

Wilkes University Study Abroad Club Constitution

Mission Statement

The Wilkes University Study Abroad Club will be an avenue for students of Wilkes University to broaden their international experiences and immerse themselves in other cultures.

Article I. Name

The name of this club shall be Wilkes University Study Abroad Club.

Article II. Purpose

The purpose of this club is to participate in and encourage international studies. The Wilkes University Study Abroad Club will facilitate fundraising opportunities to make traveling more accessible to students as well as to be a source of knowledge for those looking to broaden their experiences through travel. Those experienced, may act as a network to help support those students interested in travelling, both nationally and internationally.

Article III. Membership

All students enrolled as full-time students at Wilkes University have the opportunity to join, however it is important to keep in mind that many study abroad affiliated universities require a strong academic standing.

Article IV. Composition

Wilkes University Study Abroad Club will be comprised of an Executive Board.

Article V. Executive Board

Section 1. Composition

The Executive Board will be comprised of the president, vice-president, secretary, treasurer, and events committee.

Section 2. Officer Qualifications

1. President shall be a Junior or Senior and have been a member for at least 1 year
2. Vice President shall be a Junior or Senior and have been a member for at least 1 year
3. Secretary shall be a Sophomore, Junior, or Senior
4. Treasurer shall be a Sophomore, Junior, or Senior
5. Events Committee should contain 2-3 individuals that shall be a Freshman, Sophomore, or Junior

Section 3. Officer Duties

All members of the Executive Board should work closely together to decide on meeting dates and times as well as the daily agenda, decide on event dates and times, provide input to the Events Committee when necessary, and attend all meetings.

A. President

1. Call meetings to order and give daily agenda
2. Act as a spokesperson for the Wilkes University Study Abroad Club
3. Maintain communication with Club Advisor over club activities/ events

B. Vice President

1. Assume the duties of the President if they are unable to be present
2. Handles affairs and activities in aid to the President
3. Facilitates the election process

C. Secretary

1. Maintain a detailed account of the meeting minutes
2. Send out appropriate emails regarding the Wilkes University Study Abroad Club
3. Take note of attendance at each meeting

D. Treasurer

1. Handle all financial matters
2. Provide financial assistance when making decisions on events
3. Maintain accurate financial records and disclose reports when necessary

E. Events Committee

1. Coordinate fundraising and community service opportunities
2. Assess interest from club members to gauge which events to participate in
3. Provide data on previous club events to benefit from past experiences and to suggest improvement

Article VI. Vacancy Replacements

If a member of the Executive Board needs to resign, students will then vote for a replacement. However, if the President resigns, the Vice President will take over for the President and the students will vote to fill the position of the Vice President.

Article VII. Meetings

The Wilkes University Study Abroad Club will meet twice every month throughout the school year. The meetings shall introduce fundraising items and community service ideas to vote upon, as well as engage in Study Abroad Workshops.

Article VIII. Elections

Elections will be held in April of each year for the following academic year. Elections will run in a closed ballot format with the popular vote winning, after each nominee has given a brief overview of themselves, why they would be best for their chosen position and what they would do for the club. If there is a tie, a revote will take place. Seniors are unable to vote for officers.