

Revised and adopted on Thursday, January 22nd, 2015

Wartburg International Club By-Laws

I. Obligations of International Club Members

a) Executive Committee Members shall:

1. Respect and obey the Constitution of the Iclub;
2. Perform their responsibilities according to the Constitution of the Iclub;
3. Fully represent International students;
4. Address general members problems appropriately;
5. Meet at least once a week to discuss issues; and
6. Plan events, fundraisers, and other events in a timely manner.

b) General Members shall:

1. Attend and participate in the general member meetings;
2. Follow general rules of decorum during meetings;
3. Participate and help with Iclub events;
4. Obtain express permission from the Executive Committee members before requesting funding from any source using Iclub's name; and
5. Promote Iclub to members of the community.

c) Honorary Members shall:

1. Participate and help with Iclub events; and
2. Promote Iclub to members of the community.

II. Election and Procedures to the Executive Committee

- a) The club recognizes the importance of empowering and building leadership both personally and professionally. Therefore, prior to elections all candidates in the Executive Committee must submit a cover letter electronically.
- b) The cover letter should address the following things: "Why are you running for this position? What goals do you have in mind? How do you plan to accomplish these goals?"
- c) The President, Vice-President, Treasurer, and Secretary are required to submit a resume electronically in addition to the cover letter.
- d) The Social Events Coordinator, Public Relations Officer, and the International Club Representative will fill out a separate application in addition to the cover letter to be potential candidates.
- e) The applications of Social Events Coordinator, Public Relations Officer, and the International Club Representative will be reviewed and will be appointed by the elected Vice-President after receiving the application and the cover letter by the beginning of May term.

- f) Elections will be held by the end of winter term. Prior to the elections, a debate between the candidates will take place. The candidates are required to be present and answer questions from general members present at the debate.
- g) All elections will be conducted using an online voting system.
- h) Candidates for the Executive Committee should be present during the debate. If a candidate cannot be present, a written explanation for the absence should be on file with the present Executive Committee prior to the debate.
- i) The members of the Executive Committee will be elected by a simple majority of the members. If a majority is not reached in the first election, run-offs will be held.
- j) Elections should be held before four week.

III. Election of Officers on the Executive Committee

- a) The officers of the Iclub will be selected by an online vote.
- b) The candidates will present their qualifications for a specific office to the Iclub general members and will be voted into office by a simple majority.
- c) The order of the selection will be:
 - 1) President
 - 2) Vice President
 - 3) Secretary
 - 4) Treasurer
 - 5) Social Events Coordinator-Appointed
 - 6) Public Relations Officer-Appointed
 - 7) International Club Representative-Appointed

The president and vice president must run together as one team.

IV. Qualifications for Executive Committee of the International Club

- a) All candidates shall have been enrolled for at least one semester at Wartburg by the beginning of his/her term of office;
- b) All candidates should have attended meetings of the Iclub on a regular basis;
- c) The President and Vice Presidential candidates should have completed at least two semesters at Wartburg by the beginning of his/her term;
- d) No nationality restrictions will be made for any office; and
- e) All Executive Committee members must maintain a GPA above 2.0 to avoid academic probation.
- f) All candidates must have submitted pertinent documents such as cover letter/resume as outlined in Article II before taking office.

V. Meetings

- a) General member meetings will be held at least once per month.

- b) At least one of the general member meeting must be about the financial status of the Iclub.
- c) Executive Committee members are required to provide their reports in the General member meetings.
- d) Executive Committee meetings will be held at least once a week.
- e) Other special meetings may be called by the Executive Committee as needed.
- f) Executive Committee members are permitted three excused absences in a semester, any more absences will result in an Executive Committee member being subject to dismissal.
- g) General members are expected to attend general member meetings.

VI. Executive Office Hours

- a) Office hours are essential to the international student body as it serves as a medium of communication and relationship between the General members and the Executive Committee members.
- b) Executive Committee members are responsible for their designated office hours.
- c) Executive Committee members are permitted three excused absences in a semester, any more absences will result in an Executive Committee member being subject to dismissal unless excused or verified by documentation.
- d) The President and Vice-President each must hold office hours of five hours a week.
- e) All other Executives Committee members will hold three hours a week.
- f) The Executive Committee Members are responsible for disclosing their office hours to the General Members by the beginning of each semester.

VII. Programs to Promote a Global Perspective

- a) The Iclub should plan international programs and activities to promote global awareness and understanding.
- b) The Iclub should collaborate and support programs planned by other on campus organizations which promote global awareness and understanding.
- c) The Iclub should collaborate and support programs planned by off campus organizations that promote diversity and a global perspective.

VIII. Iclub Policy for Assisting with Service Trips, Conference Travel, and other Fundraising Needs of Members

- a) The Iclub recognizes that many of its members contribute to the world community through volunteerism and academic contributions.
- b) The Iclub will offer assistance to members fundraising for service trips, conference travel, and other projects by:
 - i. Helping to advertise fundraising activities and volunteer opportunities to Iclub members;

- ii. Recruiting members to help with fundraising activities;
 - iii. Providing an application process whereby Iclub may approve support for fundraising activities and other on a case by case basis; and
 - iv. Information on methods successfully used by members in previous years and other advice on where to apply for financial support.
- c) The Iclub does not provide financial support from the organization's budget for members involved in these activities, except where the activity relates specifically to the purposes of Iclub as stated in Article I, Section 2 of the Constitution. The Iclub shall consider the entire Iclub budget and annual events when making decisions regarding financial support for such activities.
- d) Any application for support shall be submitted at least one month prior to the event requesting support for and shall be evaluated on a case by case basis.

IX. Amendments to the By-Laws

- a) Any statement or section may be amended by a simple majority of the members present at a general member meeting.