

Constitution for The International Culture Club (ICC)

Preamble

We, the students at the University of Delaware, do hereby form the organization known as the International Culture Club (ICC) to bring together University of Delaware students with English Language Institute students for conversation and cultural exchange.

Articles

I. Name of the group:

The organization shall be known as the International Culture Club (ICC).

II. Object of the organization:

The goals and objectives of the ICC is to introduce University of Delaware students to different cultures and to help them with language skills according to their studies and interests. It is also a way to help international students from the English Language Institute who wish to get to know and converse with students from the University of Delaware. The University community will benefit from the ICC by unifying cultures and bringing people together. This club will also continue to bring diversity to the University of Delaware campus.

III. Affiliation with any other group:

The ICC will be affiliated with the English Language Institute (ELI) and will receive partial funding for their students.

IV. Qualification/Criteria for selecting membership:

The ICC has some qualifications and criteria for selecting membership. First, all members must be full-time matriculated undergraduate students at the University of Delaware. There will be no GPA restriction to be a member and there will be no restriction on the size of the group. All members must attend at least 5 meetings per semester. If they are not able to come to a meeting, they must e-mail an officer. Members are also required to attend or assist with at least 4 activities organized by the group.

V. Non-Discrimination Clause:

The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least four full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.

VI. Duties and privileges of membership

Members are required to attend 5 meetings and 4 activities per semester. If they cannot attend a meeting, they are required to tell an officer before the meeting in order to get credit for the meeting. There will be a democratic vote held at the end of the academic school year to decide who the next officers will be. All members of the ICC can vote in the election for new officers. There will be no dues for members.

VII. List other types of non-voting or representing membership:

Students from the ELI will be invited and encouraged to come to all meetings. ELI students will have an influence during decision making of the ICC. ELI students will not count towards the group membership and they will not be allowed to vote or hold any officer positions. Also, part-time students and graduate students are allowed to be part of the ICC, however, they will not be allowed to vote or hold any officer positions. They will be allowed to have an influence during decision making and their opinions will be valued.

VIII. Absence Policies:

If a University of Delaware student misses more than 5 meetings per semester, they will not be allowed to vote in the next election nor hold an officer position for a semester. If there are not 5 meetings during the semester, then the members of the ICC are required to attend all meetings.

IX. Policies and Procedures for Disciplining/Removing members:

Some circumstances that would require removing a member from the ICC would be if a University of Delaware student's never comes to meeting, events, or activities. Students voting privileges will be revoked and they will not be allowed to run for any officer position if they are disrespectful and use inappropriate behavior in meetings and with other students. In extreme cases, their membership will be revoked from the club, and/or reported to the University.

X. Qualifications for Officers:

All officers must be in good standing both at the University of Delaware and in the ICC. They must be very involved and active in the club, including activities and meetings. Second semester seniors will not be allowed to run for office. Any potential officer must be able to complete a full academic calendar year in office.

XI. Officers:

President

The ICC shall have a President with the duties of calling and running meetings and handling day-to-day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization (*including Start-of-the-Year, Mid-Year and End-of-the-Year packets*). The President will receive all information from the Activities and Programs Office from an undisclosed email

database. The president will help to appoint all standing and special committees. The President is required to hold an officer position for a minimum of one year prior to running for President. The President has to be a member in good standing both with the ICC and with the University of Delaware. The President also has the final say should there be a problem with voting. They will also be in contact with the ELI about all meetings and events.

Vice-President

The Vice-President shall work closely with the President to fulfill the duties as described above. The Vice-President will also serve the role of President if the President is absent, unable to serve the duties, or if the President resigns. The Vice-President should also be responsible for checking the organizations mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions. The Vice-President will also be in charge of taking attendance at every meeting. They will also be in contact with the ELI for all events and meetings.

Treasurer

The Treasurer shall be responsible for all group expenditures and revenues. The Treasurer shall write all checks and have all checks signed by the Activities and Programs staff for the purpose of the organization. The treasurer will also maintain all group ledgers. The treasurer should also be responsible for requesting funds from the allocation board. They will be in contact with the ELI for funding for their students.

Secretary

The Secretary shall be in charge of keeping minutes and taking notes at meetings. They will be responsible for making room, bus, or other reservations as needed for meetings, events, and activities and assist with e-mails, including sending mass e-mails to all members about meetings and events.

Public Relations Chair

The Public Relations Chair shall be responsible for promotion of the group and their events. This would include making posters, flyers, and brochures, updating the web page information, entering information on to the University Events web page, submitting press releases to the appropriate media, and ensuring the group is represented at events designed to help promote the organization and build membership. They will take pictures during all events and they will be in charge of the Facebook page.

XII. Election of Officers:

Elections will be held at the end of the spring semester. All members, including officers are allowed to vote in the election via a secret ballot. The officers will tally up the votes and present the new officers to the members of the ICC. If an officer is running for a position again, they will not be allowed to be present during the tallying of votes. Members are allowed to nominate themselves, any other members, or current officers for positions. Training of

new officers will occur towards the end of the spring semester. Officers will take their new positions at the beginning of the new academic year.

Section 1: Procedure for Disciplining/Removal of Officers

Officers will be disciplined or removed if they do not attend all meeting, (unless there is an emergency), and if they are not doing their job correctly. In the case of removal of an officer, the next officer down will take over (The Vice-President will take over for the President, the Treasurer will take over for the Vice-President, and the Public Relations Chair will take over for the Treasurer). Depending on the time of year, re-elections will occur.

Section 2: Resignations

If an officer is planning on resigning, they have to give enough notice and help train the new officer who is taking their place. They have to make sure their replacement is fully qualified and has all the necessary material to succeed in the position.

Section 3: Officer Transition

Elections should be held at least 3 weeks prior to the last day of classes in order to allow time for training of the new officers. The officer who holds that position will train the person who is taking over.

XIII. Meetings:

There will be a minimum of 1 general meeting per month. There will be 2 meetings in the last month of each semester. In total, there will be *at least* 5 meetings per semester. The members will be notified by e-mails and electronic messages at least a week before the meeting. They will also be reminded a few days before the meeting. All officers will meet at least twice a month to discuss events and issues with the ICC. The President will also meet with the advisor of the ICC one time each month, with the other officers if they so choose.

XIV. Dues:

There will be no dues for the ICC members.

XV. Procedures for decision making:

There will be a democratic vote for all decisions made within the ICC.

XVI. Selection of Advisor:

The advisor must be a full time professional faculty or staff person, no part time/salaried staff or graduate students may serve as advisor. Please note that the student organization has the right to change their advisor at any time. The purpose of the advisor is to have another professional assist with guidance of the organization, developing leadership skills, and ideally should be familiar and agree with the objectives of your organization. The advisor of the ICC should be involved with international students of Languages, International Relations/Business Departments, the ELI, or the Linguistics Department. However, the advisor does not have to be from one of these departments. The duties of the advisor will be to foresee the executive board

meetings and attend some meetings. They will help train officers, give guidance to the ICC, support the officers, and advise on precedent. The advisor will assist should any problems arise.

XVII. Disbursal of organizational assets should the group become defunct:

The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.

XVIII. Define a quorum:

The minimum number of members who have to be present at a meeting in order for business to be conducted and decisions to be made has to be between 30% and 50% of the total membership. It is a protection against the possibility that a small number of individuals within an organization might get together and make and act upon decisions without proper representation of its members. This should be stated for executive meetings as well as general meetings.

XIX. Rules for Ratifying the Constitution:

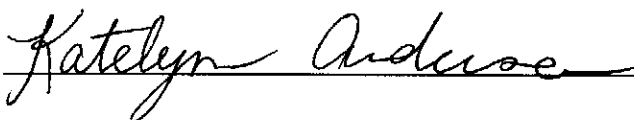
Approval of changes to the constitution requires a simple majority vote from both the executive board and all members of the ICC, as well as the approval by the Activities and Programs Office.

XX. Rules for Amending the Constitution:

Adding articles/sections to the constitution requires a simple majority vote from both the executive board and all members of the ICC.

Signatures:

President: 

Vice President: 

Activities & Programs Staff: _____

Date: _____