

Constitution for 2005-2006

Article I: Name

Hendrix College International Club

Article II: The organization will host administrative meetings, educational programming, film showings, literature readings, and site visits for international and exchange students. The International Club exists for the benefit of all people interested in international affairs. The organization will work with the Office of Multicultural and International Student Affairs and International Ambassadors to fulfill the aforementioned goal.

Article III: Membership

Membership is open to all interested students who attend at least one-fourth of all scheduled activities. General Events will be open to the entire student body.

Article IV: Officers

The following officer positions will exist in the International Club. *See Article V for selection of officer positions.*

A. President

- 1.) Responsible for initiating, confirming, and executing programming;
- 2.) Keeping a club calendar;
- 3.) Keeping the Committee's advisor informed of the Committee's schedule of events and current issues;
- 4.) Delegating necessary responsibilities to officers;
- 5.) Notifying an officer of his/her neglect of said duties.

B. Vice President:

- 1.) Responsible for assisting the president with programming;
- 2.) Contacting any campus office (i.e., Media Center, Dining Services, Physical Plant, etc.) to request necessary services;
- 3.) Scheduling events on the Master Calendar;
- 4.) Assuming presidential duties as necessary.

C. Treasurer:

- 1.) Maintaining financial records (i.e., receipts, invoices, payment orders, payment requests, etc.)
- 2.) Working closely with the President, the Business Office, and the Committee's advisor regarding all financial Aiding in the purchasing of the Committee;
- 3.) Purchasing necessary items for the Committee with the college's credit cards provided by Student Activities and the Business Office;
- 4.) Organize fund-raising activities;
- 5.) Preparing and presenting the yearly budget proposal to Senate's Budget Committee.

D. Director of Publicity:

- 1.) Responsible for making events public;
- 2.) Creating and distributing flyers, post signs, and sending e-mails;
- 3.) Contacting any campus office (i.e., Communications Office, Student Activities Office, etc.) that provides an advertising medium (i.e., *Hendrix Today*, *Table Talk*, etc.) for student organizations about an upcoming event at least one week prior to the event.

E. Director of Transportation: If there is a need, this person will act as liaison between the advisor and international/exchange students and the international ambassadors or any person willing to give rides to the exchange/ international students.

F. International Ambassador Representative: This person will meet regularly with the Office of Multicultural and International Student Affairs to assist with planning events for and facilitating interaction between international/exchange students and Hendrix College International Ambassadors.

G. Faculty or Staff Advisor: The advisor should be informed of the events and activities planned by the International Club. He or she may offer advice and guidance in the planning of those events or any issue.

Article V: Election of Officers

Officers will be elected by a two-thirds majority vote of the membership during the last month of the academic calendar, to serve the following year. Only members can run for office. *Membership qualifications are established in Article III.* When a vacancy occurs during the year, an immediate election will be held.

Article VI: Finances

Money will be attained via the Senate budgeting process and any necessary fund-raisers. No membership dues will be required. The President, the Treasurer, and Advisor must approve all expenses. Expenses should directly attribute to programming activities.

Article VII: Amendments

Officers may request amendments. The requests should be raised during administrative meetings, and presented in written form. In order to hold a vote, a quorum of two-thirds of the members must be in attendance. The President holds the deciding vote in the event of a tie. Changes need to be approved by two-thirds of the membership to be accepted. *Membership qualifications are established in Article III.*

Officer List for 2005-2006

President: should be immediately elected at the start of the academic calendar

VP: Jennifer McCoy-Wall

Treasurer: should be immediately elected at the start of the academic calendar

Director of Publicity: should be immediately elected at the start of the academic calendar

Director of Transportation: should be immediately elected at the start of the academic calendar

International Ambassador Representative: should be immediately elected at the start of the academic calendar

Advisor: Carmen Hardin

Primary Contact Person for 2006

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