

International Club Constitution for 2010-2011

Article I: Name: (The Awesome Club)

Hendrix College International Club

Article II: The organization will host administrative meetings, educational programming, and site visits for members of the club and international and exchange students. In order to incorporate international and exchange students and spread awareness of international cultures the organization will host events such as the International Week and various activities throughout the year. 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 Hendrix Community.

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. Secretary:

- 1) Responsible for keeping record of meetings and decisions made during meetings and making them available to all members
- 2) Making announcements to members

E. 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.

F. Historian:

- 1) Responsible for keeping a record of groups activities
- 2) Document gatherings, events and outings using media in a way that can be shared with the committee and can be passed to future committee members
- 3) Responsible for presenting recorded events at the end of the year

G. 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.

H. 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.

I. 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.

J. Hall Representatives: The hall representatives will be selected during the first general meeting and they will be responsible for helping the executives in their operations. The hall representatives will be selected into executive committees by the executive meeting and informed by secretary or executives about their responsibilities.

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.*

Article VIII: Operation

The executive council will meet once in two weeks and discuss the organization of events. Then the executive council will call for general meeting in which hall representatives and general members will be asked for feedback and volunteer for helping with the event.

Officer List for 2010-2011

President: Sharon Cordova

Vice-President: Calvin Pun

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

Secretary: Desh Deepak

Director of Publicity: Gabriel Breshears

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: Kesha Baoua

Primary Contact Person for 2010-2011

Kesha Baoua
Multicultural and International Student Services, Director
Hendrix College
SLTC 208
501-450-1222
501-450-1455 (fax)

Revised by: Sharon Cordova, Calvin Pun, Desh Deepak

Date: 9/16/2010