

CONSTITUTION

International Coordinating Council Kansas State University

Preamble

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

Article I – Name and Sponsorship

The organization shall be officially known as the **International Coordinating Council (ICC) of Kansas State University**. The **Department of International Student and Scholar Services** shall serve as the official sponsor and overseer of the organization. International Student and Scholar Services has the final authority over the organization.

Article II – Objectives

1. To promote cooperation, understanding, and fellowship among students of all nationalities at Kansas State University.
2. To work toward improving the living conditions of international students at Kansas State University.
3. To foster positive relations between international and domestic students.
4. To advocate on issues affecting international students, including matters related to faculty, administration, community, and peer relations.

Article III – Membership

1. Membership shall be open to all international students and their spouses, provided the majority of members are students.
2. Membership is granted at the discretion of the previous year's executive committee upon a successful application and interview.
3. To be eligible for the position of President, a candidate must have served on the outgoing executive committee unless no member from the outgoing committee is available. In such a case, or when deemed necessary, the advisor may open the position to the public. The advisor is responsible for nominating and approving the President, based on leadership and management capabilities.

Article IV – Officer Roles and Responsibilities

Section 1. Appointment Process

Interviews for officer positions will be held annually in the spring, typically in late April or early May. Interviews will be conducted by the current executive board and the ICC advisor. Selected candidates will serve for one academic year.

Section 2. Officer Duties

a) President

- Preside over organizational and executive board meetings
- Manage financial oversight
- Support executive officers
- Motivate and guide the organization
- Prepare and organize meetings
- Serve on committees/task forces
- Encourage open communication and feedback
- Ensure follow-ups on organizational tasks
- Share updates with the executive board
- Oversee executive board transition

b) Vice President

- Assist and support the President
- Prepare to assume the presidency the following year
- Act in place of the President when absent
- Schedule meetings and events
- Supervise meetings and organization functions as needed
- Coordinate constitutional updates and revisions
- Perform other duties as assigned by the President

c) Treasurer

- Prepare and manage the organizational budget
- Maintain financial records and history
- Inform the executive board of financial matters
- Coordinate fundraisers
- Submit quarterly financial reports
- Perform other duties as assigned by the President

d) Secretary

- Record and maintain meeting minutes
- Distribute minutes to members and advisor
- Maintain member contact directories
- Manage event reservations

- Perform other duties as assigned by the President

e) Social Media Manager

- Update and maintain the organization's website and social media
- Develop digital content and publications
- Post minutes and relevant announcements
- Perform other duties as assigned by the President

f) Marketing/Operations Chair

- Organize promotional strategies and event reservations
- Promote ICC through creative marketing (e.g., merchandise, chalking, flyers, collaborations)

g) Fundraising Chair

- Apply for funding opportunities
- Propose and coordinate fundraising activities
- Identify and manage event sponsorships

h) Design and Planning Chair

- Design promotional materials (flyers, posters)
- Print and distribute materials
- Collaborate with the President, Vice President, and Webmaster for digital promotion

i) Sports Coordinator

- Plan and organize sports events (tournaments, intramurals, etc.)
- Register participants and manage logistics
- Secure venues and equipment
- Promote sports and physical activities among students

Article V – Removal Process

Section 1. Grounds for Removal

A vote of confidence may be initiated if an officer:

- Fails to fulfill duties as outlined in this Constitution
- Acts in contradiction to the organization's objectives
- Engages in disruptive behavior
- Accumulates three or more unexcused absences

Section 2. Initiation

Any executive board member may initiate a vote of confidence.

Section 3. Procedure

1. A motion must be proposed and seconded by executive board members
2. The initiator must state the reasons with reference to this Constitution
3. Discussion will follow
4. The President calls for a vote by secret ballot

5. A two-thirds (2/3) majority is required for removal
 6. The ICC advisor will count votes as an impartial observer
 7. If the vote results in “no confidence,” the officer must resign
 8. The executive committee will appoint a qualified replacement
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Article VI – Meetings

1. Regular executive meetings shall be held monthly, unless otherwise determined
 2. Weekly meetings will be held in preparation for major events, such as International Week
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Article VII – General Provisions and Amendments

1. This Constitution shall not be suspended
 2. Amendments may be adopted with a two-thirds (2/3) majority vote of members present at a regular meeting, following prior distribution of the proposed amendment
 3. The President may call emergency meetings when necessary
 4. The official language of ICC deliberations shall be English
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Article VIII – Dissolution

1. This organization shall only be dissolved at the discretion of the sponsoring department on the grounds that the organization violated university policy and/or city, county, state, or federal laws.
2. Only the president, advisor, or department director may initiate dissolution. The final decision to dissolve the organization is at the discretion of the department director.