

# International Friendship Club

## University of Dubuque

*Constitution and By-Laws*

### **PREFACE**

The International Friendship Club of the University of Dubuque is an organization whose aim is to:

1. Understand, support, and appreciate all religions and beliefs.
2. Expose students to different cultures of the world, develop international friendships, and promote unity of different international views and ideas.
3. Actively engage in fundraising for local charities and organizations.

### **ARTICLE I. COMPOSITION OF ORGANIZATION**

The International Friendship Club shall be composed of a General Body through membership in the organization. The Executive Board is elected by the General Body. If needed, various committees shall be appointed to facilitate the successful completion of the goal at hand.

### **ARTICLE II. EXECUTIVE BOARD**

The officers of the International Friendship Club shall be as follows: President, Vice-President, Secretary, and Treasurer.

#### **SECTION A. DUTIES OF EXECUTIVE BOARD**

1. *President*
  - a. Serve as facilitator of all meetings of the General Body.
  - b. Appoint various committees as needed to carry out the function(s) of the International Friendship Club.
  - c. Serve as the official representative of the International Friendship Club to the administration and faculty of the University of Dubuque, other organizations on campus, and in the greater Dubuque community.
  - d. Represents and serves as ambassador of the International Friendship Club to the Student Government Association in accordance with club initiatives and objectives.
2. *Vice President*
  - a. Serve as facilitator of the Executive Board on its regular and called sessions.
  - b. Serve as facilitator at general meetings of the International Friendship Club in the absence of the president.
  - c. Serve on various committees as deemed necessary by the Executive Board.

### 3. *Secretary*

- a. Records the minutes of all regular and called meeting of the General Body and the Executive Board.
- b. Maintain an accurate membership roster of all International Friendship Club Members that include: name, email, campus residence/home address, and phone number(s).
- c. Make agendas for general meetings.

### 4. *Treasurer*

- a. Maintains a bank account for all funds handled belonging to the International Friendship Club.
- b. Keeps an accurate record of all funds received and withdrawn and reports relevant information when necessary.
- c. Relays financial information in a transparent manner.

## **SECTION B. ELECTION AND TERMS OF OFFICE**

1. All officers shall be elected by the membership of the International Friendship Club at a meeting during the spring semester for a one-year term of office, beginning on the first day of classes the preceding fall semester.
2. An officer shall serve as many terms as he or she is elected to.
3. The incumbent Executive Board shall arrange for and set the date of each annual election. A minimum of two (2) weeks notice shall be given to the General Body.
4. Any member of the International Friendship Club shall be eligible for office provided he/she is a full-time student at the University of Dubuque at the time of election, has a cumulative grade point average of 3.0 or higher, and was a UD student the previous semester.

## **SECTION C. RESPONSIBILITIES**

1. The Executive Board shall set the agenda for all general meetings of the International Friendship Club.
2. Establishes procedures for the annual election of the Executive Board.
3. Consider any and all matters of concern as referred to the Board by the President, Standing Committee, or General Body, and pass recommendations or resolutions back to the General Body.
4. Prepares a financial budget for all activities during the academic year. Said material shall be submitted to SGA of the University of Dubuque every academic year.

## **ARTICLE IV. STANDING COMMITTEES**

Committees will be appointed and appropriately named as needed by the president.

## **ARTICLE V. REPLACEMENT OF EXECUTIVE BOARD AND MEMBERS**

### **SECTION A. EXECUTIVE BOARD**

Any office of the International Friendship Club, which is vacated by impeachment, resignation, death, or abandonment, shall be filled by appointment of the President, whose selection shall be subject to the approval by 50% of the Executive Board. In the event of a vacancy in the office of the President, the Vice President shall assume the office of President, and the Secretary shall act as interim Vice President of the Executive Board until such time as a new Vice President is approved.

### **SECTION B. IMPEACHMENT**

Any officer or member whose behavior and actions are considered to be inconsistent with the mission of the International Friendship Club or University of Dubuque shall be subject to impeachment or removal from the organization upon recommendation of the Executive Board.

## **ARTICLE VI. FACULTY/STAFF ADVISOR**

The faculty/staff Advisor shall be a full-time faculty or staff member of the University of Dubuque or Alumni of the University of Dubuque.

The members of the Executive Board shall nominate the Faculty/Staff Advisor.

His/Her duties shall be to advise the Executive Board and the General Body of the administrative policies, procedures, and protocol, of the University of Dubuque as they pertain to the International Friendship Club.

## **ARTICLE VII. AMENDMENTS**

Amendments to this constitution may be made at any meeting of the International Friendship Club upon written proposal. Proposals shall be signed by not less than ten members and publicity posted in the meeting at which active members will vote upon the amendments in question.

A three-fourths (3/4) majority of the votes cast at the meeting will be required for the passage of any amendment to this constitution.

Amendments shall become effective upon the closing of the meeting in which they were introduced.

*Updated: May 2012*