

Constitution
Study Abroad Advocates
College of Business Administration
Kansas State University

Article I: Name and Purpose

Section 1. The organization shall be known as the Study Abroad Advocates hereafter referred to as the SAA.

Section 2. The primary purpose of this organization is to promote study and work abroad programs to business students and to serve as mentors for international students in the College of Business Administration.

Article II: Membership

Section 1. Membership shall be open to business students who have completed an international academic or working experience while studying at KSU, business students with a strong interest in studying abroad and international business students. Membership also requires that members pay the necessary dues and attend the meetings. *Members must attend 50% of meetings in order to be considered active.*

Article III: Officers

Section 1. The officers of this organization shall be the President, Vice President, Treasurer, Social Chair and Web-Master.

Section 2. The selection of officers will be conducted every fall semester and the term for each office will be one academic year.

Section 3. Duties of officers

PRESIDENT - The President shall preside at all meetings and serve as the primary spokesperson for the SAA. The President oversees the functioning of the group and assures that goals are fulfilled. The President shall maintain the communication with the SAA advisor and be responsible for all filings with the Office for Student Activities and Services

VICE-PRESIDENT - The Vice President shall assume the duties of the President in the event that the President is absent. He/She shall keep the records of all meetings and carry on any correspondence necessary

to the functioning of the club, such as keeping the minutes and maintaining the listserv. He/She is also responsible for keeping the constitution updated.

TREASURER - The Treasurer shall keep the record of all income and expenses. He/She is responsible for filing budget request forms with the Student Government Association and coordinating Telefund for SAA.

SOCIAL CHAIR – The Social Chair shall organize and coordinate all social activities and events held by SAA.

WEB-MASTER - The Web-Master shall keep the SAA website up to date. This includes a list of members, a calendar of meetings and other planned activities, photos, and any other important information.

Article IV: Dues

Section 1. Dues will be set at \$15.00 for the first semester in the club, which includes an official Study Abroad Advocates T-shirt. Each subsequent semester, dues will be in the amount of \$5.00. All dues will be payable by the second meeting in each semester.

Article V: Meetings

Section 1. Meetings of the club shall be twice per month. The members of the organization will decide on dates and times of the meetings. Officer meetings will be held as necessary.

Article VI: Committees

Section 1. Committees of the organization shall be set up and headed by an appointed chairperson. Standing committees shall be membership, fundraising and events and promotions. Additional committees shall be set up as needed to accomplish goals of the organization.