

# **CONSTITUTION**

## **INTERNATIONAL COORDINATING COUNCIL KANSAS STATE UNIVERSITY**

### **PREAMBLE**

We, the representatives of the various national and international student organizations of Kansas State University, realizing the need for organization and unity in the furtherance of our common objectives and dedicated to the pursuit of international fellowship and understanding do hereby promulgate and adopt this Constitution.

### **Article I – Name of the Organization**

This organization shall be officially known as the International Coordinating Council of Kansas State University.

### **Article II – Objectives**

Section 1. To promote cooperation, understanding, and fellowship among students of all nationalities at Kansas State University.

Section 2. To work for the improvement of the living conditions of the international students of all nationalities at Kansas State University.

Section 3. To work for the establishment of good relations and rapport between the international students and the American students at Kansas State University.

Section 4. To take a position on issues that affect the international students at the university including their relationship with the faculty, administration, the community, and their fellow students.

### **Article III – Membership**

Section 1. Membership shall be open to all students and spouses of students as long as the majority of the members are students.

Section 2. One may register as a regular member of the organization on the second meeting that he/she attends, and shall receive the right to vote on issues that are discussed during the general meetings when has attended the majority of the general meetings.

Section 3. Regular members who have attended more than 50% of the general meetings shall have the right to vote on, or run for official positions, including President, Vice President, Secretary, and Treasurer.

### **Article IV – Elections & Officer Functions**

Section 1. The officers of this organization shall be the President, Vice President, Secretary, and Treasurer.

Section 2. Officer elections will be held at the last general meeting of the spring semester. The regular members shall elect a President, Vice President, Secretary, Treasurer, each of whom shall serve for a term of one year.

Section 4. The position of the Web Master shall be appointed by the president, according to the candidate's ability to use relevant program and technical skill to maintain the organization's web page and perform other duties as directed by the President.

Section 3. Duties of the officers shall be:

- a) President
  - Preside at organization meetings
  - Facilitate executive board meetings
  - Be aware of all money matters,
  - Assist all executive officers
  - Provide motivation for the organization
  - Prepare for all meetings
  - Serve on various committees or task forces
  - Be open to all opinions and input
  - Provide follow-ups and updates to organizational tasks
  - Inform the executive board of other meeting information
  - Coordinate the executive board transition
- b) Vice President
  - Preside at organization meetings in the absence of the President
  - Direct constitutional updating and revision
  - Serve as liaison to committees
  - Perform other duties as directed by the President
  - Be responsible for public relations
- c) Treasurer
  - Prepare organizational budget
  - Prepare budget requests
  - Maintain a financial history of the organization
  - Inform executive board of all financial matters
  - Coordinate fund-raisers
  - Make quarterly reports of all receipts and disbursements
  - Perform other duties as directed by the president
- d) Secretary
  - Record and maintain minutes of all organizational meetings
  - Send minutes to all members and advisor
  - Maintain a phone and e-mail directory of all members
  - Reservations of various organizational events
  - Perform other duties as directed by the president
- e) Web Master
  - Maintain and update the organization's webpage periodically
  - Create organizational publications with various means of media
  - Post minutes and other relevant information
  - Perform other duties as directed by the president

### **Article V – Vote of Confidence**

Section 1. Removal from office shall be based on a vote of confidence and said vote of confidence may be called in the event that an officer:

- a) does not fulfill duties as described in this constitution
- b) acts in a manner contradicting the objectives stated in this constitution

- c) engages in activities that are disruptive to the organization

Section 2. A vote of confidence may be called by any regular member of the organization.

Section 3. A vote of confidence may be called at any regular or emergency meeting provided that two weeks advanced written notice shall be given to the officer in question about the vote of confidence either through the mail or at some meeting previous to that during which the action is taken.

Section 4. The following steps will be followed on the day of the vote:

- a) The motion for the vote of confidence may be made by any regular member of the organization. The motion must be second.
- b) Immediately following the voting, members of the council will, based on a majority vote, decide whether the vote will be allowed.
- c) The member initiating the vote of confidence must present his/her reason(s) by citing the appropriate violations.
- d) A discussion will follow.
- e) The president will give the final call for the vote which will be decided by a 2/3 majority vote to be conducted by secret ballot.
- f) The ICC advisor will count the votes in the capacity of an observer.
- g) In the case that “no confidence” is determined, the concerned officer will render his/her resignation.
- h) In the event that the concerned officer refuses to resign, the executive committee will, by authority of the ballot, notify all members in writing that the removed officer no longer holds the position.
- i) The executive committee will then appoint a qualified replacement for the vacated position.

## **Article VI – Meetings**

Section 1. Executive board will meet once per month.

Section 2. General meetings will be held once per month. The time and place will be determined at the first Executive board meeting of the academic year.

Section 3. All members must attend a majority of the meetings held during the year to be eligible to vote at officer elections.

## **Article VII – General Provisions & Amendments**

Section 1. This constitution shall not be suspended.

Section 2. Amendments to this constitution shall be adopted by a 2/3 vote of the members present at a regular meeting following the meeting at which the proposed amendment was distributed.

Section 3. The President is in the position to call emergency meetings whenever is needed.

Section 4. The official language in the deliberations of the council is English.