

# **The Constitution and Bylaws of the International Club of the Truckee Meadow Community College**

## **Article I - Name and Purpose**

**Section 1.** The name of this Association shall be the “International Club of Truckee Meadow Community College,” which is hereinafter called the “I-Club.”

**Section 2.** The purpose of the I-Club shall be to foster fellowship among international students; to promote understanding between American and international students; to provide a link between international students and the Northern Nevada Community; and to promote international and intercultural awareness through social and education activities.

## **Article II - Affiliation**

**Section 1. Affiliation with the International Program Office.** The I-Club is recognized by, and acts in accordance with the Constitution, Bylaws, legislation, and executive actions of the International Program Office of the Truckee Meadow Community College.

**Section 2. Affiliation with ethnic students’ organization.** The I-Club shall maintain a mutual affiliation with all Student Organization’s of Truckee Meadows Community College.

**Section 3. Affiliation with other collegiate international clubs.** The I-Club shall initiate and seek out affiliation with other collegiate clubs.

## **Article III - Membership**

**Section 1. Eligibility.** Any person who has an interest and is willing to contribute to the purpose and intention of the I-Club is eligible for its membership.

**Section 2. Dues.** Any eligible person may have his/her membership validated each semester by paying to the Treasurer of the I-Club dues in the amount of \$6.00. (NOTE: The amount of membership dues may be subject to change based upon the decision of the Executive Board at the beginning of each school year.)

**Section 3. Honorary Membership.** Honorary Membership is open to any person who has demonstrated extraordinary contribution to the I-Club in achieving its objectives. The Honorary Membership must be subject to the approval of the Executive Board of the I-Club by two-thirds of its vote.

**Section 4. Membership-at-Large.** The President of the I-Club from the previous year automatically becomes one of the Members-at Large of the I-Club. The other seven positions of Members-at-Large are selected by the Executive Board of the I-Club. All Presidents from clubs with affiliation with the I-Club are offered the position to become Members-at-Large.

#### **Article IV - Officers**

**Section 1. Elected Officers.** The elective officers of the I-Club shall consist of the President, the Vice-President, the Secretary, the Treasurer, and the Director of Activities.

**Section 2. Members-at-Large.** The eight Members-at-Large are elected annually by the Executive Board. Members-at-Large have voting power.

#### **Article V - Duties of the Officers**

**Section 1. Duties of the President.** The President shall attend and preside at all meeting at the I-Club and Executive Board; shall appoint special committee(s) as the need arise; serve as an ex-officio member of all committees; serve as the liaison officer between the I-Club and all other Student Organizations; shall coordinate other activities of the I-Club and shall perform all other duties as provided herein.

**Section 2. Duties of the Vice-President.** The Vice-President shall attend all meetings of the I-Club; assume the duties of the President in the absence of the President; shall assume the duties of the President by becoming the Acting President in the event that a vacancy occurs in the office of the President until a new President can be elected as hereinafter provided, and shall carry out other duties as delegates by the President and/or the Executive Board.

**Section 3. Duties of Secretary.** The Secretary shall attend all meetings of the I-Club, record and report accurate minutes of all meeting within five days of the actual events; shall carryon correspondence for the I-Club under the direction of the President and/or the Executive Board; shall maintain files on all pertinent papers; and shall notify members of meetings and other events as directed by the President and/or the Executive Board.

**Section 4. Duties of Treasurer.** The Treasurer shall attend all meetings of the I-Club and based upon the direction of the executive board; shall put together a budget request and submit it to the I-Club Advisor before the end of May; shall keep records of the amount and source of income, itemize expenditures, report the balance on hand after each function; deposit or withdrawal funds as instructed by the President and/or the Executive Board.

**Section 5. Duties of the Director Activities.** The Director shall attend all I-Club meetings; prepare and schedule the dates of all major events of the I-Club and report to the student newspaper; shall arrange suitable activities; shall reserve appropriate rooms/places for each function; shall put together a package

of advertising materials two weeks prior to each actual event; and shall perform other duties as directed by the President and/or the Executive Board.

## **Article VI - Executive Board**

**Section 1. Board members.** The Executive Board shall be composed of the President, the Vice-President, the Secretary, the Treasurer, the Director of Activities and the seven Members-at –Large.

**Section 2. General Duties and Responsibilities.** The Executive Board shall constitute the governing board of the I-Club and shall act as the general managing, supervisory, and administrative body of the I-Club.

**Section 3. Amendments and Bylaws.** A majority of the Executive Board members present at any regularly scheduled meeting, a quorum being counted, is necessary to amend or create a set of bylaws. A quorum shall defined as 30% of the paid members of the I-Club.

## **Article VII - Subcommittees and Their Functions**

**Section 1. Financial committee.** The financial committee shall be composed of the President, Vice-President, Treasurer, Director of Activities and other appointed members. The committee shall be chaired by the President and the Treasurer; shall prepare the annual budget before the beginning of each school year; shall appropriate funds for each function; shall provide the Executive Board the expenditure report from all major events; shall all fund-raising events; shall deal with financial tasks of the I-Club.

**Section 2. Membership committee.** The membership committee shall be composed of the President, Treasurer, and appointed members. The committee shall be co-chaired by the President and the Treasurer; shall be responsible for planning and initiating membership drivers; and shall deal with membership matters of the I-Club.

**Section 3. Other Committee.** The Executive Board has the right and duty to appoint any additional committee wherever it is necessary.

## **Article VIII - Faculty Advisor**

**Section 1.** The International Advisor will be Faculty Adviser to the International Cub.

**Section 2. Duties.** The Faculty Adviser shall act in an advisor capacity at any and all meetings of committees, the Executive Board, and the membership of the I-Club; shall be the primary source of advisement for the President; shall encourage officers to plan programs and activities; shall assist students of the program planning, being a critical supporter if their activities; shall help evaluate the program after it is completed; shall review the procedure manual to insure an understanding of college procedures relevant to the I-Club; shall encourage

members to interact and communicate with each other as they coordinate an activity; and shall direct the club in the use of parliamentary procedure.

## **Article IX - Meeting**

**Section 1. Meeting of the Membership.** There will be at least three meetings, per semester. The time, date, and place will be designated by the Executive Board. Special meetings of the membership of the I-Club shall be called by the President or by two-thirds member of the Executive Board.

**Section 2. Meetings of the Executive Board.** Regular meetings of the Executive Board of the I-Club shall be held on the average, at least once a month during the school year at a time, place, and date designated by the Executive Board. Special meetings of the Executive Board shall be called by the President. All Executive Board meetings are open to the members of the I-Club.

**Section 3. Parliamentary Authority.** The latest edition of Robert's Rule of Order shall be the I-Club guide on the parliamentary procedure at all meetings of the committees, the Executive Board, and the membership of the I-Club.

## **Article X - Election**

**Section 1. Election of the Office.** All the Officers of the I-Club shall be up for elections at the end of each school year on a date, time, and place set by the Executive Board. The newly elected Executive Board then elects seven Members-at-Large immediately after election.

**Section 2. Procedure.** A Nomination Committee shall be appointed by the President with the approval of the Executive Board by at least three weeks prior to the date to conduct the annual elections. The election shall be by secret ballot for all members of the I-Club present at the time, and members who are unable to be present for the elections may cast their votes by mail in the ballot. The elections shall be conducted in accordance with the provisions pertaining to Robert's Rule of Order.

**Section 3. Filling Vacancies.** In the event that a vacancy occurs in an elective office of the I-Club, the vacancy shall be filled by a majority vote of the members at the following meeting, and approved by two-thirds of the Executive Board.

**Section 4. Form.** All elected officers of the I-Club shall be sworn in immediately by the previous President, and take the officers thereafter.