

**By-Laws**  
**Friends of International Programs**  
**Kansas State University**

**Article I. Name**

The name of this organization shall be Friends of International Programs of Kansas State University.

**Article II. Purpose**

International Friends of Kansas State University support the activities of the Office of International Programs by fund raising for public and individual support. The Friends organization connects K-State alumni, faculty, staff, students and community members in order to create a global community committed to excellence in all international endeavors to improve multicultural understanding.

**Article III. Goals**

1. Host international visitors, including dignitaries, educators and guest of the university. Provide temporary housing for international students waiting to move into permanent accommodations. Host international students during university holidays and breaks.
2. Involve the community in the university by organizing and publicizing events on campus that involve international themes. Such events may include lectures, cultural celebrations, and performances.
3. Sponsor events, both in the U.S. and abroad, involving international alumni and study abroad alumni. Such events could include receptions, dinners, reunions, activities and tours.
4. Hold fundraising events such as auctions and special events. The purpose of these events would be to raise money to support the activities and interests of the University's international programs.

**Article IV. Basic Policies**

1. The organization shall be non-commercial, non-profit, non-sectarian, and non-partisan.
2. The name of the organization and the names of its members in their official capacities shall not be used in connection with any commercial concern, nor for any purpose except those appropriately related to promoting the purposes of the organization.

**Article V. Membership**

1. Membership. Membership shall be open to any individual, business, or group that is interested in the purposes of the organization and that shall contribute monetarily or through in-kind goods or services.
2. Membership Categories. The Board of Directors shall determine the classification of annual membership.
3. Membership Year. The membership year shall be from January 1 to December 31.

4. Membership Privileges. In addition to furthering the purposes of the organization, each membership is entitled to one vote in matters related to the general membership. Business or group members shall be entitled to only one vote.

#### **Article VI. Board of Directors**

1. Governance. The Friends of International Programs shall be governed by a Board of Directors. Members of the Board must be members of the Friends' organization.
2. Composition of the Board. The Board shall be composed of no more than 30 members including one international student and one domestic student. The Associate Provost of International Programs shall be an ex-officio member of the board and has full voting powers.
3. Selection. At each annual meeting, a plurality of the members shall elect sufficient directors to replace those whose terms have expired or who have resigned, and additional directors as warranted not to exceed a total board membership of 30 including two appointed student representatives. The student representatives shall be appointed annually by the student body president.
4. Term of Office. All Board members shall be elected for a term of three years. A member of the Board whose three-year term is completed may be re-nominated for another term but may not serve more than two consecutive three-year terms.
5. Replacement. In the event of a vacancy on the Board, the Executive Committee shall have the option of appointing a person to fill the vacancy on the Board to serve until the next annual meeting of the Friends of International Programs.
6. Advisors. Advisors to the Board are defined as those persons who, as a result of their professional positions at K-State or in the community, can bring special expertise or have access to significant audience segments. Advisors will be appointed yearly as needed by the President. Advisors are required to be members of the organization. The Immediate Past President, if not a current Board member, shall be designated an advisor. Advisors do not have voting privileges.
7. Power of the Board. The Board shall establish all rules, regulations, and policies that it deems necessary or proper for the development of the Friends of International Programs and for orderly conduct of Board affairs.

#### **Article VII. Officers**

1. Officers. The officers of this organization shall consist of the President, Vice-President, Secretary and Treasurer. The officers, together with the Associate Provost of International Programs, shall serve as the Executive Committee.
2. Election. The Nominating Committee shall present a slate of officers from the Board members for the members' approval. Other nominations may be made from the floor. Election will be by a vote of simple majority of members present at the annual meeting.
3. Term of Office. All officers shall be elected for a term of one year and shall serve until their respective successors are elected and assume their duties.

4. Replacement. If the replacement of any officer becomes necessary during the officer's term in office, the Executive Committee shall have the power to appoint a person to fill the vacancy for the remainder of the unexpired term.
5. Duties of the Officers. In addition to the specific duties prescribed herein, the duties of the officers shall be those that usually pertain to their respective offices or that are assigned to them as the Board of Directors deems advisable. Each officer shall also be a member of a standing committee as appointed by the President.
  - a. President. The President shall preside at all meetings of the general membership, the Board of Directors, and the Executive Committee, and shall be an ex-officio member of all standing committees. The President shall also act as liaison to the Associate Provost of International Programs.
  - b. Vice-President. The Vice-President shall act in a capacity designated by the President (special projects, research, etc.). The Vice-President shall succeed the President and shall be the President Elect.
  - c. Secretary. The Secretary shall keep a record of all meetings, shall be responsible for providing a written copy of the minutes of all such meetings and proceedings, and shall be responsible for all correspondence of the organization, as instructed by the Board.
  - d. Treasurer. The Treasurer shall be responsible for providing a written treasurer's report for each Board meeting and for each annual meeting of the general membership, shall notify members when their memberships are due, and in conjunction with relevant committee chairs is responsible for the financial accounting of all Board projects.

#### **Article VIII. Committees**

1. Standing Committees of the Board shall consist of an Executive, Membership, Nominating, Annual Meeting and Reception, Fund Raising, Larson Lecture, Education, Hospitality, Communication, and Scholarship Internship Committees and other Ad hoc committees as determined by the Board. The chair of each committee shall be a Board member. Each standing committee shall consist of a chairperson and at least two other members of the Board. The chairperson of each committee shall be appointed by the President of the Board.
2. Term. All committee chairpersons and members shall serve for one year.
3. Replacement. If the replacement of any committee chairperson becomes necessary during such person's term, the President of the Board shall have the power to appoint another member to fill the vacancy for the remainder of the unexpired term.
4. Responsibilities of the Standing Committees. The responsibly of each of the standing committees shall be as follows:
  - a. Executive Committee shall carry out established polices of the Board and, except in emergencies, shall imitate no new policies without approval of the Board of Directors. The Executive Committee shall serve terms of one year beginning in July. Any vacancy in the Executive Committee shall be filled by election of the remaining members of the committee. Three members shall constitute a quorum of the Executive Committee. The Executive Committee shall meet as needed, but at least quarterly.

- b. The Membership Committee shall be responsible for cultivating membership in all categories of the Friends of International Programs.
- c. The Fundraising Committee shall be responsible for at least one annual fundraising event.
- d. The Communication Committee shall be responsible for publicizing Friends events and other events having an international theme, and collaborate with the Office of International Programs on a newsletter for the membership and community.
- e. The Nominating Committee shall consist of the immediate past president and two members of the board who are not officers, to be appointed by the President. A slate of officers and board members shall be present at the annual meeting of the members for election.
- f. The Education Committee will develop educational programs on international issues to benefit the campus and community.
- g. The Scholarship/internship Committee will develop criteria for recipients of the scholarships and internships given by the organization.
- h. The Larson Lecture Series Committee will organize three lectures per semester.
- i. The Annual Meeting and Special Events Committee will plan and organize an annual meeting for all members.
- j. The Hospitality Committee will organize any receptions and international visitor hosting as determined by the board.
- k. Ad hoc committees may be created as needed by the Executive Committee.

#### **Article IX. Meetings**

1. General Membership Meetings. The general membership of this organization shall be invited to attend an annual meeting to be held once a year, at a time and place to be determined by the Board of Directors. The purpose of the meeting shall be to elect members of the Board, in accordance with the provisions of the By-Laws, to receive a general report on the status of International Program, and to transact such business as may properly come before the meeting.
2. Quorum. Those members in attendance at any meeting of the general membership shall constitute a quorum.
3. Notice of Meetings. The Secretary of the organization shall be responsible for notifying members of the annual meeting. Notice of the annual meeting shall be mailed to available addresses of all current members at least two weeks prior to the meeting date.
4. Board of Directors Meeting. The Board of Directors shall meet at least quarterly. Additional meetings may be called at the discretion of the Executive Committee.
5. Quorum. A quorum shall consist of a simple majority of Board members.
6. Notice of Meetings. The Secretary of this organization shall be responsible for notifying all members of the Board of every meeting of the Board at least one week in advance. The agenda and previous minutes shall be mailed to members of the Board with the above notice.

### **Article X. Parliamentary Authority**

Rules of Order. The rules contained in Robert's Rules of Order Newly Revised shall govern this organization and the Board of Directors in all cases to which they apply and in which they are not inconsistent with these by-laws.

### **Article XI. Amendments**

These by-laws may be amended at an annual or special meeting of the membership by an affirmative vote of a majority of those present, providing that written notice of such proposed amendment has been given at least two weeks in advance of such meeting.

These by-laws adopted by the members of Friends of International Programs of Kansas State University this 8th day of April, 2009.