

## **Constitution of the International Affairs Association**

*Last Updated June 2, 2013.*

### **Article I (Name)**

I. The name of this organization shall be the “International Affairs Association,” and may be referred to as the “IAA” or within this document as simply “the Organization” or “the Association.”

### **Article II (Structure)**

I. The IAA shall be organized as the governing and coordinating body for the following three constituent programs; (a) Model United Nations, (b) Borderline and (c) Services and Programs. The IAA itself shall be presided over by a President. The three constituent bodies of Western Model United Nations, Borderline, and Services and Programs shall in turn be respectively presided over by the Vice President of Model United Nations, the Program Director of Borderline, and the Vice President of Services and Programs.

II. The purpose of the International Affairs Association (IAA) shall be to facilitate the activities of its constituent programs in order to further awareness, comprehension and discussion of international affairs for both IAA members as well as the students, staff, alumni, and faculty of Western Washington University. The IAA shall help create student leaders, by giving individuals the opportunity to create and use skills that will aid them for the rest of their lives.

III. The purpose of Model United Nations (MUN) is to provide an educational and enriching experience for students by attending or facilitating Model United Nations conferences, learning about the foreign policy of other countries, and studying international issues facing action by the United Nations (UN).

IV. The purpose of Borderline shall be to provide students with an opportunity to research, write, and collaborate news pieces in a radio program format. Borderline shall provide participants with practical experience in radio journalism with the overarching goal of increasing awareness of international issues through radio programming.

V. The purpose of Services and Programs (SAP) shall be to provide and facilitate activities and services for IAA members as well as Western Washington University students. The SAP shall be tasked with coordinating fundraising for not only its own purposes, but also for the IAA, MUN, and Borderline. The SAP shall, as a part of this duty, manage the Viking Model United Nations Conference (VIKMUN).

### **Article III (Membership and Participation)**

I. Participation in the IAA shall be open to any Western Washington University student or an alumnus who wishes to share in the events or programs offered by the IAA. Membership, and the privileges provided to members, shall be reserved for those students or alumni who have participated in at least

one primary event or program offered by any of the three constituent programs of the IAA. Any event may be considered primary with the approval of the President or a majority of the Executive Officers. Membership may begin no earlier than the day following the first fall academic Model United Nations conference. Membership is provided for no more than thirteen (13) months and all memberships terminate at the beginning of the next calendar fall academic Model United Nations conference. In example, a participant who attends Northwest Model United Nations 2014 in November is provided membership and the privileges that come with membership until the next Northwest Model United Nations 2015. If a participant becomes a member after the first fall academic Model United Nations conference, that membership still terminates at the next fall academic Model United Nations conference. Any person who has been appointed or elected to a position in the IAA administration is considered an automatic member until their term expires.

II. Members shall be privileged with the right to vote in all elections, the right to petition to receive financial scholarship for events and programs, the right to receive research and scholarly materials as provided by the IAA, and the right to have a say in how the IAA functions. Executive Officers with a majority vote may extend one or more of these privileges to a non-member.

III. If at any time the membership believes that the officers of the IAA are not acting in the organization's best interest the membership may, with a 2/3rd vote, overturn any decision of the officers or President provided that it does not (a) violate a contractual agreement with a vendor or private party, or (b) conflict with obligations or agreements reached with Western Washington University. Officers, as members, are allowed to vote in this process.

IV. The process for choosing the National Model UN delegation shall be that the Vice President of Model United Nations and the Vice President of Logistics, and the President will choose from any member of the IAA who, having completed an application form, they believe to have the best Model UN performance, which can be based on awards or observations. Participation in IAA events being a tie-breaking factor.

#### **Article IV (Officers)**

I. The IAA shall be organized and led by a group of five Executive Officers. These Executive Officers are defined as the President, the Vice President of Model United Nations, the Vice President of Borderline, the Vice President of Logistics, and the Vice President of Services and Events. No individual may hold more than one Executive Officer position at the same time. In addition to these Executive Officers, other non-Executive officer positions are created for the IAA's leadership and are listed within this section as well. The officers consist of the following:

II. There shall be a President of the International Affairs Association, whose duty shall be to (a) organize and call IAA general meetings, (b) chair the IAA general meetings, (c) organize and call Officer meetings, (d) chair officer meetings, (e) represent the IAA on the Departmentally Related Activities Committee, (f) represent the IAA at University adjudications, (g) facilitate IAA's attendance at Model UN conferences, (h) attend all Model United Nations of Cascadia meetings, (j) prepare budget

proposals for the next year, (i) administer and disburse the current year's budget (j) be recognized and trained accordingly as the Organization's Budget Authority, (k) represent the IAA at Executive Officer meetings, (l) ensure that the constituent bodies are well-served by the IAA, and (m) perform any other duties necessary for the functioning of the IAA. The President is responsible for the day-to-day operations of the IAA. The President of the IAA and the Vice-President of Logistics are the only members with signing authority for contracts and the capability to authorize the expenditure of funds. The President shall act as the liaison and point of contact for students, faculty, departments, University officials and institutions. Should the President be unable to attend a meeting, their power is temporarily granted to the Vice President of Logistics for that given meeting. Any member of the IAA who has been in the Association a minimum of two years may serve as President, whose term is one academic year beginning in the spring quarter in which they are elected and concluding in the spring quarter of the following year.

III. There shall be a Vice President of Model United Nations, whose duties shall include, either personally or by proxy: (a) facilitation of all Model UN delegate training, (b) enforcement of deadlines relating to conferences including position papers and delegate fees, (c) working with the President on any personnel issues that may arise within the Model UN program, (d) representing the Model UN program at Executive Officer meetings, (e) lead the position paper edit process, (f) coordinating the calling and running of Model UN meetings with the President and (g) performing any other duties necessary to further the development of Model UN delegates. Any member of the IAA who has been in the Association a minimum of 2 years and attended a minimum of 4 conferences (individual awards and/or head delegate positions may replace a conference) may serve as Vice-President of Model United Nations, although this requirement may be waived in part or in whole by a majority vote of the Executive Officers. The Vice President of Model United Nations' term shall be one academic year beginning in the spring quarter in which they are elected and concluding in the spring quarter of the following year.

IV. There shall be a Vice President of Logistics, whose duties shall include, either personally or by proxy: (a) facilitation of travel for all Model UN conferences, (b) the recommendation of delegate fee levels to the President, (d) assisting the President in the forecasting and preparation of any budget requests stemming from the Model UN program, (e) attending DRAC meetings with the President, (f) ensuring the responsible management of funding released to the Model UN program, (g) coordinating the operations of the Model UN program with the Vice President of Model UN (h) performing any other duties necessary to further the development of Model UN delegates. Any member of the IAA who has been in the Association a minimum of 1 year and attended a minimum of 4 conferences (individual awards and/or head delegate positions may replace a conference) may serve as Vice-President of Logistics, although this requirement may be waived in part or in whole by a majority vote of the Executive Officers. The Vice President of Logistics' term shall be one academic year beginning in the spring quarter in which they are elected and concluding in the spring quarter of the following year.

V. There shall be a Program Director of Borderline whose duties shall include, either personally or by proxy, (a) organizing staff meetings on a regular basis, (b) editing interviews, stories, and other content,

(c) securing studio recording time, (d) managing advertising and social media, and (e) serving as the liaison between the IAA and 89.3 KUGS or other affiliated broadcast stations (f) representing Borderline at officer meetings. Any member of the IAA who has served in Borderline for a minimum of two years may serve as Program Director, although this requirement may be waived in part or in whole by a majority vote of the Executive Officers, and whose term is one academic year beginning in the spring quarter in which they are elected and concluding in the spring quarter of the following year.

VI. There shall be a Producer of Borderline who is required to have a minimum of one year experience with Borderline and is appointed in the spring by the Program Director and confirmed by a simple majority of the Borderline staff. Any member of the IAA who has served in Borderline for a minimum of one year may serve as the Producer of Borderline, although this requirement may be waived in part or in whole by a majority vote of the Executive Officers, and whose term is one academic year beginning in the spring quarter in which they are elected and concluding in the spring quarter of the following year.

VII. There shall be a Vice President of Services and Programs whose duties shall either personally or by proxy include (a) assisting the Director of Fundraising, (b) organizing events on campus (c) recruiting new members throughout the year, (d) assisting in the management of Viking Model United Nations with the Secretary General, (e) representing the SAP at officer meetings, (f) facilitating the operations of Think Tank, (g) managing the procurement and distribution of member benefits and (h) inviting at least one speaker per academic year to campus. It will be specified that the Vice President of Services and Programs plan at least one event per academic quarter for members to be able to socialize. The Vice President may at their discretion delegate tasks to volunteers from the association. Any member of the IAA may serve as the Vice President of Services and Programs, whose term is one academic year beginning in the spring quarter in which they are elected and concluding in the spring quarter of the following year.

IX. There shall be a Director of Fundraising whose duties shall include (a) managing and planning those events necessary to raise revenue for the IAA, (b) collecting and transferring of funds raised, (c) providing accurate assessments of funds raised, and (d) coordinating the financial operations of Viking Model UN with the Secretary General. Any member of the IAA may serve as the Director of Fundraising, whose term is one academic year beginning in the spring quarter in which they are elected and concluding in the spring quarter of the following year.

X. There shall be a Secretary of the International Affairs Association whose duties shall include, either personally or by proxy, recording and archiving minutes at each IAA meeting. The Secretary shall be appointed in the fall at the beginning of each academic year.

XI. There shall be a Secretary General who shall be chosen by the Executive Officer core. The Secretary-General shall be in charge of the Viking Model United Nations. They shall assemble a staff and coordinate with High Schools facilitate the conference. The method of choosing the VIKMUN staff is up to the discretion of the Secretary General. The Secretary General shall also provide an update on the progress of VIKMUN at least once every month at an IAA general meeting. The membership shall nominate a list of potential candidates who they feel best qualify for the position. All nominees must (a)

have staffed at least one conference attended or held by the IAA, (b) have been a member of the IAA for one full academic year, and (c) reside in Whatcom County for the entirety of the academic year unless exempted by a  $\frac{2}{3}$  majority vote of the Executive Officers. After the nomination of candidates the Executive Officers shall choose the individual they feel will best fulfill the duties of Secretary General. The officer core must then present their choice at the following IAA general meeting. The nominee must be approved by a 50% majority of present IAA members. If not approved the officer core must select a different nominee, who must be approved by the process previously outlined. the nominee shall become immediately the new Secretary-General of VIKMUN.

XII. There shall be a Student Advisor if the Executive Officers so chose to appoint one; they are tasked with providing insight and guidance for the other officers, as well as oversight of leadership and organizational issues that may arise. Other duties may be decided upon by the Executive Officers. The Student Advisor does not have a vote (except in situations requiring a tie to be broken, or removal of an officer), but will be involved in the decision making processes of the Officers that are in line with their experience and expertise. Any member of the IAA who has been involved in International Affairs Association as an Officer or for a minimum of two years, may serve as Advisor, whose term is one school year (Summer, Fall, Winter and Spring Quarters). The Student Advisor does not have to be a current student, but can be an Alumni of Western Washington University and IAA.

XIII. In addition to these officers, one or two Head Delegates, the number to be determined by IAA's general membership with due regard given to the proportion of head delegates to attending delegates, shall be elected by the general membership for each conference to be attended by IAA. The Head Delegates must be an attending member of the conference they will serve for; they may not be staff at these conferences. Their role is to lead the team at a conference and aid in their preparation prior to it. The Head Delegate serves in this capacity for the duration of the conference, and prior to it once they have been elected, with their term at the end of the first meeting after the conference. Any member of the IAA may run for Head Delegate.

XIV. If any Officer is absent from three consecutive General Meetings or three consecutive Officers Meetings without prior notification given to the President, they will be considered for removal under the procedure in Article V, Section VI.

XV. Proxies must be reported to all Executive Officers prior to their usage either verbally or through a written form of communication. No person may act as a proxy for more than one Officer. Proxies are authorized to cast votes and fulfill duties of the Officer they serve as proxy for. However, any proxy who is fulfilling the duties of an officer must be approved by the President (or Vice-President of Logistics if the proxy is for the President). If an Officer has obligations that will prevent them from attending more than 3 consecutive general meetings, the Officer must appoint a Proxy in their absence.

XVI. In the absence of any officers, an Interim President position may be created for the purposes of registering IAA as an official AS club. The term of the Interim President begins with registration of the IAA and ends when a President is elected.

XVII. All Officers must undergo a training session of length that is determined by the current officers prior to assuming their roles within IAA. These trainings will be organized by their predecessors and the Advisor.

## **Article V (Elections)**

I. Nominations for the Officer positions of President, Vice-President of Model United Nations, Program Director of Borderline, Vice-President of Services and Programs, Vice-President of Logistics, Producer of Borderline, Secretary General, and Director of Fundraising will be taken in the Spring Quarter, while nominations for the officer position of Secretary will be taken in the winter quarter. Elections will be held for the Officer positions in the following meeting. The term of the Officers elected in Spring Quarter shall commence at the final meeting of Spring Quarter or any time prior to that their predecessors feel is appropriate. The term of the Secretary shall commence as soon as they are elected.

II. Within a reasonable amount of time prior to a conference, upon discretion of the Executive Officers, elections for the Head Delegate or Head Delegates may be cast. The term of Head Delegates begin when the election results are announced, and end at the conclusion of the first meeting after the conference.

III. All of these elections shall take place by secret ballot. Each voter may cast one vote for each position. In elections for Head Delegate(s), the number of individuals who may be voted for will be equal to the number of Head Delegate positions available for that conference.

IV. In the event of a tied election the tie will be broken by the vote of the Executive Officers, at an Officers Meeting that has Quorum. The highest-ranking officer who is not a candidate for the office being elected, will chair the meeting and administer the election. The meeting will not be adjourned until the election is complete and finalized.

V. The highest ranking officer who is not a candidate for election to President, including any current President not running for re-election, or the Student Advisor, will be responsible for administering the election. If there is no current officer present at the election meeting, a member who is not a candidate in any election may be nominated and voted upon publicly to administer the elections.

VI. Officers may be removed from office if 1) another officer, executive or non-executive (including an elected Head Delegate) requests it or if 2) a member petitions the membership in writing with no less than 15% of other members. All proposals for Officer Removal must be announced and considered at an Officers Meeting that has Quorum, and is then subject, to a vote of the general membership of the IAA. If two-thirds of the eligible members vote to remove an Officer, that Officer is removed from office at the end of said meeting. All votes for Officer Removal must be announced at least one week in advance, at a General Meeting, and held the following week during a regularly scheduled meeting.

VII. In the event a vacancy occurs amongst the Executive Officers because of the death, removal, promotion of a member or other cause the remaining Executive Officers will appoint a temporary

replacement. Within thirty days such vacancy shall be filled by a member nominated by the membership. After the nomination of candidates the Executive Officers shall choose the individual they feel will best fulfill the duties of the office. The Executive Officers must then present their choice at the following IAA general meeting. The nominee must be approved by a 50% majority of present IAA members. If not approved the Executive Officers must select a different nominee, who must be approved by the process previously outlined. At any time the Executive Officers may choose to forgo this process and opt for a standard nomination and election process as outlined below. In the event there is a vacancy in the office of President, or the President is unable to fulfill their duties, the Vice President of Logistics will become the Acting-President responsible for all duties and obligations of the President until the above process can be completed. If there is a Vacancy in any non-Executive Officer position the President may appoint a replacement at anytime.

### **Article VI (Meetings)**

I. General IAA Meetings shall be held either weekly or bi-weekly at the discretion of the Officers. The meetings shall be on a weekday, with all efforts being made to have a consistent time and place for the meetings. Additional meetings may be held at any time and place, at the discretion of the Officers, but no elections or officer removal procedures may be held at these additional meetings.

II. Officer Meetings may be held at the discretion of the President, but can be requested by any other officer. These meetings require the presence of at least three Executive Officers in order for Quorum to be met. Quorum is required for any binding decisions. These meetings must be held at least once every two weeks, with all efforts being made to have a consistent time and place for meetings.

### **Article VII (By-Laws)**

I. IAA may establish By-Laws with which to govern those aspects of the Organization and its actions not addressed within this Constitution. By-Laws may be created or amended by a simple majority vote of the general membership of the IAA.

II. The Officers must introduce any changes to the Bylaws and vote upon these changes before sending them to the General Membership to be voted upon in a General Meeting. All changes must pass the Officers by a majority vote, and the General Membership with a 2/3 majority. It will take effect immediately upon passage by the membership.

### **Article VIII (Constitutional Amendments)**

I. Constitutional Amendments must be proposed to the Officers before being brought to a vote of the voting membership of International Affairs Association. These Officers must approve the proposed Constitutional Amendment by 2/3 vote in order for it to be brought before IAA, where it requires a majority vote to pass. It will take effect immediately upon passage by the membership.