

# International Studies Club Constitution

Shippensburg University  
Last Updated: September 30, 2022  
Ratified: Not yet ratified

## **Article I. Introduction**

### **Section I - Name**

The name of this organization shall be International Studies Club.

## **Article II. Purpose**

### **Section I - Purpose**

The purpose of this student group is to bring awareness about different cultures through educational and social events, trips, and programmes. Our goal is to create a unified community of the student body.

## **Article III. Membership**

### **Section I - General Membership Criteria**

The International Studies Club is open to all undergraduate students, regardless of race, ethnicity, gender identity, sexual orientation, disability, religious/political affiliation or veteran status.

### **Section II - Active Membership**

The following are the requirements for active membership status:

- A. All members are required to be in good academic standing with the University.
- B. Active members must also attend at least two meetings a semester or all meetings if there are less than two held in a single semester.
- C. Active members must also attend at least two programmes per semester or all programmes if there are less than two held in a single semester.
- D. If all of these requirements are met, the member will receive voting rights for elections and amendments.

### **Section III - Inactive Membership**

Inactive members are defined as:

- A. Members who have not reached the minimum meeting attendance by the end of a semester.
- B. Members who wish to take part in the group but do not have the time to maintain active status.
- C. Inactive members cannot vote in elections or on amendments but are free to take part in club events and meetings.

## **Article IV. Structure**

### **Section I - Club Leadership Layers**

The structure of Students for American Democracy shall be an executive board, committees and a general membership body. These three groups will work together to conduct the daily business, plan events, amongst other necessary tasks.

### **Section II - The Executive Board**

The executive board carries out the everyday function of the group. The board consists of all elected officers as listed in Article V of this constitution. It is the duty of the board to conduct the business of the club in a manner that is reflective of the wishes of the general members. The board is the highest student lead decision making body in the club.

### **Section III - Committees**

Committees are special groups within the club that are tasked with completing certain tasks for the club. Committees are set up and dissolved by the elective board by a majority vote. Should membership numbers permit, the executive board should maintain an active fundraising and recruiting committee.

### **Section IV - General Membership Body**

The general membership body consists of all active members and present inactive members who are not already part of the executive board. The members voice their opinions on new events, recommend activities, and attend meetings.

## **Article V. Officers/Positions**

### **Section I - Officer Requirements**

The requirements to be an officer in the club are as follows:

- A. Must be a Full-time or part-time undergraduate student.
- B. Must be in good academic standing with the University
- C. Must, at the time of election, be an active member.
- D. In the case of the President, you must already be an active member for a semester before you are allowed to run.
- E. Inactive members are not allowed to run for an executive board position.
- F. Must aid fellow officers to ensure that club documents are up to date and club active status is maintained with the University according to SGA guidelines.

### **Section II - President**

The President serves as the Chief Administrative officer and shall:

- A. Preside over all executive board & general membership meetings.
- B. Assume overall leadership which includes filling executive board positions.
- C. Fill out any paperwork and attend any meetings required by SGA.
- D. Manage the student group website in conjunction with the group's advisor.
- E. Will work with the secretary to conduct elections when required.

### **Section III - Vice-President**

The responsibilities of the Vice-President are as follows

- A. In the absence of the President, the Vice-President is charged with exercising the President's duties and responsibilities.
- B. In the event of a President resigning or being dismissed, the Vice-President will serve as interim President until an election can be held.
- C. They will coordinate with the committee chairs of any committee the executive board as deemed necessary to raise. Committee chairs will send reports and updates to the Vice-President.
- D. Creating and sending out any necessary communication pertaining to club operations.

#### **Section IV - Treasurer**

The responsibilities of the Treasurer shall be:

- A. Maintain an accurate record of all group finances.
- B. Prepare the following year's budget requests in conjunction with the President, Advisor and committees.
- C. Prepare monthly financial statements for each committee as needed.
- D. Process all financial payments, deposits and requests for funds for all committees and officers.

#### **Section V - Secretary**

The responsibilities of the Secretary shall be:

- A. Maintaining an up-to-date record of all active and inactive members as well as their attendance at meetings and events.
- B. Take note of discussed topics during meetings and send them out to all members after a meeting is concluded.
- C. Maintain the club official record including meeting agendas, minutes, event reports, etc.
- D. Gathers nominations for officer positions and coordinates elections when needed.

#### **Section VI - Liaison**

The responsibilities of the Liaison shall be:

- A. Maintaining login information for club affiliated accounts.
- B. Post content and updates for club social media accounts.
- C. Maximizing exposure and awareness of the club.
- D. Assisting other officers when needed.

### **Article VI - Elections**

#### **Section I - Time of Election**

Elections shall be held once an academic year at the end of the spring semester. Should a vacancy for an executive board position exist, an election can be called by the executive board by majority vote. The term of an elected officer shall be one academic year. (Fall - Spring) If an officer is elected in the middle of an academic term, their service will end at the conclusion of the spring semester.

#### **Section II - Voting**

Elections for officer positions will use a ranked-choice voting (RCV) system to select a winner:

- A. Voters will rank the candidates for a given office by preference on their ballots. (#1 to their first choice, #2 to their second choice, etc.)
- B. If a candidate wins an outright majority of first-preference votes (i.e., 50 percent plus one), they will be declared the winner.
- C. If no candidates win an outright majority of first-preference votes, the candidate with the fewest first-preference votes is eliminated.
- D. All first-preference votes for the failed candidate are eliminated, lifting the second-preference choices indicated on those ballots.

- E. A new tally is conducted to determine whether any candidate has won an outright majority of the adjusted voters.
- F. The process is repeated until a candidate wins a majority of votes cast.

### **Section III - Nominations**

Nominations for office shall be accepted from the floor at the scheduled election meeting. Nominations may also be submitted to the Secretary or President during the week preceding the election.

### **Section IV - Vacancy**

- A. If an elected officer position is open the remaining officers shall work together to accomplish the responsibilities of the vacant position, until the position has been filled.
- B. If the executive board so chooses, they may hold a special election to fill the position for the remainder of the academic year.

### **Section V - Emergency Appointment**

In the event the executive board does not have enough officers to function, the advisor may appoint interim officers to maintain the clubs ability to function. An election can then be held afterwards to confirm these officers if necessary.

## **Article VII - Meetings**

### **Section I - Executive Board Requirements**

The executive board shall attend all general member meetings. If an officer cannot attend a meeting, they must alert the secretary before missing a meeting. Emergencies are exempt. In addition to attendance at general member meetings, the executive board should meet independently at least twice a month.

### **Section II - General Member Meetings**

- A. Will be held at least 3 times per semester. The day and time will be determined by the officers.
- B. Special meetings may be called by the President or other officers as the need arises.
- C. The President or Vice-President shall open each meeting and the secretary will take notes of the meeting proceedings.
- D. Quorum for all general meetings shall consist of 2/3 of active members.

## **Article VIII - Removal of Officers**

### **Section I - Reason For Removal**

Executive board members may be removed from the group for infringements of our Constitution or Shippensburg University policies. Officers can also be removed for failure to conduct required duties or prolonged absence.

### **Section II - Removal of an Executive Board Member**

- A. A written statement outlining the infringements of the Constitution or Shippensburg University policies must be submitted to the Executive Board requesting removal of an executive board member(s):
  - Indicate the reasons for removal.
  - The charged officer's full name.
  - The individual(s) filing the complaint, contact number and email.
- B. The Executive Board will notify the officer of the removal request and the infringements outlined for removal within 48 hours of reviewing the request.
- C. A meeting of the general membership will be held for the removal proceedings. At this meeting the individual(s) filing the complaint and the charged officer will both have an opportunity to present their case. A two-thirds vote of the active general membership shall be required to vote in favor of the removal. If the vote for removal passes, the officer in question is thereby removed from their position.

## **Article IX - Advisor**

### **Section I - Contact**

The advisor of this group shall be Dr. Jonathan Skaff.

Contact information:

University position: Director of International Studies Program

University office location: Dauphin Humanities Centre 215/ Mowrey 246

University phone number: (717) 477-1255/ (717) 477-1907

University email address: jkskaf@ship.edu

### **Section II - Role of an Advisor**

- A. An advisor is a member of the faculty, staff, administration or University affiliate.
- B. An advisor can help point the organization in the right direction but it is ultimately the members and the elected executive board to run the policies and daily activities of the group.
- C. In the event that an advisor steps down from this role, the student group membership must take a formal vote to select a new advisor. After a vote has been cast, the student group must notify SGA in order to make note of the change.
- D. The primary advisor shall advise and assist the Treasurer in all financial concerns as required by SGA

## **Article X - Amendments**

### **Section I - Proposing Amendments**

Any active member is allowed to propose an amendment to the constitution. To do so they must submit their amendment suggestion and brief reasoning in writing to the secretary.

### **Section II - Consideration of Amendment**

Upon receipt of the amendment suggestion, the secretary will plan a meeting of the general members to consider the amendment. The member who proposed the amendment, and other supporters, can defend the amendment proposal. Time must be given so general members can ask questions and debate the amendment. A quorum must be met to move forward with a vote.

### **Section III - Passage and Reconsideration of Amendments**

If a quorum is met, a vote for passage can be held. An amendment needs  $\frac{2}{3}$  of the present active members' votes to be implemented into the Constitution. If the amendment fails to reach  $\frac{2}{3}$  in the affirmative, then the amendment is struck down and cannot be reconsidered until the following academic semester.

## **Article XI - Ratification**

### **Section I - Procedure**

In order to ratify the constitution, the following conditions must be met:

- A. A review of the constitution shall be conducted by the Executive Board in conjunction with the general members and advisor.
- B. A copy of the constitution must be made available for all members of the club.
- C. A meeting of the general members must be held to facilitate a discussion on the constitution.
- D. A vote must be held and  $\frac{2}{3}$  of members must vote for ratification.
- E. The constitution must be approved by the Student Government Association.
- F. Changes to the constitution prior to ratification will reset the steps above.

### **Section II - Officers Following Ratification**

Prior to the ratification of the constitution, a set of officers will be selected to run the club as interim officers. After ratification a snap election can be held to either confirm or change the interim officers to elected officers.