

Revised and adopted on Thursday, January 22nd, 2015

Wartburg International Club Constitution

Article I: Name and Purpose

Section 1: The organization shall be named the Wartburg College International Club (hereinafter Iclub).

Section 2: The purposes of this organization shall be:

- A. To promote better understanding between international and U.S. students;
- B. To assist international students in adjusting to Warburg College and American culture;
- C. To introduce other cultures to the community through special events and programs;
- D. To plan educational, social, recreational, and cultural events for the club members, the college community, and the Waverly community; and
- E. To provide cultural diversity on campus and within the Waverly community.

Article II: Membership

Section 1: Membership is open to all Wartburg students, faculty, and staff.

Section 2: Honorary (non-voting) membership may be given by the Executive Committee to members of the Waverly community and to international students in the Waverly-Shell Rock High School.

Section 3: Obligations of membership are defined in By-Law I.

Section 4: Membership shall not be denied on the basis of race, age, sex, color, national origin, sexual orientation, or disability.

Article III: The Executive Committee

Section 1: The Executive Committee shall be comprised of four (4) elected members who are elected by majority vote of Iclub.

Section 2: The Executive Committee shall be elected to their positions in the manner outlined in By-Laws II and III.

Section 3: The Executive Committee shall consist of a President, Vice President, Secretary, Treasurer, Public Relations Officer, Social Events Coordinator, and International Club Representative.

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Article IV: Responsibilities of the Executive Committee

Section 1: The Executive Committee shall be responsible for:

- A. Planning Iclub activities;
- B. Promoting interaction between international students and the Wartburg community;
- C. Encouraging participation of members in Iclub activities;
- D. Recruiting new members; and
- E. Attending all Iclub meetings and activities unless excused.

Section 2: The President shall:

- A. Represent Iclub in the Wartburg and Waverly community;
- B. Share responsibility for running Executive Committee and general member meetings of the Iclub with the Vice President;
- C. Be responsible for overseeing all other members of the Executive Committee;
- D. Have the authority, in consultation with the Executive Committee, to create a standing committee;
- E. Have the authority to delegate duties not stated in the Constitution;
- F. Have the authority to call for individual meetings with the members of the Executive Committee; and
- G. Have the authority to call for a vote for dismissing both Executive and General Members.

Section 3: The Vice President shall:

- A. Be responsible for any of the President's responsibilities in his/her absence;
- B. Oversee matters that the president might have skipped;
- C. Revise and provide feedback on all reports submitted to the Executive Committee;
- D. Share responsibility for running Executive Committee and general member meetings of the Iclub with the President;
- E. Supervise the work delegated by the President;
- F. Assist the Senate representative when requested; and
- G. Serve as the chairperson for recruiting efforts;

Section 4: The Secretary shall be responsible for:

- A. Informing the members of Iclub activities;
- B. Taking minutes at Executive Committee meetings and distributing minutes to general members;
- C. Providing the general members with the agenda prior to the general member meetings;
- D. Monthly reports for general member attendance; and
- E. Taking attendance at the general member meetings.

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Section 5: The Treasurer shall:

- A. Be responsible for keeping the financial records of the Iclub account and receipts of all transactions involving the Iclub, and giving regular reports;
- B. Be the chairperson for fundraising efforts;
- C. Be responsible for collecting dues from members if dues are collected; and
- D. Be responsible for generating middle/end semester financial reports.

Section 6: The Social Events Coordinator shall be responsible for:

- A. The Iclub calendar and posting events online;
- B. Planning fundraising events;
- C. Managing social events; and
- D. Designing service events like for MLK day, etc.

Section 7: The Public Relations Officer shall be responsible for:

- A. Maintaining Iclub's social media presence;
- B. Overseeing the health of the relationship between the Iclub Executive Committee and the general members, between the Iclub and the Wartburg community, and keep track of complaints and queries pertaining to Iclub; and
- C. Creating press releases to external public (as in newspaper, TV, radio) and the internal public (Wartburg Community and Iclub members) for Iclub events.

Section 8: The International Club Representative shall:

- A. Be the representative of the Iclub to the Student Senate and other clubs and organizations on campus and off campus; and
- B. Attend every student senate meeting and report to Iclub about the things discussed in the senate meeting related to Iclub.

The Social Events Coordinator, Public Relations Officer, and International Club Representative shall work closely as some of their tasks overlap and they should assist each other when needed.

Section 9: Terms of Office

- A. The terms of office for all Executive Committee members shall start at the end of May Term and continue to the following May Term.
- B. The outgoing Executive Committee shall work with the incoming Executive Committee through their last May Term.
- C. Within the term of Office the Executive Committee members shall have scheduled office hours throughout the week and shall disclose the schedules of office hours to the general members.

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Section 10: Qualifications of the Executive Committee

- A. Must be active general members.
- B. Must be enrolled at Wartburg College.
- C. Further qualifications are described in By-Law IV.

Section 11: Elections of the Executive Members shall be defined in By-Law III.

Section 12: Dismissal

- A. Executive Committee members shall be subject to dismissal after missing three regularly scheduled meetings, office hours, and/or club events without submitting prior notification of absence.
- B. A vote of no confidence can be asked from both advisor and the Executive Committee members for non-performance of duties.
- C. The Executive Committee members will be allowed to have 3 excused absences per semester unless a serious matter occurs.

Section 14: Any executive officer who fails to perform the responsibilities outlined in this Article or the By-Laws may be removed from office by a 2/3 vote of the other Executive Committee members.

Article V: Advisor

Section 1: The advisor of Iclub shall be a member of the faculty or staff of Wartburg College.

Section 2: The advisor of Iclub duties are:

- A. To attend the Executive Committee member meetings and the general members meetings;
- B. To assist Iclub in their execution of roles and responsibilities;
- C. To provide feedback to the Iclub regarding its operation and functioning; and
- D. To provide advice upon request and share knowledge, expertise, and experience with the Iclub.

Section 3: The advisor of Iclub is a non-voting member of the Executive Committee.

Article VI: Amendments to the Constitution

Section 1: Any statement or section of this Constitution may be amended by the approval of a simple majority of the members present at a general member meeting. Proposed changes shall be distributed to general members one week prior to the scheduled vote.

Article VII: Ratification of the Constitution

Section 1: This Constitution will be in effect when approved by 2/3 of the members present at a general meeting.