



International Student Council Advising Portfolio

Xiaohan "Linda" Du

Arkansas Tech University



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## International Student Council Advising Portfolio

### **Name of Organization**

The name of this organization shall be the International Student Council. The name of organization matches its mission statement and targeting participants. A brief and clear name is easy to be understood and remembered.

### **Mission Statement**

The mission of International Student Council (ISC) is to aid international students encountering cultural shock, promote a free cultural exchange among every segment of the university community, and provide leadership and involvement opportunities for international students at University of Louisiana at Lafayette.

### **Constitution**

The constitution is required for all registered student organizations at University of Louisiana at Lafayette. The constitution must contain the following information, the name of the organization, mission statement, membership eligibility requirements, executive officers by title and responsibilities, elections, frequency of meetings, and other necessary bylaws. Paper copies of the constitution of ISC can be located at Office of International Affairs and Office of Student Engagement & Leadership.

### **Review**

The content of the constitution shall be reviewed annually by ISC members. The review is necessary for the purpose of registering and maintaining the organization. If no changes are needed after review, the constitution will not be revised. If there is any update, please follow the procedure as described below in the section of amendments.

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**Amendments**

Any amendments to the constitution of ISC may be proposed by presenting to the officers petition starting the desired amendment and containing signatures of thirty percent of the active members of the organization. This petition shall be read at a general meeting of the organization, and the proposal shall be voted during the meeting. A three-fourths favorable vote of the active membership of the organization shall be required for adoption of the amendments.

**Adviser**

University of Louisiana at Lafayette requires all registered student organizations must have at least one adviser depending on the need of the organization. A student organization adviser is a dedicated faculty or staff member who is requested to provide guidance and support to executive officers and members of the student organization. The adviser will serve as a representative of the organization in an official capacity, as well as, an advocate for members. As the adviser of ISC, the adviser provides four main functions as preservation, growth, education, and networking. Detailed responsibilities of the adviser of ISC will be described below in the section of duties. Due to the job responsibilities and the need of the student organization, the adviser of ISC typically is requested to be the Assistant Director for Programming of the Office of International Affairs (OIA) unless he/she is not able to perform the duty then the role of adviser will roll to the Director of OIA or other appropriate faculty or staff members. Advisers of registered student organizations need to complete adviser training through Office of Student Engagement & Leadership annually. This Advising Portfolio will help the adviser of ISC specifically to understand and be able to perform duties quickly.

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**Duties**

The adviser of ISC has the following duties but is not limited to what are listed. It is encouraged to provide extra necessary assistance for the organization to develop better.

- Understanding the institutional policies and procedures as they affect the student organization;
  - Understanding student motivations and basic student/group development theories;
  - Assisting to develop and review the constitution;
  - Assisting to register and renew the organization before the deadline;
  - Assisting to host the executive officers election;
  - Informing the executive officers and members of their eligibilities;
  - Letting the executive officers and members know the responsibilities of the adviser;
  - Providing continuity from year to year as student leadership changes;
  - Attending organization meetings and events to fill certain time commitment;
  - Encouraging interpersonal relationship skills and effective communication with the executive officers and members;
  - Being aware of the organization budget from the Treasurer and providing necessary assistance;
  - Assisting to review and maintain the appropriate use of social media;
  - Informing the executive officers of institutional policies on event registering, advertising and space / facilities reserving;
  - Serving as a resource to the organization and connecting the organization with other campus resources
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- Anticipating risks from any potential or occurred incidents and assisting the executive officers and members to minimize the risk;
- Mediating group or individual conflicts when needed;
- Assisting the group in developing an assessment plan which they can evaluate their progress;
- Utilizing the best judgment and appropriate techniques at all times;
- Doing best to maintain a good balance of the role of adviser and other job responsibilities.

### **Executive Officers**

According the constitution, ISC will have the following executive officers, the President, Vice President, Treasurer, and Secretary. The constitution lists the specific responsibilities for each officer role, but each officer should have the freedom to personalize his/her effort.

### **Duties**

The President shall preside at all meetings of the organization, call special meetings, obtain appropriate facilities for organization activities, appoint committee chair people, complete annual student organization renewing form, represent organization at official functions, maintain contact with organization adviser, and remain fair and impartial during organization decision making processes.

The Vice President shall assist the President and shall assume the duties of the President when the latter is in any way unable to discharge the duties of this office. The Vice President shall also coordinate organization member recruitment and coordinate organization elections.

The Treasurer shall take charge of all funds belonging to the organization, shall be responsible for their proper disbursement, and shall be prepared to render an accurate account at

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each meeting. The fiscal year of the organization budget shall end on May 31<sup>st</sup> although the fiscal year of the institution ends on June 30<sup>th</sup>.

The Secretary shall keep a record of all members of the organization, keep a record of all activities of the organization, keep and distribute minutes of each meeting, create and distribute agendas for each meeting, notify all members of meetings, prepare and file any report required, and coordinate organization elections.

### **Absence**

In the absence of an executive officer(s), the highest elected ranking officer shall, in consultation with the advisor, nominate member(s) to the executive office. Only international students enrolled in the university are allowed to be nominated. An international student is defined as a non-immigrant VISA holder. This nomination should be approved by a simple majority of the members present at the meeting.

### **Elections**

Election committee shall be responsible for conducting the elections and determine the eligibility of the candidates for the executive committee. The members of the election committee will consist of no more than one member from each international student organization and ISC, and any member of an election committee is not eligible to be a candidate for election. The chairperson of the election committee shall be the adviser of ISC or a designated appointee by the adviser. To be eligible to be nominated, the candidate must be a fulltime international student and must have a good academic and disciplinary status with a cumulative GPA of 3.0 or above. An international student is defined as a non-immigrant VISA holder. The term for elected officers is one calendar year starting the first general meeting of ISC after the election.

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### **Membership**

Membership is not limited to university international students. All university students, faculty, and staff members who are interested and desire to promote the international culture on campus and within the community are welcome to join the organization.

### **Duties**

Members of ISC are encouraged to attend all general meetings and participate in organization activities. All members of ISC have the absolute freedom to express their opinions during the general meeting or having conversations with the executive officers and the adviser. To become an active member, membership needs to be confirmed with the Secretary of ISC at the beginning of each semester.

### **First Year Recruitment Plan**

To initiate the forming of ISC, first year recruitment plan is made to invite more students to join ISC. At the beginning of the semester, an email containing a brochure that will answer questions and serve as a resource will be sent to all university students, faculty, and staff members to inform them of ISC and encourage people to join the organization. Special effort will be made with the help of Office of First Year Experience during their two-day freshmen class “Cajun Connection” to promote the organization. The first kick-off event of the organization will be planned and advertised to attract more participants. To trigger the number of participants, current members can be asked to bring a friend to the next meeting or event.

### **Meetings**

The general meetings of the organization shall be held on every other Friday at 1:00 PM at a place designated by the executive officers. The executive meetings shall be held on the

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Fridays before the week of general meetings. Special meetings will be called by the President if needed.

### **Committees**

Election committee shall be responsible for conducting the elections and determine the eligibility of the candidates for the executive committee. The members of the election committee will consist of no more than one member from each international student organization and ISC, and any member of an election committee is not eligible to be a candidate for election. The chairperson of the election committee shall be the adviser of ISC or a designated appointee by the adviser.

Orientation committee shall be responsible for helping the Office of International Affairs during the International Student Orientation at the beginning of each semester. The members of the orientation committee will consist of one executive officer and some active members of ISC. The chairperson of the orientation committee shall be the executive officer of ISC and reports directly to the Director of OIA.

Global education committee shall be responsible for the Global Education Program at local and surrounding areas public schools to promote international cultures through presentations and performances. The members of the global education committee will consist of two executive officers and some active members of ISC. The chairperson of the global education committee shall be the Assistant Director for Programming of OIA. The chairperson and committee members need to remind participants to sign the Student Release and Waiver Agreement prior to each Global Education trip.

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## **Budget**

Budgeting is a tool for planning and controlling organization funds. It can help refine goals that reflect the realistic resource environment, compel organization members to use funds efficiently and appropriately, provide accurate information to adjust, analyze, and evaluate programs and activities, aid in decision making, and provide a historical reference to be used for future planning.

### **Budget Model**

ISC is using the incremental budget model to manage the budget. Incremental budget builds next year's budget based on this year's budget. Budget is adjusted a small percentage for next year. The assumption of incremental budget is that all spending is needed and accurate. The advantage of incremental budget model is that it minimizes effort and conflict.

### **Revenue and Expenses**

The budget of ISC mainly comes from Student Self-Assessment Fee and the financial support from Office of International Affairs. As other student organizations, ISC may operate its revenue by collecting activity fees, fundraising, or other appropriate sources. It is necessary for the Treasure and adviser being aware of the financial fiscal year, which is from June 1<sup>st</sup> of this year to May 31<sup>st</sup> of next year at University of Louisiana at Lafayette. The expenses during this cycle needs to be well distributed. The use of organization budget needs to follow the institutional, state and federal policies or laws. The adviser has the responsibility to review and approve the cost on the level of legal and appropriate issues.

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**First Year Budget Sample**

<b>Expense Items</b>	<b>First Year Anticipated Sample</b>
Food	300.00
Decorations	50.00
Printing	50.00
Transportation	75.00
Entertainment	50.00
Total	525.00
<b>Income Items</b>	
Student Self-Assessment Fees	800.00 (depending on the head counts)
Gifts	80.00
Total	880.00
<b>Net Surplus (Loss)</b>	355.00

**Assessment**

Doing meaningful assessment can help improving the effectiveness of the group and certain programs. It also can help the adviser ensuring the quality of advising. The adviser needs to be aware of the assessment plan with clear and measurable outcomes prior to implementing the event. Adviser can do a self-assessment each semester by asking himself/herself questions from the checklist. Adviser can also conduct a student-adviser evaluation and obtain useful feedback. Conducting a formative, group assessment in the beginning and the end of semester will help the executive board review if outcomes they developed have been accomplished and recommendations for the next term.

### **Personal Reflection**

My personal advising philosophy is being responsible of myself and my students. Once I make the commitment to become an adviser, I will take all responsibilities related to a successful advising role. Students are definitely the priority, so my focus will be what I can do to help the student and the whole organization become more successful. No one is perfect, and especially I will lack practical experience for the first time to be the adviser. However, I will be willing to learn, to ask, and to evaluate my advising in order to ensure my advising is meaningful and helpful.

Most of time, I think we do not have too many chances to create a brand new student organization from scratch. It is more likely for us to take over an existing student organization. Therefore, I think transition is important here. We need to know about the organization and the responsibilities of being their adviser before taking this role. Once the role is taken, more effort is needed at the initial phase while students and I get to know each other better. In the case if I am leaving the role of advising for a student organization, I will inform them ahead of time as well and I will also prepare all necessary materials and information for the next adviser so that he/she can have a faster and better transition.

By doing this Advising Portfolio, I had better understanding of an overall advising role. The adviser of a student organization actually has lots of unlisted responsibilities or voluntary effort. The effort of advising can definitely make a difference on the group/organization development. The skill of advising can be defined as broad as mentoring, educating, leading, and supervising, or it can be simple as being a reference. Therefore, being an adviser is challenging and rewarding while improving the skill of advising.

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