



**Constitution and Bylaws
of the
Society for International Affairs
at
Middle Tennessee State University**

PREAMBLE:

We, the members of *The Society for International Affairs*, desiring to foster leadership and responsibility within *the Society*, to establish rules and regulations necessary and proper for the conduct of membership affairs, to make noteworthy service oriented contributions to the local, national, and international communityⁱ, and to compete effectively in International Affairs competitionsⁱⁱ, do hereby establish the following Constitution.

ARTICLE 1: Name and Mission

Section 1. The name of this organization shall be *The Society for International Affairs* at MTSU: hereafter referred to as *the Society*.

Section 2. The mission of *the Society* shall be to foster and encourage interest in the areas of international affairs and foreign culture and to provide a platform for students interested in International Relations while participating in civic activity *and* competition at the local, state, national, and international levelⁱⁱⁱ.

ARTICLE II: Authority

Section 1. All provisions governing student organizations at MTSU as set forth by the administration of said institution form a part of this constitution as if hereto attached or herein repeated.

Section 2. If this constitution is found in any way to be in conflict with the regulations governing student organizations at MTSU, the article or section of this constitution which is held to be in conflict shall be void.

Section 3. This constitution supersedes all prior constitutions of *the Society*.

ARTICLE III: Adherence to the Constitution

Section 1. This Constitution shall be read by the acting President to *the Society* membership at the first regular General Assembly meeting of the

academic year and provided to new members within two weeks of joining *the Society*. This Constitution will be posted online at www.mtsu.edu/~sia

Section 2. All members, executives, advisors, and any other student or organization acting in conjunction with the society are bound to adhere to this constitution and any rules and regulations put forth by MTSU.

ARTICLE IV: Membership

Section 1. Membership shall be open to any faculty or staff member of MTSU and to any regularly enrolled student of said institution.

Section 2. There shall be no criteria of race, color, creed, age, religion or national origin as qualifications for membership in *the Society*.

Section 3. This constitution provides that dues will be collected from members if deemed necessary by the quorum for the explicit purpose of funding, organizing, or participating in service projects or competition.

ARTICLE V: Officers of *the Society*,

Section 1. The officers of *the Society* shall be the President, the Vice President, Secretary, Treasurer, and SGA Representative.

Section 2. Any other executive positions may be added in consultation with the advisor and the general assembly of the *Society* as deemed necessary for the functioning of *The Society*.

Section 3. Officers shall be appointed by the executive committee in consultation with the advisor for a period of one academic year at the end of each Spring semester and shall assume office at the last General Assembly meeting of the academic year. The general assembly's opinions will be taken into consideration.

Section 4. The position of President and Vice President shall be filled by appointees who have been trained by the incumbent officers.

Section 5. The duties of the officers shall be as follows:

a. The President shall:

1. Accept the responsibility for the conduct of the *Society*.
2. Be the Emissary of the *Society* to other organizations and institutions.
3. Be the chair of the General Assembly of the *Society*.
4. In consultation with the Executive Committee, appoint members to the functional committees.

b. The Vice President shall:

1. In the temporary absence of the President, preside over the General Assembly and shall succeed the President should the office become vacant; And will Enforce the

rules of order as necessary.

2. Be the chair of the Executive Committee.
3. Be responsible for the internal organizational functioning and long term planning of *Society* .
4. Be responsible for reserving meeting rooms and coordinating meeting times for the *Society*.

d. The Treasurer shall:

1. Succeed the Vice President should the office become vacant.
2. In consultation with the Executive Committee, at the beginning of each semester present a budget to the membership.
3. Collect and be responsible for dues if and when they are collected.
4. Track the operating budget throughout the year to insure that the *Society* stays on budget.
5. Collect and keep records of any contributions made to operating expenses.
6. Provide a detailed report of above donations to the Executive Committee on a regular basis and any necessary documentation.

e. The Secretary shall.

1. Succeed the Treasurer should the office become vacant.
2. Record minutes of and take roll at meetings of the General Assembly and Executive Committee.
3. Conduct necessary correspondences.
4. Count and record votes.
5. Maintain records for the *Society*.
6. Collect and distribute mail from the campus post office.
7. Maintain the bulletin board and webpage.

g. The SGA Representative shall:

1. Attend meetings of the SGA in the stead of the President.
3. Represent the interests of the Society in SGA meetings as well as any executive orders placed by the executive committee.
4. Give reports of SGA activity at General Assembly and Executive Committee meetings.

Section 6. Any officer who fails to perform his/her duties shall be removed by the advisor in consultation with the executive committee.

ARTICLE VI: Eligibility for Executive Positions

Section 1. Executive offices can be held by any person meeting the following basic requirements:

- a. Must be in good standing with MTSU
- b. Must have a minimum GPA of 3.0
- c. Must be a major or minor within the Political Science Department **OR** have the recommendation of the advisor.
- d. Must have taken 3210 or an equivalent **OR** have the recommendation of the Advisor.

Section 2. The Advisor reserves the right to alter requirements or add to them as deemed necessary.

ARTICLE VII: Committees of the Society,

Section 1. The committees of the *Society* shall be the General Assembly, the Executive Committee, and the functional committees.

Section 2. The functions of the committees shall be as follows:

- a. The General Assembly shall:
 1. Be composed of the membership at large,
 2. Be chaired by the President,
 3. Be a platform for information dissemination,
 4. Be a platform for planning organizational activities,
 5. Be the instrument for legislation.
- b. The Executive Committee shall:
 1. Be composed of the President, the Vice President, Secretary, Treasurer, SGA Representative, the Advisor and the chairs of all functional committees,
 2. Be chaired by the Vice President,
 3. Be the instrument for setting policy:
 4. Be the instrument for implementation of the *Society's* goals, activities, and policies.
- c. The functional committees shall:
 1. Be created as necessary to deal with specific issues outside of the permanent committees of Community Service and Competition.
 2. Elect chairs to head their meetings and represent them at Executive Committee meetings;
 3. Not overlap in their functions.

ARTICLE VIII: Basic procedure

Section 1. General Assembly meetings shall be held weekly throughout the academic year and meetings of other committees shall be held as necessary.

Section 2. Special meetings may be called by the President or by petition of one-third of the membership with a minimum of two days notice.

Section 3. The President may cancel meetings on occasion as necessary.

Section 4. One-half of the membership plus one shall constitute a quorum.

Section 5. The chair of a given committee may vote only to break a tie.

Section 6. The order of business shall be:

- a. Call to order,
- b. Roll call,
- c. Introduction of visitors,
- d. Reading and approval of the minutes,
- e. Reports of the officers,
- f. Reports of the committees,
- g. Old business,
- h. New business,
- i. Report of the Advisor (as needed),
- j. Suggestions for the Good of the Society,
- k. Dismissal.

Section 7. Robert's Rules of Order shall govern the proceedings of the Society.

ARTICLE IX: Charges/Disbursements of Funds

Section 1. The Executive Committee may, with the approval of the membership (and the advisor), levee dues upon the members of the Society. See Article IV

Section 2. The collection of donations both in material and capital must be recorded and receipts maintained.

Section 3. All handling of donations shall be done by the Executive Committee and the Advisor. The President and Advisor shall disburse all funds. The treasurer shall keep the books and maintain all records in a timely manner.

Section 4. If long term donations are collected then monetary amounts etc. must be reported by the end of that day.

Section 5. All donations will be handled in accordance with University Policy and state, local, or Federal regulations.

ARTICLE X: Amendments

Section 1. This Constitution may be repealed, altered, or amended at any regular General Assembly meeting, provided a quorum is present and Advisor consent has been given.

Section 2. A one-half plus one vote of the membership present and approval of the Advisor shall be required to repeal, alter or amend this constitution.

Sections 3. Any resolution to repeal, alter or amend this constitution shall be submitted to the Executive Committee in writing one week prior to the time that such a resolution shall be proposed to the membership of the Society.

Section 4. Any resolution to repeal, alter or amend this constitution shall be checked carefully to insure clarity of language and that it does not conflict with the provision governing student organizations at MTSU by the Executive Committee.

Section 5. Voting on such resolution shall occur no sooner than one week after it has been proposed to the membership.

ARTICLE XI: Codes of Conduct

Article I: Conference Participation

Section 1. To participate in conferences members must:

- A. Be in good standing with the *Society* and the University
- B. Not have any unexcused absences from meetings per semester; no more than two (2) excused absences; one (1) of which may be an "in-house simulation".

Section 2. Members who have not meet the aforementioned criteria may be placed on a waiting list and may be invited to participate as space and money allow at the discretion of the Executive Committee and Advisor.

Section 3. The Advisor may disqualify any member from participation for reasons of:

- A. Space,
- B. Discipline,
- C. Any other reason that, in consultation with the Executive Committee, s/he deems reasonable.

Section 4. **During** competition all members act as ambassadors for the University and as such are expected to follow all University guidelines as outline in the Students Rights and Responsibilities Handbook and any other regulations posed by University legalities.

Article II: Withdraw from Conference Participation

Section 1. Transportation by Van/Bus/Auto

A. A member may withdraw from conference participation seven (30) days before the scheduled departure without penalty.

B. If a member wishes to withdraw from participation within seven (30) days of the scheduled departure then the member must provide another member who is willing and qualified to take his/her place; replacements must be approved by the Advisor.

C. If a member to withdraw from participation within seven (30) days of the scheduled departure and fails to provide another member who is willing and qualified to take his/her place, then the member must repay a sum equal to his/her registration at the conference.

D. If the Advisor deems a member's reasons compelling, then s/he may wave repayment of registration at his/her discretion.

Section 2. Transport by Air

A. A member may withdraw from conference participation before the ticket names are finalized without penalty.

B. If a member to withdraw from participation after the ticket names have been finalized, then the member must repay a sum equal to his/her registration at the conference and airfare.

Article III: Acceptable Behavior at Conferences

Section 1. All members who elect to participate in conferences with the society are expected to comply with all behavioral regulations as set forth by the *Society*.

Section 2. Members are personally responsible for obeying all rule and regulations of the conference in which s/he is participating.

Section 3. Should a member be asked to leave a conference, s/he may be responsible for repayment of fee and charges that the *Society* incurred to send him/her to said conference.

Section 4. Members are expected to obey all laws as set forth by the government of the state, commonwealth, and/or country in which the conference takes place.

Section 5. Should a member be arrested, s/he is personally responsible for repayment of fee and charges that the *Society* incurred to send him/her to said conference.

Section 6. Members are expected to attend and participate in **all** committee sessions of a conference, unless permission of the Advisor is obtained.

Article IV: Acceptable Behavior at Fundraising and Service Events

Section 1. All members will participate in fundraising and service with the society and will be expected to comply with all behavioral regulations as set forth by the *Society*.

Section 2. Members are personally responsible for obeying all rule and regulations of the event in which s/he is participating.

Section 3. Members are expected to obey all laws as set forth by the government of the state, commonwealth, and/or country in which the activity takes place.

Section 4. Members must represent the Society in a professional manner. Failure to comply with codes of conduct automatically exclude participation in such events for one academic year.

Approval of Constitution

On December 04, 2007, the Executive Committee under the authority of the Faculty Advisor approved the above constitution.

ⁱ As per Dr. Peterson, the Advisor as of 2007, the scope of this organization must include noteworthy service oriented contributions to the local, national, and international community. This organization must be treated in a professional manner with accordance to rules of competition and service. December 04, 2007.

ⁱⁱ The Society is an extension of Model UN and in accordance with such, participants should compete when possible. Membership in the society does not necessitate competition whereas membership in Model UN does. December 4, 2007

ⁱⁱⁱ“While participating in civic activity and local, state, national, and international competition” added December 04, 2007 in conjunction with new leadership.