

INTERNATIONAL CLUB CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be the International Club of the University of Southern Indiana.

ARTICLE II: OBJECTIVE

To provide a common ground of understanding between individuals of various ethnic origins at the University of Southern Indiana, through social, cultural, and educational activities. Members of the International Club will develop deeper understanding of international concerns, while fostering education and awareness programs about global perspectives at the University and in the community. Conversely, the International Club will assist international students in gaining a better understanding of American culture and adjusting to life in the USI community.

ARTICLE III: MEMBERSHIP

Memberships shall be open to anyone who pays the annual dues. Dues shall be set by the Executive Board and be approved by the Advisor and announced at the first meeting in August. Dues shall be collected at any time during the Fall or Spring semester, during a club meeting or at the International Programs and Services Office. All students enrolled at the University of Southern Indiana shall be encouraged to be active members in the Club. The International Club values the unique and diverse perspectives of the student body at USI, and therefore does not discriminate against qualified members at the University of Southern Indiana on the basis of their race, color, creed, religion, national or ethnic origin, sex, gender, age, marital status, ability, or veteran status.

ARTICLE IV: THE ELECTION OF OFFICERS

SECTION I: OFFICERS OF THE EXECUTIVE BOARD

The officers of the International Club shall consist of President, Vice President, Secretary, Treasurer, Social Coordinator, Intramurals Coordinator, Publicity Coordinator, and President Emeritus, who shall be elected by a ballot vote at the annual election meeting in April. These officers, together with the Club Advisor, shall constitute the Executive Board with the authority to transact the business of the International Club between meetings. Officers are honorary members of the Club and shall receive a 20% discount on the price of trips for which they act as group leaders. Each officer shall be expected to act as a leader for one trip during the year.

SECTION II: ELIGIBILITY REQUIREMENTS

To be eligible for election to office, a member must be in good standing with the International Club. The member must be enrolled as a full-time student at the University of Southern Indiana and have attained at least twelve (12) semester hours of credit at said institution. The member must maintain a cumulative GPA of at least 2.0 at the beginning of the Fall semester, which must be maintained to hold office. One person is allowed to run for two offices, but can only accept one. No one person shall hold two offices.

SECTION III: RESIGNATION OF OFFICERS

Any officer desiring to resign shall submit a written letter of resignation to the Executive Board explaining the reasons for the action. The approved resignation shall become effective after the successor has been elected. An officer leaving the University of Southern Indiana permanently during his/her term of office shall notify the Club Advisor in addition to a letter of resignation.

SECTION IV: VACANCIES IN THE EXECUTIVE BOARD

Officers shall serve for one year (two semesters), however, if their office becomes vacant they shall be replaced by re-election, except in the case of President. If the office of the President is vacant, the Vice President will carry out the Presidential responsibilities until the next annual election meeting, and a new officer will be elected to the position of Vice President.

SECTION V: ELECTIONS

Beginning with the March meeting, nominations, in writing, will be taken for the offices of the Executive Board during a week long period. A list of candidates will be prepared and distributed to all the members of the International Club. The election will be held at the beginning of April, with all ballots to be collected by the conclusion of the April meeting. The vote shall be counted by the club Advisor and one member of the outgoing Executive Board. If one member of the outgoing Executive Board is not present, another staff member of the International Programs and Services shall count the votes along with the Club Advisor.

ARTICLE V: MEETINGS

SECTION I: CLUB MEETINGS

International Club meetings shall be held once a month from August to May each year. Officers shall give reports, and information regarding business conducted meetings at these monthly meetings.

SECTION II: EXECUTIVE BOARD MEETINGS

The Executive Board will meet a minimum of every two weeks from August to May each year.

SECTION III: NOMINATING MEETING

In the March meeting, a nominating committee headed by the Vice President and consisting of the Secretary and Publicity Coordinator will be set-up to receive nominations for the officer of the following year. This committee shall be responsible for producing and distributing the list of nominees of the offices of the Executive Board to all members of the International Club. At minimum two-thirds of members, including the Executive Board members shall be present to vote for nominations.

SECTION IV: THE ELECTION MEETING

The annual election meeting shall be at the April meeting of each year, at which time reports of the officers for the year will be read and new officers elected. All members should be present for this meeting.

ARTICLE VI: AMENDMENTS

The constitution and its by-laws may be amended, repealed, altered, in whole or in part and additional by-laws may be adopted by a majority of the votes cast by members at any meeting, provided that the proposed amendment was submitted in writing and discussed at the previous meeting (a majority shall constitute two-thirds of those members voting). At minimum one-third of members, including Executive Board members, shall be present in order to conduct voting on amendments. All members shall be notified of all by-laws changes.

ARTICLE VII: THE ADVISOR

The International Club advisor shall be served by a member of the faculty or administration of the University of Southern Indiana

BY-LAWS

PART I: DUTIES OF THE OFFICERS

SECTION I: THE PRESIDENT

The President shall be in charge of creating the agenda for and presiding at all the meetings of the Club and the Executive Board and shall maintain general supervision of the affairs of the Club and the Executive Board. He/she shall act in official representation of the Club unless otherwise advised by the Executive Board. The President shall take primary responsibility for the execution of the provisions of the Constitution and By-laws.

SECTION II: THE VICE PRESIDENT

The Vice President shall assume the duties of President in his/her absence. If the President is no longer able to perform his/her duties, the Vice President shall assume the Presidency. As Vice President, he/she shall be in charge of publicity for the recruitment of new members, as well as public relations for the Club. He/she will also serve as co-chairperson for the International Food Expo.

SECTION III: THE SECRETARY

The Secretary shall keep a record of all meeting of the Club and Executive Board, which shall be an accurate record of all business transacted. He/she shall head all correspondence for the Executive Board as well as maintaining a list of names, email addresses, and telephone numbers of all non-members, contacts and others with whom the Club does business.

SECTION IV: THE TREASURER.

The Treasurer shall work with the Director of the Office of International Programs and Services and the Club Advisor to make decision as regards to the usage of all Club funds. He/she shall be responsible for reporting these decisions to the members of the Executive Board and to the Club members.

SECTION V: THE SOCIAL COORDINATOR

The Social Coordinator shall be in charge of all social activities sponsored by the Club for members and shall be co-chairperson of the International Food Expo. He/she shall also be in charge of announcements and correspondences with members of the Club regarding Club activities and events. He/she shall be in charge of maintaining the official Club Facebook group.

SECTION VI: INTRAMURAL COORDINATOR

The Intramural Coordinator shall be in charge of coordinating both men's and women's intramural activities and sporting events on campus. He/she shall announce intramural related events and be in charge of organizing teams and participants for said events.

SECTION VII: PUBLICITY COORDINATOR

The Publicity Coordinator shall be in charge of publicizing all events and activities sponsored by the Club for the general campus community. He/she shall be in charge of maintaining the Club's website as well as publicity for the recruitment of new members.

SECTION VIII: PRESIDENT EMERITUS

The President Emeritus is an honorary member of the Executive Board. He/she should be a former President of the International Club, serving as an advisor to the Executive Board. He/she shall assume

the duties of President in the absence of both the President and the Vice President. He/she will have the same duties, responsibilities and rights as all other members of the Executive Board.

PART II: THE EXECUTIVE BOARD

SECTION I

The duties of the Executive Board shall be to take all steps within the limits of this Constitution and By-laws to further the objectives of the organization. In addition, they shall carry out the motions and resolutions passed by the general assembly, as well as, transact business of the Club, subject to the approval of the membership.

SECTION II

All members of the Executive Board shall contribute to the maintenance of the Club facebook page and will employ social media to publicize the Club and its activities. Executive Board members shall regularly use Orgsync to remain apprised of upcoming Club events and to keep track of their specific duties.