

Constitution of the Middle East Culture Club  
Created September 20<sup>th</sup>, 2007

PREAMBLE

We the Members of the Middle East Culture Club, in Order to form a more open Understanding of the Middle East Culture, expand Knowledge, and spread Appreciation of the Middle Eastern region, do ordain and establish this Constitution for the MECC.

All Members of the MECC have the right to the pursuit of knowledge, as well as, sharing knowledge. Each member is treated equally with respect and dignity. The MECC does not discriminate against any of its members based on race, ethnicity, language, gender, age, religion, country of origin, or disabilities.

The MECC establishment is for the Members, of the Members, by the Members. The Leading organizers are a group of student officers, including:

1. General Coordinator
2. Treasurer
3. Technical Support
4. Public Relations/Education
5. Events Coordinator
6. Secretary
7. Historian

ARTICLE I

The following are the duties of the General Coordinator:

This position requires strong leadership, organization, and public speaking skills. Tasks involve, but are not limited to, arranging and leading officer meetings and making sure that all officers are keeping up with their position duties, also arranging and leading general MECC meetings, discussions, and all other regulatory events. The General Coordinator is also responsible for all major issues and problems the organization faces, and collaborates with the faculty advisor—when there is one—for the MECC.

ARTICLE II

The following are the duties of the Treasurer:

The Treasurer must first and foremost be someone who is trustworthy. Responsibilities of this position encompass a wide spectrum of the financial welfare of the MECC. The Treasurer must collect all dues and other payments from MECC members, keep records of them, fill out/sign receipts, maintain the MECC bank account, and regularly update all the officers of the MECC's financial standing. The Treasurer is also in charge of fundraising, and must be competent with numbers and money.

ARTICLE III

The following are the duties of Technical Support Chair:

Technical Support should be knowledgeable in computers, programming, graphic design, and websites. Work done by Tech Support includes maintaining the MECC website, Facebook group page, the electronic mailing list, publications: paper, flyers, logos, and—of course—any computer and technical related matters.

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ARTICLE IV

The following are the duties of the Public Relations/Education Chair:  
Public Relations/Education should promote awareness of the Middle East and organize—as well as head—efforts for public outreach; these efforts include posting flyers, gathering and encouraging public interest in the MECC, constantly recruiting new members, and promoting both the existence and purpose of the MECC. P.R./Education is also responsible for organizing and maintaining collaboration with other UT student organizations affiliated with the MECC.

ARTICLE V

The following are the duties of the Events Coordinator:  
This position requires someone who is willing and able to devote time off-campus and outside of the MECC meetings. The Events Coordinator is in charge of arranging venues, dates, and times for all events hosted by the MECC. The Events Coordinator should cooperate with the Treasurer to appropriate the amount of MECC funds needed to support these events. The Events Coordinator should also cooperate with the Public Relations/Education Chair in order to maintain the image of the MECC and to guarantee immediate or future benefit from these events to the organization. Furthermore, it is the Events Coordinator's responsibility to inform the General Coordinator whenever arrangement of meetings with other officers is needed to ensure synergy. The Events Coordinator should make sure that, when it comes to a respective event, all members, officers, and third-parties are in agreement and that everyone's needs and demands are being accommodated. Before the start of every semester, a tentative schedule of MECC events should be formulated by the Events Coordinator and presented to the General Coordinator for consideration.

ARTICLE VI

The following are the duties of the Secretary:  
The Secretary's duties include, but are not limited to, recording and maintaining records of both general and officer meetings and all conclusions reached from them, typing up amendments, letter heads, and editing important documents and newsletters. The Secretary's duties also include checking the organization's mailbox at the University's SOC office on the fourth floor of the SSB building, and keeping records of both new and old members of the MECC.

ARTICLE VII

The following are the duties of the Historian:  
The MECC Historian should be someone who has access to photographing equipment. The Historian is responsible for recording events hosted by the Middle East Culture Club, which requires taking pictures whenever appropriate and reaching out to the Events Coordinator to collect detailed information pertaining to the MECC's events, and both creating and maintaining the MECC Scrapbook. The Historian should also bring it to the General Coordinator's attention if there is any way to better the maintenance of the MECC's history of activities. Furthermore, it is the responsibility of the Historian to

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provide the Public Relations/Education Chair with records of MECC events whenever needed to better the MECC's public image.

ARTICLE VIII

The following concerns voting and elections:

Elections are held annually in the Fall semester. All positions are open for re-election. If for any reason, an officer position becomes vacant, that particular officer position is open for re-election immediately. Every position must be decided on by the majority vote of members, which includes incumbent officers. A short speech and introduction is required for those running for office and ballots will be used to count votes. Requirements to run for office include paying membership dues, being an active member of the MECC, and being a UT student or a member of UT faculty or staff; this implies that incumbents can also run for office.

ARTICLE IX

The following concerns amendments to the constitution:

Proposed amendments or additions to the constitution can be presented during general or officer meetings by any member, including officers, of the MECC. The proposal must be seconded by at least one other member to be taken into consideration. Afterwards, current officers can hold an officer meeting to discuss the action that should be taken regarding the proposed changes, then present the decision to the general body of members during general meetings. Depending on the nature of the proposal, it can be decided on by popular vote, using ballots, or strictly by current MECC officers.