Society of International Studies

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*Society of International Studies*

*Constitutional articles are outlines below, and apply to the organizational needs until further amendments or ratification of new constitutional principles. The articles apply to the University of Kentucky’s chapter and it shall be adhered to in conjunction with University of Kentucky Club Policies listed on GetInvoledUK.*

ARTICLE I: Name

The name of this organization shall be the Society of International Studies, until a majority consensus by the community decides upon amendments.

ARTICLE II: Purpose

1. SIS is a student organization dedicated to enriching the experiences of International Studies (IS) majors here at UK through: guest speakers, forum discussions, fun and exciting outings, job and internship opportunities, information on study abroad, and networking opportunities in the community and the university.
2. Encourage and provide networking for which members may use to become acquainted with international students, international community members, and community members who work with international issues.
3. Perform community service events that strengthen our ties with the local area while increasing an appreciation for the emerging global community.

ARTICLE III: SEPARATION OF POWERS

Organizational powers shall be divided by the general membership, the Executive council consisting of the President, Vice President, Treasurer & Secretary, and various committees delegated to specific events and tasks within the organizational structure. Additional officers shall be added upon development of the organization, based on the needs.

ARTICLE IV: Membership

1. Persons of good academic standing (GPA 2.0) and excellent character shall be eligible for membership Society of International Studies
2. Membership in the Society of International Studies will be open to qualified undergraduate students of the University of Kentucky who enlist under an major or minor in International Studies.
3. The Society of International Studies shall not discriminate on the basis of race, color, religion, national origin, political affiliation, ethnicity, gender, sexual orientation, age, veteran or disabled status in admission to, access to, treatment of, or employment in its programs and activities in accordance to the University of Kentucky non-discriminatory policy.
4. Voting shall be open to all members who have met and maintained active membership requirements.
5. For an active member to remain in good standing in the Society of International Studies each semester, he/she must fulfill certain obligations to the organization including regularly attending meetings, volunteering or participating in events such as forums and actively aiding in the formation of university wide events representing the organization. Basic criteria are outlined in more detail below.

Baseline Criteria for Membership:

1. Pay organizational dues by the second, and absolutely by the third regularly scheduled organization meeting of each semester.
2. All Members must attend at least 50% of the organizations meetings and 75% of their Committee Meetings and required Executive Board meetings per semester.
3. All Members are to attend at least two events each semester.

Failure to do so for two consecutive semesters is grounds for expulsion or inactive status by a formal vote of the active Members of the organization. Request for inactive membership is based on the following guidelines:

1. A Member may request a status of inactivity for the semester, quarter, or year.
2. The Member must enter the request in writing to the Executive Board by the third regularly scheduled chapter meeting for reasons such as illness, excessive academic schedule, collegiate sports, family emergency, employment, study abroad, school-related semesters, quarters, or year away from the university, or other situations deemed appropriate reasons for inactivity.
3. The granting of inactivity by the Executive Board shall waive the Member’s requirements as outlines in Article III, Section 4. If granted inactivity, the Member is not required to pay active dues, and relinquishes the right to vote on all organizational issues.
4. A Member will not be permitted to remain inactive for two (2) consecutive years.

ARTICLE V: Meetings

1. The organization shall hold general meetings and executive meetings on alternating weeks at a time and place to be determined by the organization. The President at the last meeting of the present semester shall call the date of the first scheduled meeting of the following semester. Members will be required to attend general meetings unless otherwise specified.
2. Regular meetings shall be scheduled based on an online poll taken by organizational group members. The meeting times and dates are first developed based on officer availability, and further online polling is conducted. Dates chosen are those voted by the majority.

ARTICLE VI: Organization Advisor(s)

To advise and counsel the organization and the Members, the advisor must be a full-time faculty or staff Member of University of Kentucky. The organization advisor(s) shall serve the best interests of the Society of International Studies, and its Members and reasonably attempt to ensure that all business conducted by the Society of International Studies meets University of Kentucky policies.

ARTICLE VII: Officers

1. All officers shall possess at least the minimum requirements of an Active Member.
2. Candidates for president must have at least on (1) full year of Active membership. Other officer positions are based on elections held during the last meeting of the year.
3. Officers may retain their positions for no longer than two consecutive years.

Election of Officers

1. A simple majority of the Active Members present at a regular meeting shall be required to elect the officers. Meeting must hold 50% of active membership for proper selection.
2. Election of officers shall be held at a regularly scheduled meeting with nominations having been taken from the floor at the previous organizational meeting. If any office fails to garner a nomination of an Active Member, then nominations for that office may be taken at the regularly scheduled meeting in which elections are being held.
3. Each officer position requires at least two nominations and an accompanying presentation of qualified characteristics.
4. Officers shall be elected no later than mid-March for the following fall semester, or mid-November for the following spring and thus commence training.
5. The term of office shall be one year, from the last meeting of the spring semester to the last meeting of the following spring semester, unless designated in advance.
6. Additional officers may be elected at the discretion of the organization.

The officers of the Society of International Society are the president, vice president, secretary & treasurer. These Members comprise the Executive Board. The duties of each officer are as follows:

A. President

* Be the official representative of the Society of International Studies
* Preside at all meetings of the Society of International Studies
* Maintain regular contact with the IS advisor & director.
* Prepare a written agenda for all Executive Board meetings; general meetings agendas may be prepared collectively by the Executive Board, in event that this does not occur, the President is held responsible for writing said agenda.
* Pre-approve all Director/Executive agendas
* Facilitate Executive Board meetings
* Be aware of all money matters
* Assist all executive officers
* Have full authority to act in the name of the SIS in emergency situations
* Serve as a spokesperson for the executive board and organization
* Communicate and propose one main event for the year, ideally a renowned guest speaker.
* Oversee and approve all formal and final proposals to be approved by the board
* Be open to all opinions and input
* Organize executive board retreats
* Binder of networking opportunities, including but not limited to contact information, internships and scholarships, volunteer and job opportunities, and research opportunities.

B. Vice-President

* Assist the President
* Preside at organizational meetings in the absence of the President
* Be prepared and willing to accept the Presidency
* Serve as Parliamentarian in his/her absence
* Direct constitutional updating and revision in conjunction with the Parliamentarian
* Facilitate elections.
* Maintain the SIS website/face book in conjunction with any Promotions officers elected (if applicable)
* Initiate and maintain contact with organizations and peoples of interest for collaboration of events/outings, if necessary this may be done through a committee of special topics reporters.
* Direct and oversee all committees and ambassadors
* Perform other duties as directed by the President

C. Secretary

* Maintain a list of all members’ information
* Record and maintain minutes of all organization and executive board meetings
* Send minutes to all appropriate members and institutional staff
* Maintain attendance (roll call) at all meetings
* Maintain a calendar of events in conjunction with Promotions Officer (if applicable)
* Reserve meeting rooms for the term and year
* Perform other duties as assigned by the President

D. Treasurer

* Receive and disburse funds as authorized by the executive board and general membership
* Present a monthly financial report at each general and executive board meeting of all receipts and disbursements
* Present a weekly financial status at meetings
* Coordinate and submit all requests for funding from the university
* Prepare the organizational budget
* Maintain a financial history of the organization
* Inform the Executive Board of all financial matters
* Coordinate finances for all organization expenditures, activities, and events
* Maintain an inventory of all supplies and equipment and its condition
* Advise and assist in the coordination of fundraisers and other forms of income
* Be willing and able to be the go-to for funds allocations and approvals and prepared to say no if proper budget breakdowns are not with the proposals, or funds are not available
* Ensure that committees and Members use funds appropriately
* Perform other duties as directed by the President

Other Positions:

E. Parliamentarian

* Direct constitutional updating and revision in conjunction with the Vice President
* Facilitate elections in conjunction with the Vice President
* Perform other duties as directed by the President

F. Promotions Officer

* Advertise all events, including meetings, with UK publications, venues, e-mails and beyond
* Maintain a calendar of events in conjunction with the Secretary
* Maintain Network of Global Scholars website in conjunction with the Vice President
* Advise on public relations
* Binder of networking opportunities, including but not limited to contact information, internships and scholarships, volunteer and job opportunities, and research opportunities.
* Initiate and maintain contact with organizations and peoples of interest for collaboration of events/outings, if necessary this may be done through a committee of special topics reporters.
* Perform other duties as directed by the President

ARTICLE VIII: Committees

1. Committees shall be formed when deemed required by the Executive Board.
2. All committees shall be overseen and directed by the Vice-President.
3. Committees shall be responsible for electing a chairperson.
4. The Chair of each committee shall report directly to the Vice-President.
5. The Chair shall be responsible for giving committee reports at each organizational meeting and providing meeting minutes to the Network of Global Scholars Secretary for distribution to all members and archival purposes.
6. An itemized budget must be presented to the Treasurer for any event proposed by the committee.
7. The Chair will work directly with the Treasurer to accommodate additional budget needs throughout the semester. The Chair shall submit an events schedule to the Vice President one month prior to a scheduled event. The Chair must contact the Vice-President if special circumstances apply. If approved by the Vice-President an event may be submit no later than two weeks prior to a scheduled event. The Chair must ensure that the approved schedule is submitted to the Executive Board.

* Each Chair will serve a term of one semester or one year. Upon resignation as Chair or withdrawal form an “Active” status within the organization, a new Chair will be elected by the committee to serve the remainder of the term.

All committees shall be formed and dissolved at the discretion of the Executive Board.

ARTICLE IX: Finances

1. The SIS shall levy additional organizational Semester Dues, in accordance with the organizations needs. Each Member shall pay organizations Dues, as determined by the SIS, to the Treasurer by the third regularly scheduled meeting without incurring a late fine of $5. Late dues will not be accepted after the third regular meeting unless special arrangements are made with the Treasurer. Any Active Member in the semester immediately preceding the present one shall be considered an Active Member until the start of the third regularly scheduled meeting. At this time, the Member shall be considered an Active Member until organizational Dues are paid in full or special arrangements have been made with the organizations Treasurer.
2. Dues for an Active Member shall be $5.00 per semester. Dues for Inactive Members shall be $0.00. All dues are non-refundable.
3. A minimum balance of twenty five dollars ($25.00) or what is required by the financial institution at which SIS accounts are held shall be established for the treasury. This is to ensure that a viable fund shall be on hand at all times to provide for any emergency allocations which may occur.
4. The SIS’s treasurer shall propose a budget by the second regularly scheduled meeting of each semester, and the budget shall be approved no later than the third regularly scheduled meeting of each semester.
5. In the event the SIS are fined by the University of Kentucky or any other entity because of a Member’s incompetence that Member will pay the fine levied on the SIS. If, according to the Executive Board, a Member causes the SIS to waste funds, then that Member will reimburse the organization for the wasted funds.
6. The Treasurer has the authority to grant expenditures of $50.00 or less as he or she deems appropriate and necessary. If the amount requested exceeds $50.00 and it is not appropriated to an individual or committee in the fiscal budget, then it takes a simple majority vote by the executive board to approve the expenditure.
7. Any member who wishes to be reimbursed by the organization for an expenditure equal to or exceeding $50.00, must first present a proposal for that expenditure to the organization for approval. This proposal can be in the form of either an itemized committee budget or as an independent item on a case-by-case basis. This proposal must explicitly state what the monies will be used for in a manner that is unambiguous and specific. The monies allocated by the organization into committee budgets are also subject to this restriction. The organization must then vote on the proposal. To pass, the expenditure must pass by a simple majority of the members present at the meeting. If a proposal is voted down it may be amended and re-presented. The organization will not reimburse any expenditure of $50.00 or more without prior explicit approval via this stated mechanism.
8. Any member who wished to be reimbursed by the organization for any expenditure must obtain an approval signature from the treasurer and president.

ARTICLE X: Alcohol Policy

1. The use of alcohol in the Society of International Studies will be governed by all university, local and state laws and policies.
2. The use of alcohol is discouraged, but not prohibited, at official Society of International Studies’ sponsored events. Alcohol will be prohibited at any membership drive. A membership drive event is interpreted as any event that is organized for recruiting new members.

A. An official Society of International Studies Event is one that is:

1. Announced at any meeting, while the meeting is in session.
2. Announced through the organizations’ communications such as written materials, agendas, or the listserv.
3. Funded by the Society of International Studies’ money.

B. An unofficial event is either a spontaneous gathering of members, or planned and

implemented by an individual and does not meet any of the criteria of an official event. In this case, the individual assumes complete responsibility.

1. The Society of International Studies will adhere to a zero tolerance policy with regard to alcohol violations. If such violations occur, disciplinary action will be taken as deemed necessary by the Judicial Board.
2. Each Active Member is responsible for complete adherence to and enforcement of the above policies.

ARTICLE XI: Disciplinary Actions of the Organization

1. Society of International Studies shall abide by all federal, state, county and municipal laws and shall adhere to all University of Kentucky policies regarding student organizations.
2. An Active Member may be placed on probation by a two thirds (2/3) vote of the Judicial Board for any violations under Article IV Section 4, of the Society of International Studies Constitution.
3. An Active or Inactive Member may be disciplined, including but not limited to being suspended or expelled for non-payment of dues and fees or for conduct unbecoming a Member of the Society of International Studies by a two-thirds (2/3) vote of the Active Members of the Society of International Studies.
4. The Executive Board shall notify the accused Member if there is to be a hearing to impeach, suspend or expel a Member of the Network of Global Scholars. The notice shall advise the accused Member of the time and place that the Network of Global Scholars will hear the case.
5. Discipline Hearing Procedures
   1. Organization officers and committee chairs may be removed by impeachment for failure to perform their respective duties. All Members shall be suspended or expelled based upon the severity of the offense as determined by the Judicial Board.
   2. A motion calling for impeachment, probation, or expulsion shall be accepted from an Active Member. This motion must be accepted by a two thirds (2/3) vote of the Active Members present with quorum before any action can be taken. Any motions that pass for a member’s impeachment or probation will then be given to the Judicial Board for a ruling. Any motion that passes for a member’s expulsion will then be decided at the next regular meeting. A two-thirds (2/3) vote of the active membership is needed to expel a member.
   3. A Judicial Board shall meet at least twice a semester, at the beginning for dues expulsions and at the end to determine Baseline Criteria. They may also be called at any time during the course of the semester as needed.
   4. When a hearing becomes necessary, all members involved, Judicial-Board members, witnesses, and/or defendants, must be given no less than one-week notice of the time and location of the hearing.
   5. The Judicial Board shall have three (3) members:
      1. The Parliamentarian shall sit on the Board. The Vice President shall serve as an alternate in the event that the Parliamentarian cannot sit on the board
      2. Two (2) Active Members, elected at the beginning of each semester, shall complete the Judicial Board. A third Active Member shall be an alternate in the event that one of the three Active Members cannot sit on the Board.
   6. In order for the Judicial Board to reach an objective decision, equal time will be given to present positions in relation to the case. In the event that the accused or the accuser is a sitting members of the Judicial Board, that person shall step down and an alternate shall take his or her place for the duration of the case.
   7. It shall take a two-thirds (2/3) vote of the Judicial Board to impeach or place on probation the accused. If the accused is impeached, immediate resignation from the office shall be required.
   8. The Judicial Board shall also be responsible to act as a constitutional committee evaluating the Constitution and Operating Policies to make sure they are in accord with the University of Kentucky policies and up-to-date.

ARTICLE XII: Risk Management

Any action done by a member or several members that result either in direct or indirect harm; bodily, monetary, or otherwise, to a second party is not the responsibility of the organization of the Society of International Studies. The Society of International Studies is not capable of being held liable by the actions of its individual members. The second party can be another member, a non-member, and in sum any person or other organization.

ARTICLE XIII: Amendments

This constitution may be amended at any regular or special organizational meeting by a two-thirds (2/3) vote of the Active Members, or the executive board, provided the amendment was submitted in writing to the entire organization at the previous regular meeting.

ARTICLE XIV: Ratification

These amendments shall become effective upon approval by the Membership of the Society of International Studies.