

INTERNATIONAL CULTURAL CENTER BYLAWS

ADOPTED BY THE ICC GOVERNING BOARD, MARCH 21, 1991

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## FOREWORD

### INTERNATIONAL CULTURAL CENTER BYLAWS

In 1980, the International Cultural Center was first considered as an institution that would play a central role in providing services and support for international students to operate and in which to participate. It was to be a university entity, directed by a board consisting of international students, faculty and other individuals to advise the university in its operation. In that year a resolution was passed to obtain a \$10-per-semester fee from all international students for a building, the Dalrymple Drive facility was purchased in 1989. The fee assessment is ongoing to fund the operation of the Center.

The Center is an active focal point for meetings, social functions and temporary accommodation for matriculated and newly arrived international students. Its aim is multidimensional and includes providing services and support to international students and organizations, programs that inform international and domestic students, as well as the community, of the uniqueness of the cultural heritage within the university community, along with traditional and non-traditional educational opportunities for international students. These services and programs will help to foster interaction between international and domestic students and the Baton Rouge Community.

## SCOPE OF BYLAWS

The following Bylaws are designed to outline the management and maintenance of the Governing Board, the Public Relations Committee, the Bylaws Committee, the Finance Committee, the Program Committee, the Building Committee, the Arrival Service Committee and Building Use. The Bylaws are limited by Article VI in the Constitution of the ICC, "...Nothing contained in the Bylaws shall limit in any way the final authority or control of the Board of Supervisors over all persons and organizations connected with or receiving benefits from the university or supersede the University Rules and Regulations governing the social-cultural-recreational-service activities of the student body."

## I. GOVERNING BOARD

### A. Duties

1. The duties of the Governing Board shall be those described in Article IV, Section 2 of the ICC Constitution and those herein listed.
2. Promote international understanding among international student, between international students and other LSU students, and between international students and the community at large by providing services, facilities and programming.
3. Formulate and enact general policy concerning the management and use of the International Cultural Center through standard operating procedures and the Building Committee.
4. Enact bylaws for the International Cultural Center. Regulate the activities of members, guests, and organizations in the building, and suspend membership and/or deny the privileges of the building to maintain discipline, provided such action does not supersede university rules and guidelines.
5. Approve budgets for capital outlay, annual operating expenditures, equipment and program activities supported by International Cultural Center revenues, Student Government Association contributions, membership fees and other sources of income.
6. Establish and approve all committees, including appointment of individuals. To create policy for providing and expanded cultural, recreational, service and social program for the campus.

7. Provide leadership development through workshops, seminars, and travel opportunities.
8. Exercise all powers not herein especially assigned but are consistent with the Constitution of the International Cultural Center and subject to the approval of the appropriate administrative authorities of the University.

B. Officers

1. The President shall:
  - a. Preside at Governing Board and Executive Committee meetings.
  - b. Be responsible for appointing committee chairpersons with the exceptions of those positions prescribed in the Bylaws.
  - c. Be an ex-officio member of all committees.
  - d. Be responsible for the execution of resolutions passed by the Governing Board, and for adherence to the ICC Constitution and Bylaws.
  - e. Prepare an agenda and distribute to Board members 3 days in advance of each Board meeting.
  - f. He/she shall have the power to vote at meetings of the Governing Board only in cases when it affects the result of a motion. He/she shall chair the Executive Committee with full voting powers.
2. The Vice President of Programs shall:

- a. Develop programs in keeping with the original purpose of the International Cultural Center and fitting the needs and wishes of the international student population.
  - b. He/she shall chair the Programs Committee.
3. The Vice President of Finance shall:
  - a. Present a financial report at each meeting of the ICC Governing Board.
  - b. Serve as liaison between the Finance Committee and the Governing Board.
  - c. Present a budget by the last meeting of the Spring Semester for the twelve month fiscal year and make periodic budget analyses to the ICC Governing Board.
  - d. See that the financial records of all ICC accounts are audited and reported on annually to the ICC Governing Board.
4. The Vice President of Administration shall:
  - a. Record the proceedings of the Governing Board and Executive Committee meetings.
  - b. See that proper notice of all regular meetings is sent to members one week in advance.
  - c. Provide each member of the Governing Board with a copy of the minutes of its meetings and the Executive Committee meetings prior to the meeting at which they will be approved.

- d. Keep a record of attendance at Governing Board and Executive Committee meetings to be included in the minutes.
- e. Prepare and keep current a directory of the members of the Governing Board.

C. Terms of Office and Vacancies

1. Members

- a. Each officer shall serve a one year term.
- b. In case of interim vacancies occurring in any position, such vacancy shall be filled by appointment of the Executive Committee with the approval of the Board members until the position is filled in accordance with the ICC Constitution.
- c. In the absence of the President, the Vice President of Programming will act as President.
- d. In case of vacancy, Governing Board positions other than duly elected officers shall be filled as they are prescribed in the ICC Constitution.

D. Recall

- 1. A member of the ICC Governing Board shall be relieved of his/her membership for:
  - a. Failure to perform the duties of his/her position.
  - b. Failure to notify either the President of the Board or the Vice president of Administration of intent to be absent from three Board meetings during the year.



- c. Failure to be present at more than five meetings of the Board with or without notification of intent.
- d. Removal will be effective upon majority vote of the members of the Governing Board, prior notice having been given to the member in question.

E. Meetings

1. Annual Meetings

The annual meeting of the Governing Board shall be held in the spring semester following International Student Association elections. Installation of new ICC officers and appointees shall take place at this meeting.

2. Regular and Special Meetings

The Governing Board shall hold a regular meeting at least once a month during the calendar year. Special meetings may be called by the President of the ICC, as a result of a motion passed in a regular meeting, or upon written request of five members of the Board. All members shall be duly notified of the time and place of meetings.

3. Quorum

A majority of the voting members shall be necessary to constitute a quorum.

4. Proxies

Proxies shall not be allowed to vote or to establish a quorum.

F. Summer Operation

Members of the Governing Board, excluding the Executive Committee not available to meet during the summer term, shall recommend for Governing Board approval substitutes to serve during the summer term.

II. BUILDING COMMITTEE

A. Selection of Committee

1. Not less than five voting members shall be appointed by the Governing Board. Voting members shall be Louisiana State University students, faculty and staff including but not limited to members of the Governing Board.
2. The Chairperson shall be one of two appointed student members of the Governing Board. The Executive Committee will recommend their choice to the Governing Board for approval.
3. One non-voting member shall be appointed by the Governing Board, as consultant to the committee. The Consultant shall assist the committee with all aspects of the committee's responsibilities.
4. The Director of the International Services Office and the Manager of the ICC shall be co-advisors for the committee, serving in a non-voting capacity. The advisors shall assist the Chairperson with every aspect of the committee's mission, including the formulation of operating policies.

- B. Responsibilities of the Building Committee
  - A. The committee shall act in an advisory capacity to the Governing Board regarding the planning, developing and utilization of the International Cultural Center premises.
  - B. The Building Committee, through the Chairperson, shall report all activities to the Governing Board at its regular meetings. The committee shall recommend to the Governing Board policies and operating procedures as pertains to the effective utilization of the International Cultural Center. The committee shall remain in charge of making changes in the standard operating procedures for building management whenever deemed necessary by the Board.
- C. Term of Members
  - 1. Members and advisors shall serve on a continuing basis.
  - 2. Vacancies shall be filled in the same manner in which appointments were originally made.
- D. Meetings
  - 1. Meetings of the committee shall be called by the Chairperson not more than twice per month in the academic year (September through May), and not more than once per month in the summer term. Policies of the University concerning meetings held during finals or the previous week shall be observed.
  - 2. A quorum of a majority of the voting members is required for approval or disapproval of proposed projects, policies, or the annual budget recommendation. The Chairperson shall vote only in

case of a tie. Proxies shall not be allowed to vote or establish a quorum.

E. Summer Operation

The committee shall function in the summer to conduct regular business. Substitutes for members not in attendance shall be recommended by the Chairperson to the Governing Board prior to the final meeting for the spring semester. Upon approval by the Governing Board, these substitutes shall hold office for the summer term only.

III. FINANCE COMMITTEE

A. Selection of Members

1. The Chairperson of the Finance Committee shall be recommended by the Governing Board Executive Committee. The Chairperson shall be an LSU student with expertise in general finance/accounting procedures and shall be approved by the Governing Board. The Chairperson shall be referred to as the Treasurer.
2. The committee shall consist of not less than three voting members all of whom shall be appointed by the Governing Board Executive Committee except as provided in III.A.3. Members shall be LSU students and shall be approved by the Governing Board.
3. The Vice President for Finance shall serve as a voting member of the committee. The Vice President of Finance shall serve as liaison

between the committee and the Governing Board and the University administration.

4. One non-voting member shall be recommended by the Executive Director of the Office of International Programs, and approved by the Governing Board, as Consultant to the Committee. The Consultant shall be a staff or faculty member with knowledge of LSU and state fiscal policies as well as expertise in general finance/accounting procedures.

B. Responsibilities

1. The Finance Committee shall formulate operating policies and procedures for the day-to-day accounting of expenditures and income for the ICC and its committees and staff as determined and approved by the Governing Board.
2. The Finance Committee holds the responsibility for implementing the ICC budget including expenditure of all funds and income.
3. The Finance Committee shall establish an annual budget for the ICC to be approved by the Governing Board at the last meeting of the spring semester. All requests by various units and committees of the ICC shall be submitted to the Finance Committee and incorporated into the total ICC budget.

C. Term of Members

1. All appointed members of the Finance Committee shall serve on a continuing basis.

2. The Vice President of Finance shall serve according to the term of office prescribed for the officers.
3. Vacancies shall be filled in the same manner in which appointments were originally made.
4. An annual review shall be conducted by the Governing Board to assess the effectiveness of committee membership. Failure of any member to perform his/her duties may result in replacement on the committee.

D. Meetings

1. Meetings of the committee shall be called by the Chairperson not more than twice per month in the academic year (September through May), and not less than once per month in the summer term. Policies of the University concerning meetings held during finals or the previous week shall be observed.
2. A majority of the voting members shall be necessary to constitute a quorum. The Chairperson shall vote only in case of a tie. Proxies shall not be allowed to vote or establish a quorum.

E. Summer Operation

Substitutes for members not in attendance in the summer term shall be recommended by the Chairperson to the Governing Board prior to the final meeting for the spring semester. Upon approval by the Governing Board, these substitutes shall hold office for the summer term only.

#### IV. PROGRAM COMMITTEE

##### A. Selection of Committee

1. The Chairperson of the Program Committee shall be the Governing Board Vice President for Programs. The Chairperson shall preside at all committee meetings and perform such duties as are incumbent upon the office. The Chairperson shall represent the committee at all governing Board meetings.
2. Not fewer than seven voting members shall be recruited by the Chairperson immediately upon taking office as Vice President for Programs. The Chairperson may also extend an invitation to the Director of International Affairs of the Student Government Association to join the committee. Voting members shall be LSU students, and shall be approved by the Governing Board.
3. The Manager of the ICC shall be the advisor for the committee, serving in a non-voting capacity. The advisor shall assist the Chairperson with the recruitment of the committee and will assist in every aspect of the committee's mission including planning, budgeting, and evaluating programs at the International Cultural Center.

##### B. Responsibilities of the Program Committee

1. The committee shall coordinate, control, evaluate, and budget for the overall social-cultural-recreational-service program of the International Cultural Center. The committee shall initiate programs,

and approve or disapprove of proposed programs to be carried out by the committee.

2. The Program Committee, through the Chairperson, shall report all activities to the Governing Board at its regular meetings. The committee shall recommend to the Governing Board policies and operating procedures regarding the effective programming of activities at the International Cultural Center. The committee shall recommend an annual budget to the Finance Committee of the Governing Board.

C. Term of Members

1. Student members shall serve for one year.
2. The staff advisor shall serve on a continuing basis.
3. Vacancies shall be filled in the same manner in which appointments were originally made.

D. Summer Operation

The Committee shall function in the summer to plan summer and early fall programs. Substitutes for members not in attendance shall be recommended by the Chairperson to the Governing Board prior to the final meeting for the spring semester. Upon approval by the Governing Board, these substitutes shall hold office for the summer term only.

V. PUBLIC RELATIONS COMMITTEE

A. Selection of Committee



1. The committee shall consist of not less than three members all of whom shall be appointed by the Executive Committee and approved by the Governing Board. Members shall be LSU students.
2. The Chairperson shall be one of the two appointed student members of the Governing Board. The Executive Committee will recommend their choice to the Governing Board for approval.
3. An advisor shall be appointed by the Executive Committee and approved by the Governing Board. The advisor shall be an LSU faculty/staff member or a community member with expertise in public relations, marketing, advertising, or a related field.

B. Responsibilities of the Public Relations Committee

1. To coordinate public relations efforts for the ICC.
2. To interface with ISA and ELOP students in a newsletter for international students, jointly funded with the ICC. The newsletter editor shall be an LSU student with expertise in journalism or a related field, appointed by the Public Relations Committee and the ICC officers. Content of the newsletter shall be the sole editorial responsibility of the newsletter staff which will be composed of members of the Public Relations Committee, the editor, and any other students recruited by the editor.
3. To interface with the Programs Committee and co-sponsor event for public relations purposes.

4. To interface with the building manager on physical projects for public relations purposes such as signs, logos, etc.
5. To submit an annual budget request to the ICC Finance Committee.

C. Term of Members

1. Public Relations Committee members shall serve for one year with the option of being re-appointed.
2. The newsletter staff, including the editor, shall serve for one year with the option of being re-appointed.
3. The advisor shall serve on a continuing basis.
4. Vacancies in all positions shall be filled in the same manner in which appointments were originally made.

D. Meetings

Meetings of the committee shall be called by the Chairperson not more than twice per month in the academic year (September through May), and not less than once per month in the summer term. Policies of the University concerning meetings held during finals or the previous week shall be observed.

E. Summer Operation

Substitutes for members not in attendance in the summer term shall be recommended by the Chairperson to the Executive Committee prior to the final meeting for the spring semester. Upon approval by the Governing Board, these substitutes shall hold office for the summer term only.

## VI. ARRIVAL SERVICES COMMITTEE

### A. Selection of Committee

1. The Committee shall consist of not less than three LSU students, appointed by the Executive Committee and approved by the Governing Board as voting members. An unlimited number of associate members of the committee shall be recruited from the LSU and Baton Rouge communities as non-voting members.
2. The Chairperson shall be an LSU student member of the ICC appointed by the Executive Committee and approved by the Governing Board.
3. The Manager of the ICC shall be the advisor for the Committee, serving in a non-voting capacity. The advisor shall assist the Chairperson with the recruitment of the committee, and with every aspect of the committee's mission including planning, budgeting, and evaluating the activities of the Arrival Services Committee.

### B. Responsibilities of the Arrival Services Committee

1. To greet new international students upon their arrival in Baton Rouge.
2. To arrange for and coordinate the transportation of those international students requesting such assistance from the Baton Rouge airport or bus station to their temporary residence.
3. To assist those newly arrived international students needing assistance with temporary housing at the ICC.

4. To aid newly arrived international students in becoming familiar with and adjusting to life at LSU in coordination with the ISO orientation program.
5. To provide the ICC Finance Committee with any and all pertinent information concerning revenues generated by Arrival Services activities.
6. To prepare and submit an annual budget request to the ICC Finance Committee in a timely manner.

C. Terms of Members

1. All voting committee members shall serve for one year.
2. The staff advisor shall serve on a continuing basis.
3. Vacancies shall be filled in the same manner in which the appointments were originally made.

D. Meetings

1. Meetings of the committee shall be called by the Chairperson not more than once per month, including the summer term.
2. A quorum of a majority of the voting members is required for approval or disapproval of the annual budget request and other business.

VII. BYLAWS COMMITTEE

A. Selection of Committee

1. The Committee shall consist of not less than five members all of whom shall be appointed by the Governing Board. Voting members

shall be LSU students, faculty, staff and community members including but not limited to members of the Governing Board.

2. The Chairperson shall be appointed by the Governing Board and shall be an LSU student member of the ICC.

B. Responsibilities of the Bylaws Committee

1. To draft bylaws to the ICC Constitution. The rules contained in these bylaws shall govern the society in all cases to which they are applicable and in which they are not inconsistent with the Constitution or rules of order of the ICC.
2. To establish terms of office and duties of the Governing Board. To determine decision-making authority of the Board and procedures through which these decisions are made. To set up general guidelines for meetings for the Governing Board.
3. To establish standing committees and to determine procedures for selection, duties, and terms of office for members of these committees. To establish decision-making authority and procedures through which these decisions are made for all committees. To set up general guidelines for meetings for all committees.

C. Term of Members

1. Members and the Chairperson shall serve on a continuing basis.
2. Vacancies shall be filled by recommendation of the Executive Committee and approved by the Governing Board.

D. Meetings

1. Meetings shall be called by the Chairperson not less than once per month until such times as the Bylaws are adopted by the Governing Board. Thereafter, the Chairperson shall call meetings on an as-needed basis.
2. A majority of the voting members shall be necessary to constitute a quorum. The Chairperson shall vote only in case of a tie. Proxies shall not be allowed to vote or establish a quorum.

E. Summer Operation

Substitutes for members not in attendance in the summer term shall be recommended by the Chairperson to the Governing Board prior to the final meeting for the spring semester. Upon approval by the Governing Board, these substitutes shall hold office for the summer term only.

VIII. BUILDING USE

A. General Policies

1. The use of the building and premises of the International Cultural Center shall be in accordance with its purpose set forth in its Constitution and with the policies of the University governing building use.
2. Use of the building by student groups must comply with the Code of Student Conduct.
3. Social events at which alcoholic beverages are to be served must be registered three days prior at the Dean of Students Office. The

International Cultural Center holds all groups who use the facility and premises responsible for abiding by the State law, city and parish ordinances, and University regulations relating to the purchase, possession, and consumption of alcoholic beverages, including wine and beer at all functions. When alcohol is served, a non-alcoholic beverage must also be served.

4. All activities which are open to the general public and where alcoholic beverages are served must have an LSU Police Officer on duty.

B. Reservations

1. Use of the ICC building and premises must be obtained by written reservation through the Constitution of the ICC.
2. The following groups may schedule an event prior to the first day of class of each semester.
  - a. International student associations. Their events must be a cultural event of special significance.
  - b. ICC Governing Board and Standing Committees.
  - c. English Language and Orientation Program.
  - d. International Hospitality Foundation. Their privilege is limited to the IHF welcome party.
  - e. Other groups approved of by the Building Committee.
3. A regular social, cultural, or educational event of an LSU international student association may be scheduled on a monthly basis.

4. Sign-up times and standard operating procedures will be established by the Manager of the ICC with the approval of the Building Committee. A group or individual may reserve building space during the designated sign-up time in accordance with standard operating procedures.
5. It is the responsibility of the Manager of the ICC to make standard operating procedures and sign-up times known to the general public.
6. Any application may be denied by the Manager of the ICC for just cause. Just cause includes, but is not limited to:
  - a. Previous incidents of no-shows.
  - b. Infractions of standard operating procedures and/or rules.
  - c. In matters of misrepresentation, it is the duty of the Manager to consult with the President of the ICC and the Executive Director of the Office of International Programs.
7. A building use fee schedule shall be determined in the standard operating procedures.

C. Definition of Terms

1. International student groups – LSU international student groups are those groups recognized by the Dean of Students Office as such. For purposes of building use, the ELOP is given the status of an international student group.
2. Pro-tem international student groups – A group of LSU international students not recognized by the Dean of Students may petition the



Building Committee of the ICC to use the ICC. The Building Committee approval shall last until the end of the current academic year (in the following August). After that time, if a group has not become recognized as an official student organization, it must re-petition the Building Committee for further use.

3. International Hospitality Foundation – For the purpose of building use, the International Hospitality Foundation is given the status of an international student group. It remains exempt from petitioning the Governing Board for approval.
4. LSU student groups – LSU student groups are those groups recognized by the Office of the Dean of Students as such.
5. University department – University departments are groups which are comprised of LSU faculty or staff members. They may use the ICC facility for work related purposes.
6. Non-University – Non-university groups are those which are not categorized in one of the above groups.
7. Co-sponsorship – Co-sponsorship of an event will be understood as two or more groups equally sharing the responsibility of organizing a function.

## IX. MISCELLANEOUS

### A. Recall of Committee Members

The Governing Board may remove any member of any standing committee of his/her duties upon the recommendations of that group or

without such recommendation when deemed necessary for the good of the ICC.

B. Amendments to Bylaws

These Bylaws may be amended at any regular or special meeting of the Governing Board by a two-thirds vote of members of the Board present, provided the amendment is submitted in writing at least one week prior to either a regular or a special meeting.

C. Rules of Order

The rules contained in Robert's Rules of Order Revised shall govern in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or the special rules of order which may be adopted from time to time.

D. Standard Operating Policies

Each standing committee should draft standard operating policies which shall augment and detail guidelines and procedures established in the Constitution and Bylaws, and shall not by their nature change or interfere with the spirit or intent thereof. Adoption of such policies shall be as prescribed in the Rules of Order.