

ARTICLE I - NAME AND PURPOSE

Section I: Name

1. This organization shall be known as the Kansas State University (KSU) International Buddies or I-Buddies or iBuddies.

Section II: The Purpose

1. The purposes of this organization will be threefold:
 - To provide small-group interactions between local KSU students, KSU faculty/staff, spouses, community members and the international community through conversation and creative activities;
 - To ease the transition for incoming international students, their families, and visiting scholars to an American university and American culture;
 - To provide participants the opportunity to build intercultural communication skills, global competencies, language skills, and to add a cross-cultural component to their K-State experience.

ARTICLE II - MEMBERSHIP

Section I: Membership

1. Membership shall be open to anyone interested in learning about other culture. Membership is *not* based on sex, national origin, disability, religion, age, sexual orientation, class enrollment, student or academic status, or any other criteria. Membership is also open to non-university local communities.
2. Membership is defined/maintained through active relationships between assigned Cultural Ambassador (small group leader), and iBuddies (members).

ARTICLE III - EXECUTIVE BOARD AND CULTURAL AMBASSADORS

Section I: Structure and Organization

1. The Executive Board shall consist of the President and Vice President.
2. The Executive Board will have the authority to formulate policies and regulations, make decisions that are necessary for the well-functioning of the organization, and recruit Cultural Ambassadors.
3. The Executive Board shall be selected by the KSU staff Advisor and the past year's President and Vice President for the following academic year every April.
4. The Executive Board shall recruit 5-10 Cultural Ambassadors to act as small group leaders immediately following their selection and the assumption of their position. The role of Cultural Ambassador may be fulfilled by any current K-State student who will be continuing their studies the following academic year, although preference will be given to those who have already been involved as a member, former Cultural Ambassador, or member of the Executive Board of International Buddies. The term of the office for all members of the Executive Board and Cultural Ambassadors shall be one academic year.
5. International Student and Scholar Services/KSU staff advisor has final say over the organization as it is a sponsored student organization.

Section II: Obligations and Responsibilities.

1. Duties of the President

- a. Ensure that the Organization is properly run and their financial affairs are in order.
- b. Preside over all meetings, activities, or assemblies, serve as official spokesperson for, and representative of, the International Buddies, and represent International Buddies on all appropriate university bodies and committees.
 - Responsible for all institutional request forms to reserve space or materials.
- c. Oversee the day-to-day matters within the Organization in conjunction with the Vice President.
- d. Ensure that regular executive meetings are held, keep accurate minutes of all meetings in a shareable format which can be distributed to members and ISSS as requested for the sake of transparency
 - Record the activities and progress of each small group through status reports presented by Cultural Ambassadors at each meeting, in conjunction with the Vice President.
- e. Oversee all the financial records of the organization:
 - To sign all vouchers and disbursements,
 - To report account balances, as necessary, in conjunction with the KSU staff advisor of the organization
 - To track material supplies belonging to the group and be responsible for the purchasing of any additional materials, in conjunction with the KSU staff advisor
 - To coordinate fundraising events, as necessary, in conjunction with the Vice President
 - To oversee all donations to the organization and actively seek out new sponsors and community partners willing to support the group
 - To be responsible for all debts of the organization so not to bring dishonor or discredit to the International Buddies.
- f. Maintain regular communication with the KSU staff Advisor, especially regarding ways to increase participation and improve the functioning of the organization, but also regarding any unique situation which may require the attention of the staff advisor.
 - At least one meeting to be held with the KSU staff Advisor each semester to reflect on group participation and efficacy, and to strategize (if necessary) how the group can better perform to realize its purpose as stated in Article I, Section II
- g. Recruit the following academic year's Cultural Ambassadors, in conjunction with the Vice President, immediately after selection for the position in April, for the following academic year.
- h. Provide support to Cultural Ambassadors (small group leaders), act as a leader, and maintain positive morale among the Executive Board, Cultural Ambassadors, and iBuddies members.
- i. Lead group messaging by facilitating regular communication among members and ensure that the purpose of iBuddies (Article I, Section II) is clearly communicated
 - Make the commitment of being a member clear to those who sign-up and encourage participation within small groups.

2. Duties of the Vice President

- a. Perform the duties of the President in their absence or at their request, and to be the successor to the Presidency should the office become vacant.

- Attend all executive meetings.
 - Record the activities and progress of each small group through status reports presented by Cultural Ambassadors at each meeting, in conjunction with the President.
 - b. Oversee the day-to-day matters within the organization in conjunction with the President.
 - c. Recruit the Cultural Ambassadors, in conjunction with the President, immediately after selection for the position in April, for the following academic year.
 - d. Coordinate fundraising events, as necessary, in conjunction with the President.
 - e. Facilitate regular communication among members by publicizing events and activities (including creating promotional materials, such as flyers), reminding Cultural Ambassadors of meetings and responsibilities (including the presentation of status reports), promoting new membership and participation in small groups.
 - Maintain regular contact with all members assigned to small groups via email.
 - f. Maintain the group's social media accounts (Instagram, Facebook, etc.) and, most importantly, campus communications and online boards, including but not limited to OrgCentral and any listserv.
 - g. Ensure a strategy is in place to 'match' members with a Cultural Ambassador, carrying out small group formation.
 - Update, as necessary, the new member/iBuddies sign-up questionnaire (housed in Qualtrics).
 - Promote the group and help Cultural Ambassadors/Small Group Leaders to recruit new members.
 - h. Collect and organize data for statistical analyses (in the form of a survey) to track participant feedback. Report on findings to Executive Board, including Cultural Ambassadors.
 - i. Serve as a liaison between iBuddies and Cultural Ambassadors, the Executive Board (President and KSU staff advisor), and the rest of campus.
 - j. Take the responsibility of the President in case, the existing President is leaving K-state or can no longer serve the position.
 - In case the position of the Vice President becomes vacant in the middle of the academic year, one of the Cultural Ambassadors will be chosen by the Executive Board to serve as Vice President.
3. Duties of the Cultural Ambassadors
- a. Lead their assigned iBuddies members in small group activities.
 - Plan, organize, and execute small group activities that allow for iBuddies members to get to know one another, campus, the community, and the U.S., generally (if international).
 - Educate small group members on the Cultural Ambassador's own culture by promoting cross-cultural engagement, serve as a spokesperson for inclusivity and cultural awareness.
 - In accordance with Article II, Section I, maintain an active relationship with assigned iBuddies/small group members.
 - b. Recruit new members to the organization, encourage participation, and think of creative and unique ways to increase engagement.
 - c. Attend every meeting as announced by the President and the Executive Board (see Articles IV and V)
 - Present status reports at least once a month to the Executive Board and other

- Cultural Ambassadors regarding the assigned members of the small group, planned activities, ideas for future events, engagement and participation.
- d. Act as a leader, maintain a positive attitude, boost the morale of iBuddies/small group members, and provide additional support as needed.
 - e. Assist the president and vice president in the execution of the events.

ARTICLE IV - MEETINGS

Section I: Meetings

1. The International Buddies Executive Board shall have its meetings bi-weekly (or weekly if deemed necessary by the KSU staff advisor and the President.)
2. All meetings must be announced at least 48 hours in advance.
3. The President shall take attendance at all meetings and events, recording it in the meeting's minutes.
4. All meetings shall be based on the procedures outlined in this constitution. Any discrepancy in meeting procedure shall be resolved at the discretion of the President and KSU staff advisor.
5. All Executive Board members and Cultural Ambassadors shall report the tasks accomplished, projects in process, or any other relevant information at every meeting.

ARTICLE V - ATTENDANCE

Section I: Attendance

1. All members of the Executive Board and all Cultural Ambassadors are expected to attend all meetings and events.
2. Each member of the Executive Board and each Cultural Ambassador may incur one unexcused absences in the fall and one in the spring semester.
3. For an absence to be excused the reason must be submitted to the advisor. Only serious situations will be excused (a decision to be made by the KSU staff Advisor), such a health condition.
4. If an Executive Board member or Cultural Ambassador exceeds the allowed number of absences, the Advisor shall notify said member that they have been recalled from said position.

ARTICLE VI - EXECUTIVE BOARD SELECTIONS

Section I: Executive Board Selections

1. The term of the office for all members of the Executive Board and all Cultural Ambassadors shall be of one year- from the end of one spring semester to the following end of spring semester. (Upon selection in April – Upon selection of the next academic year's Executive Board the following April)
2. Exceptions for the term of the office for members of the Executive Board can be made at the discretion of the KSU staff Advisor .

ARTICLE VII - PUBLICITY

Section I: Publicity

1. All flyers, online/social media publications and press releases must be approved by the KSU staff advisor.

ARTICLE VIII - IMPEACHMENT

Section I: Impeachment

1. The KSU staff advisor may dismiss any International Buddies Officer (President or Vice President) or Cultural Ambassador for any reason, including but not limited to an accusation of misconduct.

ARTICLE IX - AMENDMENTS TO THE CONSTITUTION

Section I: Amendments to the Constitution

1. Amendments to this constitution may be presented to the Executive Board at any time.
2. All amendments to this constitution must be approved by the KSU staff advisor.

Last Updated: 04/21/2026