

CLARION INTERNATIONAL ASSOCIATION CONSTITUTION

Article I: Name

The name of this organization shall be the Clarion International Association. Clarion International Association shall be abbreviated as "CINTA."

Article II: Purpose

The purpose of CINTA is to provide knowledge and to promote a better awareness of the various cultures of the world. CINTA seeks to enhance understanding between Americans and Internationals, and also strives to educate both American students and the local community by presenting educational and cultural performances about the different regions of the world. Cultural and community outreach programs are held throughout the academic year. International students are also educated by taking trips to various historical and cultural sites.

Article III: Membership

Section A: Qualifications for Membership

The membership of CINTA shall be open to all persons: students in good standing, faculty, staff, and non-students (i.e. community members). Students of Clarion University shall be considered regular members. Faculty/staff shall be considered honorary members. Other non-students shall be considered associate members. Anyone interested in joining CINTA may register at any regular meeting, except at an election meeting, or should contact the Clarion International Association Executive Board, 119 Becht Hall, phone: (814) 393-2340.

Section B: Membership Fees

No membership fee is required, unless deemed necessary by the Executive Board at the beginning of each academic year.

Section C: Dismissal

Failure to comply with University Code of Conduct could result in members being dismissed from CINTA. Grounds for dismissal will be determined by the Executive Board and approved by a majority vote.

Article IV: Executive Board

Section A: Officers & Duties

The Executive Board shall consist of a President, Vice-President, Secretary, and Treasurer. The duties of the Executive Board shall be as follows:

President:

1. Preside at all Executive Board, Committee of Regional Representatives, and general/cultural meetings.
2. Designate time and prepare agenda for meetings.
3. Coordinate all programs, activities, and events.
4. Ensure that all Executive Board members fulfill their duties in regard to their positions.
5. Keep members informed of CINTA's ongoing and future activities.
6. Represent CINTA at all occasions where his/her presence may be required or deemed necessary.
7. Announce elected officers for upcoming year at the last meeting of spring semester.
8. Upon designation of Committee of Regional Representatives, contact each member to inform them of assignment.
9. Attend the International Student Orientation Program, whenever possible, to explain the purpose and activities of CINTA.
10. Inform the Vice President or Advisor in the event he/she cannot attend a meeting.
11. Meet regularly with CINTA Advisor.
12. Act as liaison between CINTA and Student Senate.
13. Shall not vote in elections, except in the event of a tie.
14. Perform other duties as assigned.

Vice-President:

1. Assume duties of the President in the absence of the President.
2. Inform all Executive Board members and Committee of Regional Representatives about meetings.
3. Aid the President in coordination of all meetings, programs, activities, and events of CINTA.
4. Obtain necessary equipment for use at meetings.
5. Together with the other Executive Board members, oversee the clean-up after cultural/general meetings.
6. Attend the International Student Orientation Program, in the absence of the President.
7. Inform the President or Advisor in the event he/she cannot attend a meeting.
8. Meet regularly with CINTA Advisor.
9. Perform other duties as assigned.

Secretary:

1. Record minutes of Executive Board and general business meetings.
2. Maintain file of minutes.
3. Ensure that correspondence is sent to members in a timely manner.
4. Maintain a list of current members of CINTA, including Committee of Regional Representatives.
5. Send letters of appreciation, when deemed appropriate.
6. Assist other Executive Board members in coordinating meetings, activities, and events of CINTA.
7. Check mailbox in Office of Campus of Life on a regular basis.
8. Inform the President or Advisor in the event he/she cannot attend a meeting.
9. Meet regularly with CINTA Advisor.
10. Perform other duties as assigned.

Treasurer:

1. Maintain a complete, up-to-date record of all financial transactions, by working with the Executive Board and Advisor in all matters pertaining to the Association budget.
2. With the assistance of the Advisor, coordinate all expenditures and income.
3. Submit check request forms to CSA in a timely manner.
4. Submit a detailed budget to Clarion University Student Senate each year to acquire CSA funding for the following year.
5. Coordinate fundraising activities.
6. Assist other Executive Board members in coordinating programs, meetings, activities, and events of CINTA.
7. Inform the President or Advisor in the event he/she cannot attend a meeting.
8. Meet regularly with CINTA Advisor.
9. Perform other duties as assigned.

Section B: Election Process

The Executive Board officers shall be elected for a period of one year, and shall serve from their election in April until the following April. At that time, elections will be held for the upcoming year. To be eligible to run for office, an individual must be a regular member in good academic standing, and is required to be enrolled at Clarion University during the entire period of time for which he/she is seeking election. Nomination forms are required to be submitted to the Executive Board at least three days prior to the election. Voting will be conducted by secret ballot at a meeting time designated by the Executive Board. The election of officers shall be determined by a majority vote of members present and voting. A majority vote shall be defined as one-half plus one of the members present, unless otherwise stated. In the event of a tie, the President shall cast the deciding vote. Two Executive Board members and the Advisor shall be present to oversee the election process and counting of votes.

Section C: Vacancies

The following process will be followed in the event of vacancies within the Executive Board: if the office of President is vacated, the Vice President shall become President; if any of the offices of Vice President, Secretary, or Treasurer are vacated, a replacement shall be elected by the election procedure established.

Section D: Dismissal

Grounds for dismissal of Executive Board members include excessive absences from meetings, and/or failure to fulfill responsibilities, as determined by other members of the Executive Board and Advisor. A majority vote by the Executive Board, with the exception of the member in question, is required for final dismissal.

Article V: Committee of Regional Representatives

The Committee of Regional Representatives shall be selected to assist the Executive Board with programs, events, and activities. This Committee shall consist of at least one member from the various regions of the world: Africa, East Asia, South Asia, Europe, The Americas & Caribbean, and Middle East.

Section A: Duties

1. Work closely with Executive Board to plan and coordinate each specific region's program details for annual Culture Night.
2. Attend regular culture night planning meetings, and other meetings as requested.
3. Act as liaison between Executive Board and members of specific region to convey information about activities and events.
4. Provide assistance with all aspects of cultural programs.
5. Perform other duties as assigned.

Section B: Selection Process

Selection of Regional Representatives shall be on a voluntary basis. If there are no volunteers, selection will be made by the Executive Board.

Section C: Vacancies

In the event of a vacancy within the Committee of Regional Representatives, the Executive Board shall appoint a replacement.

Article VI: Advisor

Section A: Duties

The Advisor to CINTA serves as an ex-officio member of the Executive Board, and has no voting power. He/she is required to attend meetings on a regular basis, and act as a resource for CINTA, providing insight and perspective toward the function of CINTA. The role of the Advisor is to assist the Executive Board and Committee of Regional Representatives, and to make recommendations that will benefit the membership as a whole.

Section B: Selection Process

The Advisor will be selected by the Office of International Programs staff, subject to approval of majority vote of CINTA membership.

Article VII: Meetings

Section A: Frequency

A minimum of three general meetings/events will be held each semester. Additional meetings may be held as deemed necessary by the Executive Board. The Executive Board shall meet on a weekly basis at a regularly scheduled time during the academic year; the Committee of Regional Representatives will meet on a regular basis during the planning period prior to the annual Culture Night, and at other times, as deemed necessary.

Section B: Procedure

The Executive Board shall establish an informal process of conducting general business meetings to be used by CINTA. All voting issues will be determined by a majority vote.

Section C: Notification

The membership shall receive notification of all meetings via e-mail and correspondence sent through the Postal Service.

Article VIII: Finances and Funding

Section A: Dues

The amount of dues owed by members will be determined by the Executive Board at the beginning of each academic year.

Section B: Student Senate Funding

A detailed budget request will be submitted to Student Senate annually, to acquire adequate funding for the upcoming year's activities and events. In addition, supplemental requests for funds will be submitted as needs arise. The Treasurer is responsible for developing each budget proposal to be submitted to Student Senate.

Section C: Fundraising

Fundraising programs will be organized by CINTA to supplement the allocation provided by Student Senate for activities and events, and also to benefit charitable causes. Fundraising activities will be coordinated by the Treasurer, with assistance from the other members of the Executive Board.

Article IX: Amending, Suspending, and Accepting

Amendments to the Constitution may be proposed by any regular member, and must be submitted in writing to the Executive Board. The amendment, after being discussed by all members of the Executive Board and Advisor, shall be distributed to the membership prior to the meeting at which time action on the amendment is to take place.

Amendments must be approved by a 2/3 majority vote of members present. Amendments will become effective upon the approval of the Clarion University Student Senate, and the President of Clarion University.

Article X: Ratification

This Constitution shall become effective upon approval of membership, and subject to approval by Clarion University Student Senate and the President of Clarion University.

Date of Ratification: October 13, 2006