

CONSTITUTION
INTERNATIONAL CULTURES AND LANGUAGES ASSOCIATION

On this, the 29th of April, two thousand and eight,

We, for the purpose of organizing and maintaining an organization to meet the needs of students to develop international awareness and to meet with other students having the same desires, Do ordain and establish this constitution for the Murray State University International Cultures and Languages Association.

I. Name, mission, membership, goals and activities

- A. The official name of the established organization shall be the International Cultures and Languages Association. It shall hereafter be referred to as ICALA.**
- B. Mission: To inform students and community about international languages and cultures in order to foster cultural sensitivity within a social environment accessible to all.
- C. Members of ICALA shall be undergraduate or graduate students of Murray State University.**
- D. Goals
 - 1. To expand our reach and have a greater impact on our campus and community through events, meetings and activities.
 - 2. To integrate international students into Murray State University social life.
- E. Activities
 - 1. Current activities
 - a. Tent City
 - b. Oktoberfest
 - c. Christmas gift exchange
 - d. Cherry Blossom Festival
 - e. Cinco de Mayo
 - f. Mardi Gras
 - 2. Future activities
 - a. St. Patrick's Day
 - b. Chinese New Year
 - c. Day of the Dead
 - 3. Social mixer with international students
 - 4. English tutoring/conversation
 - 5. Speakers (professors, international students) spotlight on community
 - 6. Raise funds to benefit the program and encourage student involvement in ICALA activities

II. Budget and meeting structure

- A. ICALA shall derive its monies from those obtained through dues and those generated by the organization's activities.**
- B. Implement informal parliamentary procedure
- C. Meetings should follow the general structure:
 - 1. Officer reports
 - 2. Old Business

3. New Business
4. Announcements

III. Amendment procedures

- A. **ICALA shall amend this constitution as it deems necessary**
- B. **This constitution must be reviewed by officers at the beginning of every academic year.**
- C. **Motions to amend the constitution shall be tabled for at least one meeting other than the meeting in which they are made.**
- D. **Passage of a constitutional amendment shall require a general majority of the organization members in attendance, provided that number meets or exceeds ten members.**
- E. **This constitution shall become active upon its approval by a general majority of the member in attendance, provided that number meets or exceeds ten members.**

IV. Election procedures

- A. Officers must ensure their availability for meetings and events throughout the school year, unless no one is available to perform the office.
- B. **Officers must be able to attend at least 75% meetings during the year**
- C. If available, officers must have been involved in ICALA for at least one semester.
- D. Officer elections are to be held in the fall semester in September or October.
- E. Each candidate must be nominated or self-nominated and give a brief speech to the members outlining his/her qualifications for the office. **If the candidate is not able to attend the election meeting, nominations and speeches may be read by proxy.**
- F. If available, offices of the President, Vice-President and Treasurer should be at least junior status.
- G. If available, the office of the President shall be filled by a candidate having held office or headed a committee previously in ICALA.
- H. The candidates will leave the room while voting takes place and ballots are counted.
- I. **Officers shall be elected by a general majority of the members present.**
- J. **Offices shall be elected in the order of President, Vice-President, Treasurer, Secretary, Public Relations.**
- K. **Those candidates who unsuccessfully run for a higher office immediately become eligible for any other office, provided they meet the requirements for that office.**
- L. **Newly elected officers shall take their positions and conduct the final meeting of the semester.**

V. Officer and Faculty Advisor responsibilities

- A. Faculty Advisor
 1. Goal: to ensure that meetings and activities of ICALA meet its vision
 2. Responsibilities
 - a. To assist the officers in the planning and carrying out of meetings and activities

- b. To be a liaison between the students and faculty
- B. President
 - 1. Goal: To set the vision for and oversee the activities of ICALA
 - 2. Responsibilities
 - a. Set and maintain the vision for ICALA
 - b. Oversee all ICALA's activities
 - c. Work closely with the faculty, assisting when needed, and keep them informed about ICALA's activities
 - d. Chair ICALA's meetings
 - e. Stay in contact with club officers and chair monthly (or as needed) officer meetings
 - f. Appoint committee chairs and members for various activities
- C. Vice-President
 - 1. Goal: To oversee various activities and support the officers
 - 2. Responsibilities
 - a. Assist the President in his/her role
 - b. Function as the President in the event of his/her absence
 - c. Head committees as needed
 - d. Keep attendance records at meetings and events
 - e. Inventory materials after each event
 - f. **With the treasurer, prepare a report following each event to be presented at the next member meeting**
- D. Secretary
 - 1. Goal: To record and maintain records of the visions, goals, and activities of ICALA
 - 2. Responsibilities
 - a. Take minutes of ICALA's club meetings and officer's meetings
 - b. Distribute the minutes **electronically within five days of the meeting**
 - c. Maintain the records of the meetings and activities in two binders: one for the faculty advisor and one for the office, and electronically
 - d. Take care of any correspondence for ICALA in coordination with the Public Relations/Historian(s)
- E. Treasurer
 - 1. Goal: To oversee the finances of ICALA and provide financial recommendations regarding club business
 - 2. Responsibilities
 - a. Make all necessary deposits and payments and properly record them
 - b. Reconcile the monthly bank statement
 - c. Prepare monthly financial statements to be provided to ICALA and the faculty **advisor** including summaries of income from different sources
 - d. **Assist the Vice-President in creating a post-event summary (financial)**
 - e. Create an annual financial summary of events
 - f. Provide other financial information and/or recommendations to ICALA to ensure its financial health
 - g. Ensure that \$800 remains in the account to begin the following school year (to cover expenses for Tent City)

- h. Work with the bank and transfer signature cards to the new treasurer and faculty advisor by the end of the school year
- F. Public Relations/Historian (this role may be held by two persons and assisted by a committee)
 - 1. Goal: To prepare and distribute publicity materials of meetings and activities of ICALA and maintain media-related records of activities
 - 2. Responsibilities
 - a. Prepare and distribute publicity materials of meetings and activities of ICALA in a timely manner in several forms (RacerNet, newspapers, flyers, FaceBook, listserv, email, Blackboard, etc.)
 - b. Maintain media-related records of activities (website, Blackboard, Facebook, etc)
 - c. Design T-shirts, posters, flyers, bulletin boards and other publicity materials

VI. Procedures for removal of an officer

- A. Officers may be removed from office for:
 - 1. negligence in official duties
 - 2. excessive absenteeism
 - 3. violation of existing federal, state, or University statutes, or regulations which are detrimental to the organization
- B. In the event of any of these circumstances or an officer being unable to perform his/her responsibilities, a motion may be made by any club member or the faculty advisor for the removal of the officer in question, and the officer shall be notified of the motion within 24 hours. The motion shall be tabled for at least one meeting including that at which it was called. After the appropriate time, a majority vote shall remove the officer, provided members in attendance number at least ten. The faculty advisor also reserves the right to remove an officer as he/she deems necessary.
- C. After the removal of an officer, applications for the office should be solicited. The faculty advisor and other officers will interview the candidates and appoint a replacement.

VII. Notes for future additions and amendments to the Constitution

- 1. Set a calendar of events and coordinate with the International Student Organization
- 2. Assign officer to keep inventory and organization of supply cabinet and box in Modern Languages Lab and department office (Vice-President? Secretary?)
- 3. (Secretary): Keep folders of flyers and notes for each event
- 4. Centralize information on Blackboard, assign access to editing in Blackboard and in FaceBook

Adopted April 2008