further responsibilities of the team shall be determined by its
94 Chair.

95 **vi. Advisors:**

- 96 a. Senior ISU members may apply for advisor positions to their
97 functional teams through the Internal Operations team after
98 one full year of ISU membership.
99 b. Advisorship positions are granted at the discretion of the
100 Internal Operations team and the VP of the member's
101 functional team.
102 c. Positions are granted based on the member's significant
103 contributions to the Union.
104 d. Advisors are expected to attend all G-Body meetings, and
105 one functional team meeting per month.

106 B. The job descriptions of the Executive Board members are:

107 i. The President:

- 108 a. Casts a vote in case of a tie in an Executive Board meeting
109 and election.
110 b. Oversees the Union and presides over meetings.
111 c. Represents and serves as a spokesperson for the Union.

112 d. Represents the Union in the Student Assembly, Graduate
113 Professional Student Assembly, and with other administrators
114 of Cornell.

115 e. Sets the Union and Executive Board size as needed with
116 respect to article VI–D.

117 f. Establishes the direction and growth of the Union.

118 g. Chairs weekly Executive Board meetings.

119 ii. The Vice President of Internal Operations:

120 ~~a. Maintains records of all meetings and dealings of the~~
121 ~~Executive Board and the Union General Body, and provides~~
122 ~~them to the members of the Union either at meetings or upon~~
123 ~~request.~~

124 a. Coordinates with the President in the process of change of
125 functional teams or removal of a Union member.

126 b. In the absence of President, oversees the Executive Board
127 and presides over the meeting.

128 c. Coordinates and leads recruitment for the Executive Board
129 and the Union.

130 d. Responsible, with the President, for planning and executing
131 the General Body meetings.

132 e. Actively seeks to improve membership development and
133 engagement, and maintain cohesion between the various
134 functional teams.

135 f. Responsible, with the President, for organizing the election
136 process.

137 iii. The Vice President of Funding:

- 138 a. Keeps a permanent record of financial transactions and
139 reimbursements in consultation with the Union's assigned
140 advisor.
- 141 b. Allocates funds upon approval of the Funding Team.
- 142 c. Informs the Executive Board of its financial affairs regularly
143 during Executive Board meetings.
- 144 d. Serves as the contact person for all campus organizations
145 seeking funding.
- 146 e. Meets regularly with advisor to discuss and evaluate the
147 financial condition of the organization.
- 148 ~~f. With the President and the Student Assembly International~~
149 ~~Representative, represents the Union before the Student~~
150 ~~Assembly.~~
- 151 f. Coordinates meetings with Student Assembly Appropriation
152 Committee.
- 153 iv. The Vice President of Planning:
- 154 a. Leads planning effort to organize **external** events for the
155 greater Cornell community.
- 156 b. Coordinates the execution of ISU events that foster
157 international awareness and cultural exchange.
- 158 c. Chairs the Planning functional team.
- 159 v. The Vice President of ~~Public Relations~~ **Publicity**:
- 160 ~~a. Leads ISU Public Relations.~~
- 161 ~~b. Maintains contact with all student organizations on campus.~~
- 162 a. Is responsible for branding and marketing the Union during
163 recruitment and for ISU organized events.
- 164 b. Chairs the ~~Public Relations~~ **Publicity** functional team group.
- 165 vi. The Vice President of **Advocacy**

- 166 ~~a. Forms ties with various International Clubs around campus.~~
- 167 a. Forms ties with Cornell University's Administration.
- 168 ~~e. Initiates conversations with International Students.~~
- 169 b. Identifies challenges concerning International students'
- 170 experiences at Cornell.
- 171 c. Hosts events, forums, and campaigns to help bring awareness
- 172 to said challenges.
- 173 ~~f. Writes and submits Diversity Inclusion Plan to the SA in~~
- 174 ~~consultation with the Student Assembly International Students~~
- 175 ~~representative.~~
- 176 d. Chairs the Advocacy functional team.
- 177 vii. Ex--Officio Member:
- 178 a. Selected from the Student Assembly's International-~~at-Large~~
- 179 **Representative** position(s).
- 180 b. Acts as a liaison between the Union and the Student
- 181 Assembly.
- 182 c. Works in close conjunction with the Union's President and
- 183 the VP of Advocacy as a member of the Advocacy team.
- 184 viii. Executive **Board Members**:
- 185 a. Responsible for voting and deciding on execution of Union
- 186 events.
- 187 b. Responsible for voting on all Executive Board decisions such
- 188 as elections and constitutional changes.
- 189 c. Prepares the By-Line Report for the Union every year.
- 190 d. Executive Board members reserve the right to share
- 191 responsibilities of another member in special circumstances.
- 192 e. If an Executive Board member fails to execute her/his duties,
- 193 the Executive Board has the right to dissolve that member with

194 75% or more of votes from eligible members. The Executive
195 Board member in question shall not vote.

196 ~~f. Executive Board members may assign the title of “Officer” to~~
197 ~~union members under the discretion of the Executive Board.~~
198 ~~Those members maintain their rights and duties as Union~~
199 ~~members.~~

200 ix. Director:

201 a. Acts as a resource for the Executive Board for internal and
202 external administrative tasks.

203 b. Works closely with the President and the VP of Operations to
204 lead special projects not specific to a functional team, acts in an
205 advisory capacity for strategic and long term decisions for the
206 Union and acts as a liaison between the old and new Executive
207 Board after elections.

208 c. Serves as interim President until the selection of a new
209 president (described in Article VI) upon vacancy of the
210 President position.

211 *The Program Coordinator of the International Students and Scholars Office*
212 *shall be the Advisor of the Executive Board.*

213 Article VI – Election of Executive Board Members

214 A. Election of Executive Board members and Executive Committee
215 members will be held every year for the following year and will typically
216 take place towards the end of the Spring semester. The election procedure is
217 duly described in Section F of this article.

218 B. The election must be duly publicized to ~~the entire Union~~ all functional
219 team members ~~membership. The publicity may take the following forms:~~
220 ~~Notification in the ISSO newsletter, fliers, and advertisements in the media.~~

221 C. All Union members who have been active for at least one semester are
222 eligible to be on the Executive Board.

223 D. Union members are permitted to run for a maximum of 3 positions.

224 E. The election procedures of the Executive Board are as follows

225 i. Prospective members will send applications prior to the election to
226 the incumbent President of the Union.

227 ii. A screening interview with members of the current Executive
228 Board will take place.

229 iii. New members to the Executive Board will be selected as per the
230 current needs of the organization with the election process described
231 in Section F of this article.

232 F. The mechanics of election of VPs within the Executive Board are as
233 follows

234 i. All members who are running for positions, contested or not, shall
235 go through the election process stated in F.

236 ii. Contested Executive Committee positions, and names of those
237 nominated to the positions, will be noted.

238 iii. There will be a Selection Committee for elections which will elect
239 the new Executive Board members, in conjunction with a General
240 Body vote during the Public Forum. The mechanisms of this will be
241 as discussed in section G.

242 iv. If there is no candidate for the position, the ~~members of the~~
243 ~~Selection Committee~~ newly elected Executive Board will vote
244 amongst themselves to designate a functional team member person for
245 the position. Process runs through until the position is filled.

246 v. If a candidate runs uncontested, the Selection Committee will still
247 vote after interviewing the candidate to determine whether they are
248 qualified for the position. If not, refer to F-iv.

249 G. Election Process

250 i. The Selection Committee will consist of current Executive Board
251 members as well as 5 non-Executive-Board members from the Union.
252 The incumbent President of the Union will chair this committee ~~and~~
253 ~~will only vote in the case of a tie breaker.~~

254 ii. The 5 non-Executive-Board members must be from the Advocacy
255 (1), Operations (1), Planning (1), ~~Public Relations~~ **Publicity** (1), and
256 Funding (1) functional teams.

257 iii. Each non-Executive-Board member must be a member of the
258 Union for at least one complete semester prior.

259 iv. The non-Executive-Board members of the selection committee will
260 be elected by each functional team. Each member must attain the
261 pluralist vote by all members of the team. Each member will be
262 expected to make a short speech highlighting their impartiality and
263 their commitment to the club. Non-Executive-Board members are
264 responsible for reflecting the opinions of their electorate.

265 v. The election process for Executive Board members

266 Phase 1: Public Forum — A Public Forum will be held to give
267 all ~~Union~~ **functional team** members the opportunity to question
268 and evaluate candidates. Through the public forum, Union
269 members can share their opinions and thoughts with the non-
270 Executive-Board Selection Committee members. Candidates
271 will be expected to make a 2-minute speech highlighting their
272 impartiality and their qualities to be in a decision-making
273 position for the organization.

274 Phase 2: Interviews — Interviews will be conducted by the
275 Selection Committee to give the Selection Committee the
276 opportunity to ask candidates questions about the position they

277 are running for. Upon interviewing candidates, the Selection
278 Committee must vote on candidates for each position. ~~A~~
279 ~~candidate is elected with majority vote of the Selection~~
280 ~~Committee.~~

281 Voting Procedure: Non-Selection Committee functional team
282 members have the opportunity to vote for one candidate per
283 position during the Public Forum. This vote will be weighted
284 30%. Selection Committee member votes will be weighted 70%
285 (refer to G-vi. for further details). The candidate with the
286 highest number of votes combined will be elected.

287 vi. Regulations of election process

288 a. Candidates must submit their applications by the designated
289 deadline. The deadline shall be set by the Executive Board, but
290 it will typically be two days before the Public Forum.

291 b. ~~Selection Committee members shall not be revealed until 24~~
292 ~~hours before the interviews.~~ Candidates shall not communicate
293 with non-Executive-Board members of the Selection
294 Committee about any subject relating to elections once names
295 are released.

296 c. Deliberations are strictly confidential, no information should
297 leak outside the room.

298 d. Selection Committee members must be present for the
299 entirety of the election process in order to cast a vote.

300 e. Non-Selection Committee Union members shall not attend
301 any elections interviews.

302 f. A member of the Selection Committee shall be designated as
303 a moderator to remind everyone of the rules and ensure that
304 discussions run smoothly.

305 g. Majority vote will be determined as simple majority. ~~If there~~
306 ~~is a tie, the president will be the tie-breaker.~~

307 vii. Once the Selection Committee has deliberated, ballot sheets will
308 be handed out. For each contested position, each Selection Committee
309 member will vote for one person only, and write the person's name on
310 the ballot. Ballot sheets will be collected and counted. **These votes**
311 **will be combined with the Public Forum votes, and the candidate with**
312 **the highest number of combined votes will be elected.** The names of
313 the new Executive Committee members will be announced.

314 H. Specific for the Director position

315 i. The new Executive Board, in consultation with the old Executive
316 Board, will select the Director position.

317 ii. The Director should be a member who has shown extensive
318 contribution to the Union, **either generally** as a past Executive Board
319 member. **If there are no past Executive Board members running for**
320 **the position, the Director can be a member that has had** ~~or reflected~~
321 ~~through their~~ sustained contributions to the betterment of the Union

322 iii. After consulting with the old Executive Board's recommendations,
323 the Director will be selected by a ~~minimum two-thirds~~ **simple**
324 majority vote of the new Executive Board.

325 Article VII – Membership application to ~~Union~~ **Functional Teams**

326 ~~A. Prospective members should fill out a form at a recruiting event or~~
327 ~~email the VP of Operations.~~

328 A. Applicants will go through a recruitment process which includes a
329 resume drop, an online application, and interviews with current ~~Union~~
330 **functional team** members. Applicants will be judged on the basis of their
331 diversity, potential contributions to the progress of the union, and cultural
332 and functional fit with the current needs of the organization.

333 B. Applicants will be decided upon by all current ~~Union~~ functional team
334 members present who are participating in recruitment at a deliberations
335 meeting held by the VP of Internal Operations and the President. ~~Members~~
336 ~~must attend at least 3 General Body meetings and participate in at least 1~~
337 ~~functional team event to be considered part of the ISU[2].~~

338 Article VIII – Removal of Executive Board/Union Members

339 A. Concerning Executive Board Members

340 i. A petition signed by 75% of functional team will be necessary for
341 the Executive Board to consider the removal of a VP of the
342 corresponding functional team.

343 ii. If any member fails to meet the requirements of her/his office, 75%
344 majority vote of the Executive Board can remove her/him from the
345 Executive Board. The president's removal shall also be decided by a
346 75% vote of the Executive Board members.

347 iii. Arriving ten minutes late unexcused at an Executive Board
348 meeting constitutes a half- absence, while arriving one hour or more
349 after the beginning of the meeting under similar conditions is counted
350 as a full absence.

351 iv. Three unexcused absences (and two for the first semester of new
352 members) will be allowed per semester. If someone exceeds that
353 allowance, each case will be assessed individually. The President will
354 speak with the member, and the Executive Board will discuss the case
355 in light of the member's contributions and other factors.

356 B. Concerning Union Members

357 i. A Union member can be removed from the Union under discretion
358 of the Executive Board.

359 Article IX – Mechanics of Meetings

360 A. Functional Team Meetings

- 361 i. Meetings will take place weekly during the academic calendar,
362 except during school holidays, and will be presided upon by the
363 team's VP.
- 364 ii. In the event that members of the Union feel that Executive Board
365 members should clarify their actions, the President is required to call a
366 meeting of the Executive Board within two weeks of receiving a
367 petition to that effect, signed by at least one--third of the Union
368 members.
- 369 iii. Three unexcused absences for general Union members (and two
370 for the first semester for new members) will be allowed per semester.
371 If someone exceeds that allowance, each case will be assessed
372 individually. The President will speak with the member, and the
373 Executive Board will discuss the case in light of the member's
374 contributions and other factors.
- 375 iv. Excuses must be up to the discretion of the VP of the Functional
376 Team and excuses are encouraged to be a minimum of 24 hours prior.

377 B. Specific for the Funding Team

- 378 i. Quorum will be one-half of the Funding Team, of whom one must
379 be the VP of Funding, unless they are excused.
- 380 ii. The VP of Funding will not vote during a decision—making
381 process, unless there is a tie. In case of a tie, the VP may cast a vote,
382 or call for a revote, at their discretion.
- 383 iii. Voting on decisions must be blind in order to remove any biases.

384 C. Executive Board Meetings

- 385 i. The Executive Board will meet weekly to discuss Functional Team
386 updates and determine the short and long-term goals for the
387 organization.

388 ii. The meetings will be presided upon by the President and in their
389 absence, by the VP of Internal Operations.

390 D. General Body Meetings

391 i. Meetings will take place every alternate week during the academic
392 calendar, except during school holidays or on an ad-hoc basis
393 determined by the President in consultation with the Executive Board.

394 ii. The VP of Internal Operations, in collaboration with the Executive
395 Board and the Internal Operations Team, will plan and preside over
396 the General Body meetings. Attendance is mandatory for all Union
397 members.

398 iii. More than 3 unexcused absences in a semester is grounds for a
399 hearing with the Executive Board, which will then decide on the
400 membership status of the members in question.

401 iv. The purpose of the meetings is to improve synergy and cohesion
402 among various functional teams, provide general updates for each
403 team, and provide membership development and team building for all
404 Union members.

405 Article X – Internal Administrative Spending

406 Internal administrative spending is defined as any expenditures incurred on
407 activities only limited to the internal membership of the Executive Board for any
408 administrative purposes. The Union shall not spend more than 5% of its total
409 Student Activity Fee allocation on administrative spending.

410 Article XI – Guidelines for Co-Sponsorship:

411 The following guidelines may be followed for funding a co-sponsored event:

412 A. Consider the cost--benefit ratio for the event.

413 B. Consider the anticipated size and profile (diversity) of the crowd
414 attending the event. Reasonable effort must have been made to reach out to

415 participants beyond the organization's membership, and a clear rationale
416 must be given for the event's projected attendance.

417 C. Consider the percentage of the total budget requested from the Funding
418 Team and that the organization has explored other possible funding
419 resources.

420 D. Consider whether the event is ~~open~~ accessible to the international
421 community and to the entire Cornell community and promotes
422 internationalism and/or multiculturalism. ~~If the event does not fall under any~~
423 ~~of the aforementioned categories, the Funding Team can only fund publicity~~
424 ~~materials.~~ All other events will be considered on a case-by-case basis.

425 E. Prioritize funding for small and new organizations, but not at the expense
426 of the former points (Article IX A--D).

427 F. All student organizations, to be considered for co-sponsorship, must have
428 registered their organization with the Student Activities Office under the
429 Dean of Students. If not possible, the co-sponsorship applicants must be
430 recognized by some element of the university, either through professors,
431 departments, or student organizations. ISU will also co-sponsor events
432 organized by Program Houses and Study Programs (provided they meet the
433 criteria outlined in Article IX A-D).

434 G. The Union may co-sponsor events up to \$5 per event participant/attendee.

435 H. To avoid double funding of a particular item using Student Activity Fee
436 (SAF) money, each group seeking co-sponsorship will be required to detail
437 what SAFC/GPSAFC funding is to be used for. ISU co-sponsorship can be
438 used for items not covered by SAFC/GPSAFC funding (e.g. Food) as well as
439 to supplement SAFC/GPSAFC funding where this is not adequate to cover a
440 particular item. ISU can also explicitly state what portions of a particular
441 budget it will not fund.

442 I. Co-sponsorship is not permitted for events where a portion of ISU funds
443 would go to charity. Only operating expenses would be covered. However, a
444 donation box is permitted.

445 J. Student organizations are required to submit ~~one copy of the completed~~
446 ~~budget proposal per member of the Funding Team~~ an online budget
447 proposal, prepared according to the Team's recommended outline (which
448 will be made available to all students organizations), to the Funding Team
449 preferably at least two weeks prior to the proposed event. This procedure
450 will give the Funding Team sufficient time to review the proposal and
451 address any issues that may arise. Budgets can be submitted up to two weeks
452 after the event but are not guaranteed an equal review and/or funding
453 disbursement. Late applications may be subject to a penalty.

454 K. Union members who are applying on behalf of their other affiliated
455 organizations may not be present for the discussion of their funding request
456 or participate in the voting process.

457 L. If a Funding Team member holds an officer position in another
458 organization that applies for funding, they will be prohibited to vote on any
459 decision relating to that organization.

460 M. The ~~financial advisory committee~~ Vice President of Funding will review
461 the budget before submitting it to the Funding Team for hearing. If not
462 properly prepared, the financial advisory committee may ask an organization
463 to revise the budget. Once the budget is submitted to the Funding Team for
464 hearing, decisions may be based on the available information, rather than
465 sending back the budget for additional information.

466 N. If a student organization feels that it was not treated fairly, it has the right
467 to appeal to the Funding Team to reconsider the funding decision. The
468 appeal must be made within a week after the funding decision.

469 O. The Funding Team must review all budget proposals. A full quorum
470 (one-half) of the Funding Team is required to allocate funds. In the case that
471 an organization is unable to have its budget reviewed at a regular meeting
472 before the event (~~for some acceptable reason~~), ~~the Funding Team may call~~
473 ~~an emergency meeting to review the budget~~ a late hearing will be arranged,
474 provided the budget request form was submitted before the event, and the
475 rationale for the late submission is reasonable.

476 P. ISU reserves the right to ask for copies of receipts from groups and
477 examine the group's budget after an event has taken place.

478 Q. Co-sponsorship handling & budget hearing procedures

479 i. The Funding Team member collecting the budget should review it
480 for completeness. If items are missing or the budget is incorrect, the
481 group should be contacted and requested to bring the necessary
482 information / budget corrections with them to the funding hearing

483 ii. At the budget hearing the group will be asked to present itself, its
484 mission and outline the budget to be considered for co-sponsorship.
485 The Funding Team members are then free to ask questions to the
486 group representative with due regard to the former points (Article IX
487 A-F)

488 iii. During closed session: The VP of Funding will allow 5 minutes of
489 open forum to discuss event. Then a call for dollar amounts will be
490 made. A second from another Funding Team member is required for
491 each figure suggested. The person suggesting must give reasons for
492 their figure. When all suggested amounts have been presented, voting
493 will take place by hands starting with the lowest suggested sum. If
494 there is a tie, the VP of Funding will cast their vote.

495 iv. Groups will be contacted at the latest by the following Tuesday
496 evening with the decision of the Funding Team. The e-mail will

497 explain in detail the reason for any deductions made by the Funding
498 Team and include any suggestions made during the group's
499 presentation, as well as indicate the amount funded. The e-mail must
500 also specifically request that all publicity acknowledges ISU co-
501 sponsorship. If the event has an entrance fee a request will be made at
502 this time for two complimentary tickets to permit members to attend
503 according to the guidelines (outlined in Article IX M).

504 v. Groups that are late or failed to appear at a previous hearing are not
505 guaranteed an equal review and/or funding disbursement. They may
506 be subject to a penalty.

507 vi. Groups that fail to include ISU's logo as a sponsor on their
508 publicity material (online and printed) may be penalized.

509 Article XII – Subcommittees

510 A. The Executive Board may form ad hoc subcommittees from time to time
511 for any special function, as it finds necessary.

512 B. The Executive Board may select members from the subcommittees from
513 within the Executive Board and/or outside the Executive Board.

514 C. Subcommittees will report to the respective members of the Executive
515 Board.

516 D. All decisions of the subcommittees will be subject to the approval of
517 respective Executive Board members, unless otherwise authorized by the
518 Executive Board.

519 Article XIII – Amendments

520 A. Any member of the Union may propose an amendment to this
521 constitution.

522 B. An amendment shall be passed by a two-thirds majority vote of the
523 Executive Board.

524

525

526 Appendices

527 ~~Appendix 1: Instructions to groups seeking co-sponsorship from ISU. The~~
528 ~~following information is available on the ISU website (www.isucornell.com), as~~
529 ~~well as the OrgSync page (https://orgsync.com/72626/chapter)~~

530 ~~● Your group must be recognized by the university. The group is~~
531 ~~encouraged to be registered with the Students Assemblies Office. Contact Roxanne~~
532 ~~Edsall for more information.~~

533 ~~● We can fund events by Program Houses and Study Programs.~~

534 ~~● Events must be open to the entire Cornell Community.~~

535 ~~● Groups, on occasion, may request funding for overseas events and trips,~~
536 ~~contingent upon the event/trip following ISU's usual funding criteria. Following~~
537 ~~the trip, groups who receive funding for such events are required to present their~~
538 ~~experiences/trip in an ISU-sponsored event. Such funding grants may be~~
539 ~~competitive.~~

540 ~~● We cannot sponsor events where a portion of ISU co-sponsorship funds would~~
541 ~~go to charity. Only operating expenses would be covered. However, a donation box~~
542 ~~is permitted.~~

543 ~~● We can fund events up to two weeks after they have taken place, provided that~~
544 ~~the co-sponsorship form was submitted before the event in question.~~

545 ~~● Groups can be funded up to thrice per semester.~~

546 ~~Funding Procedure:~~

547 ~~Follow SAFC guidelines, with the exception of food.~~

548 ~~● Indicate on the form the date submitted and e-mail the ISU VP of Funding to~~
549 ~~inform them of the co-sponsorship request.~~

550 ~~● Provide 1 copy of the budget proposal per Funding Team member, and an equal~~
551 ~~number of copies of any additional information you wish to include.~~

- 552 ● ~~We fund on an event by event basis and can provide a maximum of \$1000 (see~~
553 ~~below) for events with less than 250 attendees. Events that are likely to have over~~
554 ~~250 attendees or involve the organization of several groups may receive a greater~~
555 ~~maximum funding disbursement.~~
- 556 ● ~~10-minute hearings will take place during regular Funding hearings.~~
- 557 ● ~~You will be contacted by e-mail of the Funding Team's decision within 2 days of~~
558 ~~the hearing.~~
- 559 ● ~~If the budget proposal is incomplete in any way, the Funding Team can ask the~~
560 ~~group to return the following week to present a revised budget.~~
- 561 ● ~~If your event obtains funding from ISU, all publicity (tickets, flyers, posters) for~~
562 ~~the event must contain the following: the ISU logo, as well as "Co-sponsored by~~
563 ~~ISU."~~
- 564 ● ~~ISU reserves the right to ask for copies of receipts from groups and examine the~~
565 ~~group's budget after an event has taken place.~~

566 Appendix 1: Non-discrimination Clause

- 567 ● As an organization, ISU will not discriminate on the basis of actual or perceived
568 age, color, disability, ethnicity, gender identity or expression, marital status,
569 national origin, race, religion, sex, sexual orientation, veteran status, or any
570 combination of these factors when determining its membership and when
571 determining the equal rights of all general Union members and Executive Board
572 members, respectively, which shall include, but are not limited to, voting for,
573 seeking, and holding positions within the organization.