

CONSTITUTION OF THE INTERNATIONAL AFFAIRS SOCIETY

STATEMENT OF PURPOSE

The International Affairs Society of The George Washington University is established to promote a better understanding and general awareness of international affairs as they concern the students of The University and to cooperate with entities of The University to ensure a gainful academic environment. It is further the purpose of the International Affairs Society to develop a cognizance of the importance of relations among the nations of the world and the institutions that promulgate those relations, as well as of the culture and views of other peoples and nations.

SECTION I – General

Article 1 – Name

The name of the Organization will be the International Affairs Society. The name shall be used only in conjunction with the official and/or sanctioned business and activities of the International Affairs Society.

Article 2 – Affiliations

The International Affairs Society:

- A. Is a student organization of the entire George Washington University.
- B. Is closely affiliated with the Elliott School of International Affairs as recognized by the Elliott School, in order to better fulfill the Statement of Purpose of the International Affairs Society and in order to maintain the commitment of the International Affairs Society to the continued academic health of the Elliott School of International Affairs and The George Washington University.

Article 3 – Adherence

The International Affairs Society:

- A. Will abide by all established policies of The George Washington University, including those defined in the Guide to Student Rights and Responsibilities.
- B. Will conduct all business under a manner and with standards set or sanctioned by the Chair of the organization.

SECTION II – The Executive Board

Article 1 – Members

The Executive Board of the International Affairs Society shall be comprised of the following eight elected members, who shall be considered voting members of the board:

A. Chair

B. Vice-Chair

C. Treasurer

D. Director of Communications

E. Academic Coordinator

F. Model UN Coordinator

G. Social Coordinator

H. Outreach Coordinator

I. Defined in terms of their specific responsibilities in Section III, Articles 1, 2, 3, 4, and 5 respectively, of the Constitution of the International Affairs Society.

Article 2 – Mandate and Modus Operandi

The Executive Board of the International Affairs Society shall:

A. Be those individuals charged with the overall guidance and responsibility for the operations and activities of the International Affairs Society.

B. Operate in a decision-making fashion by means of a general consensus reached by the Executive Officers,

i. that in the event of the failure of the Executive Board to reach a consensus on any one issue, motion, point or question it shall then be the responsibility of the Chair to put the question before the other seven members of the Executive Board in which each shall have one vote, either for or against the question with no Executive Board member abstaining.

ii. that the elected members of the Executive Board be the only voting members of the Executive Board of the International Affairs Society, whether the offices be held by elected or appointed members under Section III, Article 1, Clause F of the International Affairs Society Constitution.

C. Meet no less than once a week, for regular meetings, during recognized fall/spring semester class sessions of The George Washington University, with specific scheduling and agendas these regular meetings to be set by the Chair.

D. Decide on all petitions or requests made the International Affairs Society, including those for financial allotments or for official recognition of the International Affairs Society, and consider all decisions to be made in the financial affairs of the International Affairs Society through the Executive Office of the Treasurer.

E. Require a majority of Executive Officer attendance in order to conduct business at the regular meetings of the Executive Board,

i. any Executive Officer who will know in advance of an absence of a regular meeting of the Executive Board may request a delay in the consideration of a topic, until such time that the officer may be in attendance provided that the delay may not be more than one week or a time specified by the Chair,

ii. any Executive Officer may request, due to an absence from a regular meeting of the Executive Board, the reconsideration of any topic.

iii. any Executive Officer, foreseeing an absence from a regular meeting of the Executive Board, may advise the Chair as to their opinion on a topic on the agenda for consideration and inclusion in debate at the meeting for which the officer will be absent.

F. Not be convened at the behest of the Chair for either regular or special meetings without 12 hours prior notice, which notice must be received by all members of the Executive Board from the Chair directly.

G. Not recognize a proxy vote by any Executive Officer on any issue or agenda topic, regardless of any extenuating circumstances.

H. Shall require a minimum number of attendances of all Executive Officers at regular meetings of the body, the number of and policy regarding which to be set by and adhered to by the Chair.

I. Shall generally be open meetings to which any member may attend, but may enter closed session for discussion of confidential matters if a member of the Executive Board so moves, at which point all those not appointed or elected to the Board shall be removed from the meeting.

Article 3 – Selection and Tenure

The Officers of the Executive Board of the International Affairs Society:

A. Shall be voted upon by the General Membership of the International Affairs Society, by means of secret ballot.

B. Shall be voted upon in the General Elections Meeting of the General Membership of

the International Affairs Society no sooner than eight weeks before the end of the spring academic semester of The George Washington University and no later than four weeks before the same,

- i. that the date of said election be decided by the Executive Board and be announced at the preceding meeting of the General Membership.
- ii. any General Member may be nominated for any Executive Officer position,
- iii. that the nomination be made at the Elections Meeting by any General Member of the International Affairs Society in good standing with the organization,
- iv. that the nominations be submitted to the Chair of the International Affairs Society and be handled and put to a vote by that office,

C. Shall be occupied in terms lasting one year, beginning and ending with the penultimate regular meeting of the Executive Board of the spring academic semester of The George Washington University. Executive Officers will take office without oath or ceremony.

D. Campaigning for positions on Executive Board shall be explicitly forbidden under any circumstances. Penalties for violations shall be determined by the Chair, up to and including disqualification from office for repeated violations.

SECTION III – Executive Officers

Article 1 - Chair

The Chair of the International Affairs Society shall:

- A. Be the foremost Executive Officer in charge of the operation and activities of the International Affairs Society.
- B. Act as the foremost presiding Executive Officer at any meeting of the International Affairs Society, including the Executive Board or any other sub-committee meeting of the International Affairs Society.
- C. Be the foremost Executive Officer responsible for the overall representation of the International Affairs Society to the administration of The George Washington University, the Elliott School of International Affairs, the Office of Campus Life, the Student Activities Center and any other pertinent members of the University community.
- D. Be the foremost Executive Officer responsible for the overall representation of the International Affairs Society to groups, organizations, bodies, persons or any other entity outside of the University community.

E. Be the individual responsible for providing overall guidance and direction for the International Affairs Society and its members.

F. Have the authority to appoint replacements for any vacancy of an office on the Executive Board with the concurrence of (any of) the other member(s).

G. Coordinate the activities of the other Executive Officers in order to provide the cohesive operation of the International Affairs Society and ensure communication among the Executive Officers and between the membership and the Executive Board.

H. Be responsible for compiling a year-end report to be submitted to the Executive Board, and entered into the official records of the International Affairs Society by the Director of Communications, and to be submitted to The George Washington University.

Article 2 – Vice-Chair

The Vice-Chair of the International Affairs Society shall:

A. The Executive Officer responsible for the overseeing and coordinating, with the cooperation of other appropriate Executive Officers, the activities of individuals occupying appointed positions with the International Affairs Society.

B. Be responsible for fulfilling the duties of the Office of Chair in the event that the Chair is unable or unavailable to do so.

C. Sit on all standing or ad hoc committees created by, in conjunction with, or under the auspices of the International Affairs Society.

D. Be in a position to aid and assist in the formulation of International Affairs Society policies.

E. Be in a position to aid and assist in the execution of International Affairs Society policies and activities.

F. Keep the official files and records of the International Affairs Society.

G. Keep accurate and precise records of the membership of the International Affairs Society.

H. Operate and maintain the email listserv of the International Affairs Society.

I. Be the Executive Officer responsible for the day to day operation of the physical offices of the International Affairs Society.

J. Keep the official minutes of the Executive Board and General Membership meetings of the International Affairs Society.

Article 3 – Treasurer

The Treasurer of the International Affairs Society.

- A. Act as the Chief Financial Officer of the International Affairs Society.
- B. Keep the official and accurate records of the financial accounts of the International Affairs Society, including being responsible for making payments of any and all debits and the tracking of any and all credits.
- C. Be the Executive Officer ultimately responsible for the fund raising activities of the International Affairs Society, including the authorizing of any capital expenses and the collection of any proceeds.
- D. Be the Executive Officer ultimately responsible for any sponsorships, donations or any other such financial or business concerns of the International Affairs Society.
- E. Be the Executive Officer ultimately responsible for all capital (monetary or physical) resources of the International Affairs Society and their management.
- F. Be the Executive Officer responsible for the formation of the budget of the International Affairs Society and the adherence of the organization to said budget.
- G. Be the Executive Officer responsible for the overseeing of budgetary allotments of the International Affairs Society.
- H. Be the Executive Officer responsible for the financial affairs of the Washington Area Model United Nations Conference and Greater Washington Conference on International Affairs, though this may be designated to the appropriate Secretariat officials.

Article 4 – Director of Communications

The Director of Communications of the International Affairs Society shall:

- A. Be responsible for coordinating publicity to the General Membership of the International Affairs Society.
- B. Be responsible for coordinating the publication of the International Affairs Society Newsletter for distribution to the General Membership of the International Affairs Society and any other interested parties including the administration of The George Washington University and the Elliott School of International Affairs.
- C. Be the Executive Officer responsible for the coordination of all official correspondence of the organization.

D. Be responsible for putting together an information packet on the International Affairs Society and its activities.

E. Be responsible for the production of any published materials put out by the International Affairs Society.

F. Be the Executive Officer responsible for the maintenance of the International Affairs Society presence on the Internet.

Article 5 – Academic Coordinator

The Academic Coordinator of the International Affairs Society shall:

A. Be the Executive Officer responsible for developing academic oriented programming for the International Affairs Society.

B. Be the Executive Officer directly responsible for overseeing the activities of individuals in appointed positions whose activities fall under the purview of the Director of Academic Programming.

C. Be the Executive Officer responsible for the coordination of any academically oriented activities of the International Affairs Society conducted in co sponsorship with any other student organization, division of The George Washington University or body outside of the University.

Article 6 – Social Coordinator

The Social Coordinator of the International Affairs Society shall:

A. Be the Executive Officer responsible for producing social oriented programming for the International Affairs Society.

B. Be the Executive Officer directly responsible for overseeing the activities of individuals in appointed positions whose activities fall under the purview of the Director of Social Activities.

C. Be the Executive Officer responsible for the coordination of any social activities of the International Affairs Society conducted in co sponsorship with any other student organization, division of The George Washington University or body outside of the University.

Article 7 - Model United Nations Coordinator

The Model United Nations Coordinator of the International Affairs Society shall:

A. Be the Executive Officer responsible for the activities of the International Affairs

Society concerning the attendance of General Membership at conferences and or other events pertaining to Model United Nations.

B. Be the Executive Officer responsible for the coordination of these activities pertaining to Model United Nations.

C. Be the Executive Officer responsible for overseeing the activities of individuals whom he/she appoints to assist in the coordination and execution of Model United Nations activities or events.

Article 8 – Outreach Coordinator

The Outreach Coordinator of the International Affairs Society shall:

A. Be the Executive Officer responsible for organizing community services and outreach activities for the International Affairs Society.

B. Be the Executive Officer responsible for the overseeing of the activities of individuals in appointed positions whose activities fall under the purview of the Outreach Coordinator.

C. Be the Executive Officer responsible for communicating and organizing with other organizations for all activities, as well as, but not limited only to, the primary point of contact for all outside organizations when seeking cosponsorship or event hosting with the organization.

D. Along with the Academic Coordinator, be the primary organizer of major panels and academic events to be held by the International Affairs Society, with specific division of details and duties to be worked out on an ad-hoc basis.

Article 9 – Vacancies

Any vacancy of an office on the Executive Board shall be filled according to the provisions in this Section, Article 1, Clause F for the remainder of the term of the office as stipulated in Section II, Article 3, Clause C of the Constitution of the International Affairs Society, excepting the office of Chair, which shall follow the procedure outlined in Article 10, Clause I.

Article 10 – Removal of Elected Officers

If a member of the Executive Board feels one or more officers have failed to properly and faithfully execute his/her duties as outlined in Section III, Articles 1-8, said member shall:

A. Forward a written memorandum to the Chair of the organization, outlining in detail any and all deficiencies in performance or failure to perform expected duties.

B. Upon receipt of memorandum, the Chair and Vice-Chair shall concurrently investigate the matter in whatever means necessary. The receipt of such memorandums of action shall be kept strictly confidential and not disclosed to the Executive Board unless a finding of cause has been made.

C. If the Chair, in consultation with the Vice-Chair, determines that the memorandum accurately states one or more grounds for removal from the Executive Board, the Chair, under Section II, Article 2, Clause F of the Constitution, shall call a special meeting of the Executive Board as outlined in the aforementioned section. The Chair must draft and sign a physical finding detailing the reasoning under which the member has failed in their duties, and provide it to all Executive Board members at the special session.

D. At the opening of the meeting, the Chair, or Vice-Chair in his absence, shall describe the nature of the charges against the member of the Executive Board and briefly describe the results of the investigation of the Chair and Vice Chair resulting in a finding. The written finding shall also be distributed. The officer accused of malfeasance shall have the option to make a five-minute oral statement in their defense or may also provide the Executive Board with a written statement. Though this section does not supersede the prior section banning proxy votes, for the purposes of compliance with Clause F, the presentation of a physical finding by the Vice-Chair with the signature of the Chair affixed shall constitute the agreement of the Chair for removal provided a majority of the other Executive Officers concur, but the Chair's vote shall not be recognized among those concurring in such a meeting.

E. Each member may describe for no more than two minutes their experiences relating directly to the ability and results of the officer in exercising the duties of their office. At the conclusion of the time for speaking, a vote shall be called by the Chair.

F. The Chair shall call a vote of the Executive Board, and all members must vote in an affirmative or negative manner, unless any member feels that they are personally involved and cannot vote on the merits, in which case they may recuse themselves. With the consent of a simple majority of Executive Board members, the Chair may then make his or her final decision whether or not to remove the offending Executive Board member. In this fashion, the consent of the Chair is necessary, and their vote may count toward the simple majority. The vote of the offending member shall not be counted during this process.

G. Nothing in this procedure outlined in Article 9, sections A-F, shall remove the power of the Chair to appoint members to vacancies on the Executive Board.

H. If the complaint is to be made against the Chair, the Vice-Chair must alone be notified and shall conduct his or her own, independent investigation. In this instance alone, the Vice-Chair may, acting on behalf of the Organization, convene a meeting of the Executive Board over the objections of the Chair. The Vice-Chair shall moderate a meeting where the defendant is the Chair, and shall follow the procedure previously

outlined in sections B through F, excepting that only the unanimous consent of the Executive Board absent the Chair may remove a sitting Chair from office.

I. If a Chair is removed from office, the Vice-Chair shall assume the duties of Chair until a special election of the general membership can be called. Executive Board members may stand for election to Chair in a special election.

J. The Chair may, at any point, stop an investigation or removal of a member if (s)he believes the process has become unfair or that insufficient actual grounds have been discovered for the accusation of malfeasance in office and subsequent removal, excepting those investigations in which the Chair is him(her)self the target of the investigation, at which point said responsibility devolves upon the Vice-Chair.

Article 11 – Assistants

All Executive Officers may appoint assistants with the consent of the Executive Board.

Article 12 – Resignations

Any office of the Executive Board may be resigned upon tendering of a written resignation to the Chair, or in the case of the Chair, to the Vice-Chair. Vacancies shall be filled in accordance with Article 10, Clause I or Article 9, depending upon their nature. The resignation of the Chair elevates the Vice-Chair until a special election is held.

SECTION IV - Membership

Article 1 – General Membership

The General Membership of the International Affairs Society:

A. Is open to all students of The George Washington University community as defined by and in accordance with the regulations and standards of The University, including The University Policy on Equal Opportunity.

B. Shall consist of persons, to be called General Members, who have paid the dues of membership,

i. the dues policy of the International Affairs Society, including their amount, shall be determined by the Executive Board,

ii. the dues shall entitle an individual membership for one year concurrent with the academic year of The George Washington University,

iii. The amount of dues shall remain the same as those of the previous year unless otherwise decided by the Executive Board.

- iv. upon payment of dues any member will be included in the official membership roles of the International Affairs Society as soon as the Vice-Chair is able to do so, which time shall not exceed 10 days.
- C. Shall be the voting body that decides election for the positions of the Executive Officers of the International Affairs Society and any referendum or question decided by the Executive Board to put before the General Membership,
- i. twenty percent of the General Membership shall constitute a quorum for the consideration of any question or the taking of a vote for any Executive Office and may only be waived by the Executive Board.
 - ii. the Chair shall decide on the acceptability and form of any referendum or question to be put before the General Membership and the Executive Board shall decide the circumstances under which the question will be put before the General Membership.
- D. Shall not be closed to any member of the University community for non-payment of dues except in respect to voting and other privileges of the Executive Board.
- E. Shall meet no less than once per month during regular fall/spring semester class sessions of The George Washington University, with the specific scheduling and agendas of these meetings to be set by the Executive Board.
- i. there shall be no special session of the General Membership called beyond the mandated monthly meetings as stipulated in Section IV, Article I, Clause E of the Constitution of the International Affairs Society, excepting a situation under Section III, Article 10, where the Chair has been removed from office.

F. May be resigned by any member upon notification of the Vice-Chair.

Article 2 – Elliott School Members

Elliott School Members of the International Affairs Society

- A. Shall be General Members who are also students in the Elliott School of International Affairs as defined by and in accordance with the regulations of the Elliott School,
- i. Elliott School Members shall be subject to provisions governing the General Membership, as defined in Article I of the Section of the Constitution of the International Affairs Society, and shall have no special standing within the General Membership beyond that of being General Members,
 - ii. any International Affairs Society activities conducted in conjunction with the Elliott School of International Affairs specifically for students of the School shall be advertised to the Elliott School Membership.

B. Shall be a resource for acting in conjunction with the Elliott School for matters pertaining to student service programming in international affairs.

SECTION V – Amendments

A. Amendments to the Constitution may be proposed by any dues-paying member and presented in written form to the Executive Board at any of the Board's weekly meetings. The Vice-Chair shall be responsible for ensuring compliance with the current language of the Constitution and shall be charged with the drafting of all amendments at the behest of any member.

B. By a 2/3 majority vote of the Executive Board in support, amendments shall be incorporated into both written and electronic forms of the Constitution at the earliest possible convenience.

SECTION VI – Acceptance and Ratification

This Constitution will be effective as of March 24, 2009 via a majority vote of the Executive Board.