

The Constitution of the International Club

Marywood University

Preamble

In order to promote better relations and understanding among the people of the world, we, students from all countries represented at Marywood University, do hereby unite in an International Club and establish this as our Constitution.

Article I: Name

The name of this organization shall be: "International Club"

Article II: Motto and Symbol

Section 1: The Club motto shall be: "We're Different Colors in the Same Rainbow."

Section 2: The Club Symbol shall be the Earth covered by a peace symbol.

Article III: Goals

This organization shall be to provide cultural exchange and unity between international students and American students. Also the International Club hopes to inform the students of Marywood and the community of cultural awareness.

Article IV: Membership

Section 1: The membership of this organization shall consist of all international students.

Section 2: Membership will also be open to interested students, faculty and staff of Marywood University and anyone approved by the Executive Committee.

Section 3: Eligibility requirements include interest in the club's activities as well as interest in learning about new cultures.

Article V: Executive Authority

Section 1: The executive authority of this organization shall be vested in the Executive Committee and the Club's Advisor.

Section 2: The officers of this organization shall be the Executive Committee, composed of:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Service and Social Chair
6. Fundraising Chair
7. Public Relations

Section 3: The term of office shall be one academic year, unless in case of resignation or vote of non-confidence.

Section 4: If an office position is vacant, election will be held immediately to fill the vacant position.

Section 5: Any officer can be re-elected for any position at the election.

Section 6: Elections will be held once every year, usually held in April unless deemed otherwise by the Executive Committee and the Club's Advisor. Term of office ends the following April.

Section 7: The Executive Committee shall organize general meetings every first and third Thursday of the month during school year unless otherwise specified by the Committee.

Article VI: Officers and their Duties

The Officers of the International Club be President, Vice-President, Secretary, Treasurer, Service and Social Chair, Fund Raising Chair, and Public Relations Chair.

The President shall:

1. Represent the International Club in fulfilling the purposes in accordance with the constitution.
2. Preside over general member meetings.
3. Prepare an agenda for each general member meeting and special meetings.
4. Act as spokesman for the club, and take such action as is necessary between meetings.

5. Keep the advisor informed of the activities concerning the Club.
6. Supervise the duties of all other officers.
7. Call and preside over Executive Board meetings monthly.
8. Be a representative for all SGA meetings along with the Vice-President.

The Vice-President shall:

1. In the absence of the President, preside and discharge the duties of the President.
2. Succeed to the Office of the President if that office should become vacant for either leave of absence or impeachment.
3. Shall be in charge of keeping the club's records/history such as past events, members, alumni, etc.
4. Assist the President in all Club activities.
5. Act as supervisor to all other officers.
6. Be a representative for all SGA meetings along with the President.

The Secretary shall:

1. In the absence of the President and Vice-President, preside and discharge the duties of the President.
2. Record the proceedings of club and report the minutes of the prior meeting at the beginning of each new meeting. A copy of the minutes shall be held and made available upon request. A finalized copy of the minutes will be sent to the Advisor for each meeting.
3. Record attendance for all members and collect and hand to the President.
4. Act as Corresponding Secretary for International Club.
5. Keep records of all events, activities, etc. pertaining to the International Club.

The Treasurer shall:

1. In absence of the President, Vice President, and Secretary, preside and discharge the duties of the President.
2. Collect all money from fundraisers, and shall pay all bills by order of the President, and shall be custodian of all funds and shall keep an accurate account of finances which must be reported to the Committee each meeting.
3. Should prepare an annual budget with estimates for expenditures for International Club at the beginning of each semester. Changes to the budget can be made after fundraising events have ceased.
4. Budget should be presented to the officers of the Club and member at the April meeting. Approval of the International Club Advisor must be received before submitting to the Council of Clubs.
5. Audited financial report should be submitted to the Officers of the Club and members at the April meeting. Final detailed report of expenditures and fund raising revenues should be submitted to the International Club advisor.
6. Arrange for the Treasurer's books and accounts to be audited prior to the last meeting of each semester.

The Service and Social Chair shall:

1. Look into services which the community and college need and where the International Club may be helpful.
2. Be responsible to organize a committee to help prepare for service activities.
3. Organize and supervise service activities.
4. Shall keep a record of all members' service hours for that event and fill up the Service timesheet.
5. Supervise and plan all social events and activities, parties, trips, etc.
6. Be responsible to organize a committee to help prepare for social events.
7. Responsible for keeping records of Social activities with details of day, date, place and number of people who attended.

The Fundraising Chair shall:

1. Plan fund raising projects, which will help bring additional income into the Club. This includes bringing new ideas and researching possible fundraising activities.
2. Organize, supervise, and follow through the whole fundraising event. This includes but is not limited to collecting money owed and working closely with the Treasurer to keep funds allocated to the proper location.
3. Be responsible to organize a committee to help prepare for fundraising events.
4. Responsible for updating President and Treasurer of the International Club, and the Advisor when it is appropriate and timely.

The Public Relations Chair shall:

1. Coordinate publicity of all International Club events through all available media.
2. Take responsibility for the maintenance of the International Club Web Page.
3. Be responsible to organize a committee to help prepare for any upcoming events that would require publicity.

*Updated April, 2006.