Constitution and By-Law
International Club
Winona State University
Revised : July 2011

*****************************************************************************

ARTICLE I: NAME
ARTICLE II: PURPOSE
ARTICLE III: MEMBERSHIP
ARTICLE IV: EXECUTIVE BOARD / ADVISORY / COUNCIL / OFFICERS
ARTICLE V: MEETINGS
ARTICLE VI: FUNDING
ARTICLE VII: COMMITTEES
ARTICLE VIII: AMENDMENT
ARTICLE IX: ADVISOR

*****************************************************************************
ARTICLE I: NAME

The name of the organization shall be WSU International Club.

ARTICLE II: PURPOSE

A) By pleasurable Interaction and Communication, we get to learn and understand other people’s culture and share our culture
B) We, the members of the International Club of Winona State University, establish this constitution for the purpose of providing educational and cultural programs that strengthen the community and for promoting and creating an environment in which the International community can develop to their fullest potentials.

ARTICLE III: MEMBERSHIP

A) Membership is open to all Winona State University students who have signed up and who have interest and desire to participate in the work of the club. Members are those who have attended at least three (3) meetings and are on the club roster.
B) Any student who accepts the purpose stated in the preamble will be eligible for membership
C) The WSU International Executive Board members will have the rights to choose the Advisor and accept, upon the E-board’s discretion any WSU staff/faculty who is interested to serve as the advisor of the club.
D) Membership requirements will be non-discriminatory and all persons will be treated in a fair and equitable manner in accordance with Minnesota Statue 363.
ARTICLE IV: EXECUTIVE BOARD / ADVISORY / COUNCIL / OFFICERS

A) The Executive Board Members and the Committee Members of the organization shall include:
   i. Executive Board
      A. President (1)
      B. Vice President (1)
      C. Secretary (1)
      D. Treasurer (1)
   ii. Committee Members
      E. Public Relations Officer (2)
      F. American Students Delegate (2)
      G. European Students Delegate (2)
      H. Asian Students Delegate (2)
      I. African Students Delegate (2)
      J. Middle Eastern Students Delegate (2)
      K. Webmaster

B) The election of the Executive Board shall be held by secret ballot. A simple majority rules the winner. The Committee Members shall be either elected or appointed by the Executive Board.

C) Qualifications of the officers
All the officers in the International Club must clarify the following criteria:
   i. Must be enrolled as a full-time student at WSU
   ii. Must have a cumulative GPA of 2.0
   iii. Must have been a member of the International Club for, at least, one semester
D) Duties of the officers

President

i. The President will enforce the Constitution & By-Laws of the International Club

ii. The President will be the sole representative of the International Club when required

iii. The President will preside over all regular and special meetings of the club, according to the Robert’s Rules of Orders. The President will be responsible these rules to its members during the first few meetings, to ensure a smooth flow.

iv. The President will inform the body and the campus of the date, time, venue of all International Club meetings

v. In a case of a tie (other than elections), he/she will cast the deciding vote

vi. The President will appoint the committees to carry out the programs of the club

vii. The President directs the discussion of particular subjects by calling people to order

viii. When there is vacancy in any office, the President shall inform the members in a general meeting. Elections shall be held by ballot in the next general meeting or an approved meeting date

ix. The President with the Vice President get to write the constitution if or when it is changed by the club

x. The President shall oversee the activities of the Webmaster and help, if necessary

xi. The President will reserve the locations of the General Meetings and/or Special Meeting locations from the Student Union office or the appropriate department.

xii. The President will appoint the appropriate officer to have access and rights to the Club’s e-mail and website. He/She will request the Club’s Advisor to approve the
appointed officers to access the International Club e-mail and website.

xiii. The President will plan a scheduled meeting with the Advisor to keep her/him updated.

**Vice President**

i. In case of the absence of the President, the Vice President will perform all presidential duties

ii. The Vice President will support the President’s decisions and plans

iii. The Vice President shall oversee the activities of the Treasurer, Secretary and Public Relations Officers and will help, if necessary

iv. The Vice President will be the ASO Representative for the club

**Treasurer**

i. The Treasurer will prepare the budget in consultation with other officers and members, submit it to the proper authorities and inform about the details of the budget

ii. The Treasurer will keep the President updated with the current activities. In the absences of the Treasurer, if need arises, the President shall be responsible to inform the details of the budget.

iii. The Treasurer keeps an update journal/spreadsheet of all expenses of the Club Account and the Revenue Account. The Treasurer will keep all copy of receipts with all the necessary documents for auditing purposes

iv. The Treasurer will be the custodian of the International Club accounts and the Revenue account with the Business Office and will update the body on the accounts balances, if necessary.
v. Together with the Vice President and the Secretary, the Treasurer will be responsible for organizing and executing all International Club sponsored.

vi. The President or the Treasurer must approve by signing any Petty Cash or Expense Forms before getting the Advisor’s signature for any kind of expenses incurred by other officers or members.

vii. The Treasurer and/or the President must attend the mandatory ASO meeting and the Student Senate’s Treasurer Workshop (if they exist in that year). Other Officers shall be free to attend as well.

Secretary

i. The Secretary will keep the minutes of the regular and special meetings of the International Club, and prepare all records, reports and documents of the Club.

ii. The Secretary will keep records of the attendance and list of members. The Secretary will be the custodian of all the records and keep all the officers updated.

iii. The Secretary shall conduct all correspondence of the Club and assist other members/officer, if need arises.

iv. The Secretary will help all other officers in organizing and executing the events sponsored by the Club.

Public Relations (PR) Officer (2)

i. The PR Officer will prepare the calendar of the International Club activities at the beginning of the year, in consultation with the Executive Board members.

ii. The PR Officer will be the liaison between the community and the International Club and will report to the Club of the events organized in the community.
iii. The PR Officer, with the help of the President, if necessary, will communicate with organizations on other campuses and will attempt to organize jointly sponsored events.

iv. Together with the other officers, the PR Officer will be responsible for organizing and executing all events sponsored by the International Club.

v. The PR Officer will act as the ASO representative when the Vice President cannot make it.

vi. The PR Officer will take care of the advertising and public relations, including maintaining the showcase.

vii. The PR Officer shall be responsible, or hire a qualified person(s), to take pictures of events.

**Webmaster**

i. The Webmaster will maintain a website of the club.

ii. The Webmaster, together with the President will get trained with the website maintenance at WSU Information Technology.

iii. The Webmaster shall assist the PR Officer(s) in advertising. He/She shall plan on updating the existing website and work with WSU IT to update the site.

**Delegate (American, European, Asian, African, Middle East)**

i. The Delegate will take care of the cultural diversity part of the club, foster on their part of the world.

ii. The Delegate is responsible to help the PR Officer to organize programs sponsored by the club.

iii. The Delegates will assist the Secretary with the correspondences, if necessary.
Section 1: ELECTION OF OFFICERS

A.
   (i) Then Candidate must have a good knowledge of the International Club Constitution, Parliamentarian Procedure and Robert’s Rules of Orders.
   (ii) Candidates cannot run for more than one position in a given election

B. Terms of Officers
   (i) The term of an elected officer will be one academic year.

C. Vote
   (i) The candidate with the majority of the votes win.
   (ii) In case of a tie, there will be re-election
   (iii) The re-election will be held under the same laws on the same meeting.

D. Leadership nomination requirements will be non-discriminatory and all persons will be treated in a fair and equitable manner in accordance with Minnesota Statute 363.

Section 2: REMOVAL OF OFFICERS

A. Removal of Officers
   An officer can be removed from the post by any of the following ways:
   (i) If he/she resigns.
   (ii) If three fourth (\(\frac{3}{4}\)) of the attending members of the General Meeting votes in favor of his/her removal.
(iii) If he/she misses the meeting three (3) consecutive times with no approved excuses by the Executive Board Members.

B. Removal of a Member
   (i) If the member resigns
   (ii) If three fourth (\(\frac{3}{4}\)) of the body votes in favor to remove the member.
   (iii) If a member does not attend the meeting for a whole semester.

C. Impeachment Procedure
   (i) A motion has to be passed by the body regarding the removal of the person concerned.
   (ii) A week’s notice will be given to that person after which he/she will be given a chance to make a statement, after the statement is made, the body will vote on the issue.

D. Succession and re-appointment
   (i) If the President is removed, the Vice-President succeeds the presidential post for the rest of the year. The latter, upon becoming a new president then calls an election for appointing new vice-president, whose term will last the rest of the school year.
   (ii) If the Vice-President is removed, then the President calls for an election to elect a new Vice-President. Until a new vice-president is appointed, the Secretary carries out the responsibilities of the Vice-President.
   (iii) If the Secretary, Treasurer or the Public Relation Officer is removed, the President calls for an election to appoint someone to carry out the job of the secretary, treasure or the PR officer.
E. Non-discrimination Policy

Leadership nomination requirements will be non-discriminatory and all persons will be treated in a fair and equitable manner in accordance with Minnesota Statute 363.

ARTICLE V: MEETINGS

A. There should be at least nine (9) General Meetings a year (at least once a month) and the Executive Members will meet at least once a week.

B. The purpose of the meeting should include:

   a. Giving a general report of the organization’s activities. This includes the reports presented by all Executive and Committee members.
   b. Election of officers.
   c. Planning of upcoming events and committee meetings.
   d. To encourage the involvement of existing and new members,

C. A special meeting is that which is not regularly scheduled and is held to transact specified business only. A special meeting can be called by President, provided it is announced and the specific proposal to be considered must be posted for a reasonable amount of time prior to the meeting.

D. Meetings shall be conducted under Robert’s Rules of Orders.

E. The President will ensure that everyone gets a chance to speak and the meeting is not dominated by one particular executive, officer and/or member.

F. Notice of Meetings:
Announcement of General Meetings and Special Meetings will be mailed in advance. The President and the Executive Board shall plan the meeting for the entire year, if possible but not mandatory, provided that Article V, Section A is fulfilled.

ARTICLE VI: FUNDING

A. International Club Account
   i. The Treasurer will keep track of the budget and keep the President updated.
   ii. The Treasurer or the President must sign any claim (petty cash, purchase order, field forms) before the Advisor signs it. The Advisor shall refuse to approve/sign such request if the signature of the President or the Treasurer is absent.
   iii. All allocated and approved funds will be held in 314xxx account with the WSU Business Office.
   iv. All expenses shall be done according to the WSU SFMC and Senate’s funding regulations. No parts of the funds shall be used for alcohol purchases or any illegal activities.
   v. All revenue received shall be held in the Revenue Account.
   vi. In the event of the dissolution of the club, all funds will be returned to the Student Activities Fund Committee (SAFC) and/or SFMC of Student Senate for re-appropriation.

B. International Club Revenue Account The Treasurer

   i. The Treasurer will keep track of the Revenue Account and keep the President and the Advisor updated.
   ii. The Treasurer and the President shall ensure the appropriate usage of the Revenue funds, which then will
be brought the committee and other members during the General Meeting.

iii. The Revenue shall be used but not limited for the funding of leadership, diversity or similar national or international conference/convention funding:
   a. Where there is available fund, any nominated Executives, Officers and/or active members shall be granted to attend an appropriate leadership, diversity or similar national or international conference/convention. This shall be approved with the majority consent during the General Meeting.
   b. The nomination requirements will be non-discriminatory and all persons will be treated in a fair and equitable manner.
   c. The Revenue Account shall contribute towards the expenses of the travel and lodging for the conference/convention.
   d. Eligible International Club officers/members are allowed to join other clubs on campus to attend conferences/conventions, if the fund is available, and approved by majority during the General Meeting.

iv. All Revenue received in the form of membership dues from students, donations or fundraisers shall be deposited into the 900xxx account with the WSU Business Office.

v. Any funds allocated by SFMC or SAFC shall be held in the 334XXX WSU International Club Account.

ARTICLE VII: COMMITTEES

A. Annual International Dinner
   i. In preparation for the Annual International Dinner, there will be committees formed.
   ii. It shall include, but not limited;
       a. Entertainment Committee
       b. Decoration Committee
c. Food & Beverage Committee  
d. Advertising Committee  
e. Ticket Sale Committee  
f. Set up & Clean up Committee  
g. Volunteers Custodian Committee  
h. Ad-hoc Committees  

B. International Student Orientation  
i. In preparation of welcoming new International Students to WSU and the Winona community, the club may agree, but not required, to support the new incoming international students during the Pre-orientation and Fall Orientation Week.  
ii. If funds are available, the club with the consent of its committee members shall agree to sponsor the event(s) during the Fall and/or Spring semester  
iii. If not funds are available, the Club may organize Fundraisers to support this event, but not required.  

C. Guidelines for creating ad-hoc committees include:  
i. There must be an urgent need for helpers  
ii. Dedicated members of the club or friends of members can join a committee when needed  

ARTICLE VIII: AMENDMENT  
A. Amendments shall be made by executive committee for the International Club at least three (3) weeks prior to the General Meeting.  
B. Amendments to the Constitution and By-Law must be passed by two-thirds (2/3) majority of attending members of the General Meeting.  
C. Amendments shall be proposed by members. No proxy votes are acceptable in passing issues.
D. The amended constitution will then be submitted to the WSU Student Senate for ratification.
E. The International Club Constitution and By-Law must be resubmitted for ratification to the WSU Student Senate at least every two (2) years.

ARTICLE IX: ADVISOR

A. Advisors’ Name : Mr. Conan Kmiecik and Tracy Rahim
B. Advisor’s duties:
   a. Attend at least two (2) meetings a semester.
   b. Maintain contact with club leadership.
   c. In conjunction with the responsible Treasurer, the Advisor will track the club budget.
   d. The Advisor will request for the President’s or Treasurer’s signature before signing off any claims made by other officers or members.
   e. Maintain current information with WSU Student Senate.