

## **Organization Structure and Function Description of International Student Council of FOE-BNU**

### **Mission**

International Student Council (ISC) is an international graduate students' body. ISC has three primary roles: allocate, advocate, and program. That is:

1. to **allocate** the Student Activity Fee to engaging and unique activities, programs and initiatives,
2. to **advocate** for the needs and interests of the international students to the administration, and ensure that students have a voice in the academic and non-academic decision-makings which directly affect them,
3. to organize **programs** for all the international graduates through innovative and traditional means to facilitate their academic, personal and professional learning and growth.

### **International Student Council Board (ISCB)**

The International Student Council Board (ISCB) should have the following members:

- **President (1)**  
(to be elected by the students and the teachers through secret ballot)
  - to preside over the meetings of ISCB.
  - to allocate the duties of the board members, and to call for the meetings of the Board in collaboration with the Secretary General.
  - to ensure the execution of the Board decisions in cooperation with the Secretary General.
- **Vice-President (1)**  
(to be elected by the students and the teachers through secret ballot)
  - to substitute for the president in his/her absence.
  - to assist the president in his/her work.
- **Secretary General (2)**  
(to be elected by the students and the teachers through secret ballot)
  - to keep all the documents of the and be responsible for writing and distribution of the minutes of ISCB and sub-committees meetings.
  - to be responsible for the execution of all the decisions of ISCB.
  - to co-ordinate with the activities of different sub-committees.
  - to gather, consider and present the suggestions given by the students to ISCB.

### **Regulations of ISCB** *(can be revised after the establishment of ISC)*

- ISCB will have two types of members: 1. those who are elected by the international students through general election (president, vice president and secretary general), 2. those who are elected by the president, vice president and general secretaries (ministers of sub-committees)
- No student can hold two positions at the same times (membership of ISCB,

sub-committees)

- The members of the ISCB will be elected for one year. Elections will be held every year in October. No student can run for the same position for more than two times.
- The newly elected members of ISCB can either retain the old ministers or elect the new ones.
- The members of the sub-committee would be selected in full member ISCB meeting. The opinion of the minister of the relevant committee should be considered strongly.
- The meeting of ISCB should be held minimum 4 times in each academic year (at least twice per semester).
- During the meeting, all suggestions, recommendations and decisions of ISCB should be written and published.
- In each meeting the board members should make and approve the decisions (of, but not limited to the above mentioned committees) and review the execution of the decisions taken in the previous meetings.
- An emergency meeting of the board can be convened by the secretary general (with the consultation with the president) to discuss any important event, or upon the request of more than fifty percent members of ISCB.
- In case of difference of opinions, the decision would be made by the majority vote (all members would cast one vote).

### **Members of ISC and their Responsibilities**

- **Minister Academic Committee (1)**  
(to be elected by the president, vice president and the secretary generals of ISCB)
  - ensure the proper implementation of ISCB decisions about his/ her committee.
  - present a report of his/ her respective committee in the ISCB meetings.
- **Minister Cultural and Festival Activities Committee (1)**  
(to be elected by the president, vice president and the secretary generals of ISCB)
  - ensure the proper implementation of ISCB decisions about his/ her committee.
  - present a report of his/ her respective committee in the ISCB meetings.
- **Minister Sports, Picnic and Scientific Tours Committee (1)**  
(to be elected by the president, vice president and the secretary generals of ISCB)
  - ensure the proper implementation of ISCB decisions about his/ her committee.
  - present a report of his/ her respective committee in the ISCB meetings.
- **Minister Media and Diplomacy Committee (1)**  
(to be elected by the president, vice president and the secretary generals of ISCB)
  - ensure the proper implementation of ISCB decisions about his/ her committee.
  - present a report of his/ her respective committee in the ISCB meetings.

## **Sub-committees of International Student Council**

Apart from the ISCB, the ISC will also have four sub-committees to ensure that proper and concentrated attention is given to those important areas. These sub-committees would consist of three to five members. The Ministers of these committees would also be the members of ISCB.

### **Academic Committee**

- to arrange/ help arranging academic functions, symposiums and seminars.
- to arrange academic quiz, competitions and meetings among the students.
- to take suggestions and feedback from students about the studies and ways to improve it.

### **Festivals and Cultural Activities Committee**

- to organize graduation ceremonies, welcome and end of term parties, and celebrate other festivals and cultural events.
- to organize activities to increase inter-cultural harmony amongst Chinese and international students.

### **Sports, Picnic and Scientific Tours Committee**

- to motivate and encourage the students to participate in sports and other tours.
- to organize various sports events and competitions.
- to plan and arrange out of school picnic and scientific tours.

### **Media and Diplomacy Committee**

- to prepare brochures, notices and posters for highlighting different activities in the uni.
- to publish reports and news articles about ISC at BNU and other students' websites.
- to interact with other students' unions and clubs, and exchange information with them.
- to inform international students about the activities of different clubs in BNU (probably translating the Chinese information into English for international students).