

# CONSTITUTION

## *Woodbridge Society of International Students*

February 24, 2005

### **Article I. Name**

The name of the organization shall be The Woodbridge Society: International Students at Harvard College, hereafter referred to as “the Society.”

### **Article II. Purpose**

The Society is concerned with the support and enhancement of the international community at Harvard. The Society also seeks to create a shared understanding amongst the international and American students at Harvard College.

### **Article III. Membership**

Membership in this Society shall be open to all students in good standing currently enrolled in Harvard College regardless of race, creed, color, sex, sexual orientation, gender orientation, or physical disability. Active Members are Harvard Students subscribed to the Woodbridge email-list.

### **Article IV. Board and Board Members**

#### **§1. The Board**

- A. The leadership of the Society shall consist of a board of eight (8) members. All eight (8) members shall be equally empowered within the Society and equally responsible for the welfare of the Society and the fulfillment of its purpose as stated above.
- B. The Board shall be responsible for planning and overseeing the execution of the Society’s activities and projects.
- C. All Board members shall be directly involved in the projects of the Society.
- D. The Board shall have the authority to create any special committees, subcommittees, or positions.
- E. The Board must approve all new projects undertaken by the Society.

- F. The Board must approve the Society's budget and authorize any disbursement of funds.
- G. The Board shall prepare the Annual Report of the Society's activities, projects, and financial standing at the conclusion of its term. The report shall be made available to the members of the Society on the official Woodbridge website and shall be presented at the last Open Meeting of the outgoing board.

## §2. Board Members

The board shall consist of the following positions for the purpose of division of administrative responsibilities: The Officers shall consist of: **President, Vice President, Treasurer, Secretary, Director of Fundraising and Alumni Affairs and Director of Publicity and Student Liaisons.** The other board members shall consist of the **Chairs of the Social and Woodbridge International Awareness Committees.** All officers shall be registered undergraduate students of Harvard College.

- A. The President shall be the chief executive of the Society and shall maintain general coordination of its activities and projects. The President is specifically responsible for organizing Open Meetings, and planning freshman week activities with the Vice President. The President shall also handle correspondence with academic advisor(s) and arrange semi-annual Advisor Meetings. Before the beginning of his/her term of office the incoming President shall compile the annual report with contribution from the outgoing board members. This Annual Report shall be presented at the last Open Meeting of the outgoing board.
- B. **The Vice-President (formerly known as Support Committee Chair) is responsible for overseeing the support aspects of the Society. He/she is responsible for convening the Support Committee, which will directly administer aspects of the Society's projects that address the specific international student experience at Harvard. These include but are not limited to: working with the administration on the Freshman International Program (FIP); publishing the Advice on Life at Harvard booklet; coordinating calls to admitted international students; assigning upperclassmen mentors to incoming freshmen; and organizing all Mentor-Mentee events in cooperation with the Social Committee Chair.**
- C. The Treasurer shall have general charge of the Society's finances, including the preparation of the Society's overall annual budget and annual financial report(s). He/she shall keep accurate records of financial affairs and be responsible for grant applications within the University. The Treasurer shall present a monthly financial report to the board. In addition, he/she shall coordinate fundraising activities with the Director of Fundraising and Alumni Affairs.
- D. **The Secretary will assist the president in administrative work. He/she shall keep records of all meetings of the group and of all activities and projects, including, but not limited to agendas, attendance lists, membership lists, and minutes. The**

Secretary shall also be the official photo-album keeper of the Society. In addition the Secretary shall handle the Society's mail correspondence. At the end of his/her term, the Secretary shall archive all above documents. Along with the President, he/she is responsible for the preservation and transfer of institutional knowledge.

- E. The Director of Fundraising and Alumni Affairs shall be responsible for fundraising outside of the University and all contact with Alumni. These responsibilities will include but not be limited to maintaining alumni information and mailing lists, preparing and sending annual Alumni Newsletter in February, and liaising with the Harvard University Development Office. He/she shall specifically be responsible for coordinating Alumni Weekend events.
- F. The Director of Publicity and Student Liaisons shall be responsible for advertising the Society's events to its members and to the larger Harvard community, liaising with other student groups at Harvard and other colleges, and handling electronic correspondence between the Society and its members. He/she shall also be responsible for the maintenance of the Society's computer networks and accounts. Further, the Director of Publicity is also responsible for overseeing logistics of the Society's events (scheduling, booking rooms etc.)
- G. The Social Committee Chair is responsible for overseeing all social aspects of the Society. He/she is responsible for convening the Social Committee, which will directly administer the social aspects of the Society's projects.
- H. The Director of the Woodbridge International Awareness Committee (WIAC) shall be responsible for organizing panels, lectures, and faculty dinners promoting discussion on global understanding, citizenship, and peace. He/she shall also be responsible for organizing the Annual Lecture for International Understanding, which shall honor a person who has made outstanding contributions to international understanding and peace. The director of WIAC shall convene the WIAC committee.

## Article V. Term duration, Elections, Vacancies

### §1. Term Duration

- A. The term of office shall start on the first day of summer recess and shall terminate on the last day of the following academic year.

### §2. Elections of Officers

- A. Officers shall be elected annually during the month of March or April in a public election. Members of the Society shall be informed of the exact date of the election at least two weeks in advance.

- B. An impartial Election Commissioner shall be appointed by the Board at least a week in advance of the Election. The Election Commissioner may not run for an Officer position or be a member of the current Board. It is the Election Commissioner's responsibility to ensure that the election be a fair process conducted in an orderly fashion.
- C. The Elections are governed by the following rules.
  - a. Any member of the Society is eligible to vote provided he/she is an Active Member as defined in Article III.
  - b. Every member of the Society is eligible to run for an Officer position. Each candidate must submit a Candidacy Statement to the Election Commissioner one week before the day of elections. The Statement must state one position that the candidate is considering. A candidacy is valid upon the Board's formal approval of the Statement.
  - c. Quorum for elections is at least thirty (30) voting members of the Society, including proxy votes submitted to the Election Commissioner at least 24 hours before the starting time of elections.
  - d. The Officers shall be elected in the following order: President, Vice President, Treasurer, Secretary, Director of Fundraising and Alumni Affairs, Director or Publicity and Student Liaisons, Social Committee Chair, Director of WIAC.
  - e. Candidates shall deliver short speeches explaining their candidacy immediately before voting procedure and answer questions posed to them by the Election Commissioner and the Members.
  - f. Votes shall be in a secret ballot form with precisely one candidate on a ballot.
  - g. The candidate with most votes shall become the elected Officer.
  - h. In case of a tie, a second round of elections shall be held amongst the tied candidates.
  - i. All candidates for a specific Officer position that were not elected may at their discretion run for another Officer position that has not been elected yet.

### §3. Vacancies

- A. Any Board member may resign by submitting a resignation letter to the Board. A resignation is deemed in effect after the Board's approval.
- B. In case of misconduct or negligence, a Board member may be impeached. The Process involves the following:
  - a. A motion signed by
    - i. at least two members of the Board and ten voting members of the Society, or
    - ii. by at least twenty Active Members of the Society.

- b. A special voting session on the matters attended by at least thirty Active Members of the Society.
  - c. The board member in question shall be informed of date of this voting session a week in advance.
  - d. Both the initiator of the motion and the Board member in question shall have the floor before voting begins. Failure of the board member in question to appear at the voting session shall take away his/her right to represent himself/herself.
  - e. A two-thirds majority is needed to complete the impeachment process.
- C. In case of resignation, impeachment, or any other voluntary or involuntary vacancy in the Board:
- a. The Board shall designate the duties of the vacant position to one or more of its members.
  - b. If the vacancy occurs more than two months prior to Board elections, the Board shall call for special elections to fill the vacant position.

## **Article VI. Meetings**

- A. Board meetings shall be held on a regular basis, at least twice a month, for the purpose of determining policy, activities, programs, and other business.
- B. The President, or any Officer chairing a meeting, is responsible for preparing an agenda in coordination with other members before the meeting.
- C. The Board shall employ all available means of communication to keep members informed of its activities.
- D. Open Meetings between the Board and members of the Society shall be held at least twice a term to inform members of the progress of projects and activities. In the first Open Meeting of the year, the Board shall present its plans for the year, and in the last Meeting, it shall present its Annual Report.

## **Article VII. Amendments**

- A. This constitution may be amended through the following two-step procedure:
  - a. A petition signed by fifteen (15) Active Members of the Society and approved by a two-thirds majority vote of the Board in consultation with past board members and:
  - b. A simple majority vote in a special voting session attended by at least twenty (20) members of the Society.
- B. The constitution must be amended at least one month in advance of Officer elections.