How many branches does IAC have? What can IAC do for my organization?

The IAC Umbrella

The International Advisory Committee is an "umbrella organization." This means that your organization remains entirely independent, but that IAC facilitates collaboration between organizations and provides resources to serve your needs.

The next few pages of this section will help you become more familiar with the branches and services of IAC!

The Executive Committee

Each person on the executive committee has a different task:

- **President**: leads general and executive meetings; oversees all aspects of IAC
- **Vice President Internal**: communicates with member organizations; tracks meeting attendance; assists the president
- **Vice President External**: connects IAC with other organizations; assists the president
- **Secretary**: writes minutes for executive and general meetings
- **Treasurer**: manages the IAC budget and fundraising efforts
- **Historian**: manages IAC website and event documentation
- **Public Affairs Chair**: manages publicity for all IAC events
- **Special Events Chair**: oversees International Prom and Mr. and Miss International OU
- **American Liaison**: connects IAC with interested Americans; oversees Global Feast
- **Alumni or Student Advisor**: offers past IAC experience as a guide for current executive team

The Executive Committee

- **Sub-Committee Chair**: manages the Sub-Committee members and tasks; serves as a liaison between the Executive Committee and the Sub-Committee
- **Task Force Chair**: manages the Task Force members and tasks; serves as a liaison between the Executive Committee and Task Force
- **Core of Volunteers Chair**: manages the Core of Volunteers members and tasks; serves as a liaison between the Executive Committee and the Core of Volunteers

In addition to their usual duties, the executives also head different committees for each major IAC event and oversee the sub-committee liaisons.

If a member of your organization would like to join the IAC Executive Committee, please note that we hold elections at the end of the year, typically after Eve of Nations. The election process will involve a written application, as well as a short speech in front of the organization presidents on election day. You can acquire a written application by emailing iac@ou.edu.

The Advisory Council

You, along with the presidents of the other the cultural organizations, are a member of the Advisory Council. You have responsibilities in your own organizations, but you also have a few responsibilities in IAC:

1. Attend General Body Meetings every other week (or appointing a proxy to do so in your place). You may miss only four meetings per year before your organization loses full membership benefits (including the opportunity to compete at Eve of Nations).
2. Vote on important issues that will affect all cultural organizations. Since IAC needs at least two-thirds of organization presidents present in order to pass new legislation, you should make an extra effort to attend the meetings during which voting will take place.

The Sub-Committee

The Sub-Committee typically consists of 15-20 members who are responsible for serving on smaller committees for each IAC event and as liaisons to member organizations. They must also do at least one hour of publicity for IAC events each semester and help with at least three cultural events over the course of the year.

The chair of this branch is a member of the executive committee and serves as a liaison between the executives and the Sub-Committee.

If you would like to ask the Sub-Committee members for help with one of your events, please email your current Sub-Committee chair.

If a member of your organization would like to join the Sub-Committee, please take note that we open applications once during the beginning of fall semester and once during the beginning of spring semester. He or she can acquire an application by emailing iac@ou.edu. The application process will include a written application and short answer section, as well as an interview with the IAC Executive Committee.

The Core of Volunteers

The Core of Volunteers is a group of people from across OU's campus who would like to help with cultural events, but who want to control how much time they must commit to these events. Therefore, the members of this branch do not have particular responsibilities, but are a great resource for organization presidents looking for extra help.

The chair of this branch is also a member of the Executive Committee and serves as a liaison between the executives and the core of volunteers.

If you would like to ask the Core of Volunteers for help with one of your events, please email your current Core of Volunteers chair.

If a member of your organization would like to join the Core of Volunteers, please direct them to the IAC website. We accept applications on a rolling basis, and the application consists simply of contact information and volunteer preferences.

The Task Force

The Task Force facilitates communication between international students and International Student Services (please visit the ISS website). It also focuses on helping international students adjust to the practical aspects of living in the United States. Please visit the IAC website for a list of upcoming help topics and town hall meetings.

The chair of this branch is also a member of the executive committee and serves as a liaison between the executives and the task force.

If you have any ideas for help topics, please email your current Task Force chair.

If a member of your organization would like to join Task Force, please note that IAC accepts applications at the beginning of the fall semester. He or she can acquire a written application by emailing iac@ou.edu.

The application process will will include a written application and short answer section, as well as an interview with the IAC Executive Committee. Applications may be accepted in the spring semester depending on need.

The Judicial Board

The Judicial Board is made up of three members, each from a different country. They are responsible for ensuring that the members of the International Advisory Committee operate according to their constitution (see pages 5- of this handbook). They are also responsible for interpreting the IAC constitution when necessary. They are in charge of counting the votes of the presidents regarding new legislation or elections. At Eve of Nations, the Judicial Board will choose and guide the judges, count the votes, and present the awards.

The Judicial Board chair is not a member of the executive committee, but please email the current chair if you have any questions about constitutional procedure.

If a member of your organization would like to join the Judicial Board, please note that IAC accepts applications at the beginning of the fall semester. He or she can acquire a written application by emailing iac@ou.edu.
The application process will will include a written application and short answer section, as well as an interview with the IAC Executive Committee. Applications may be accepted in the spring semester depending on need.

Annual IAC Events

IAC organizes several major events each year. Take a look at the next few pages to learn about how your organization can get involved!

Presidents' Retreat

The Presidents' Retreat is a special trip at the beginning of the school year. All IAC branches, including the organization presidents, are invited to spend a weekend off-campus where they will play games, get to know each other, and learn what IAC has planned for the upcoming year.

The retreat is free, and it is also a lot of fun for everyone—many attendees even meet their future best friends! IAC would strongly encourage you (or another executive member of your organization) to attend.

Tips for the Presidents' Retreat

- Don't be shy! Even if you already know a few people, try talking to people you don't know. \

- IAC will send out a packing list before the retreat. Be sure to look at it so that you have everything you need for the weekend.

- Check the weather! Bring clothes for warmer and cooler weather, and also bring a raincoat in case of rain.

International Bazaar

International Bazaar is IAC's largest event of the fall semester, and it typically takes place in October. All organizations are invited to set up a booth on the South Oval, at which they sell items from their culture. Additionally, many organizations choose to help provide entertainment in the form of dance and music performances.

Organizations must pay IAC a small fee per table prior to the event, but they may keep all of their earnings to use for their own events.

The more organizations that participate in this event, the more successful it is, so please consider participating. Even if you do not have items to sell, you can sell tickets to a culture night or set up an informational booth about your organization.

Tips for International Bazaar

1. When your organization's members return home for winter or summer break, remind them to **bring back small items** from their countries. This way, you will always have something to sell at International Bazaar the next year.
2. Remember that you will also need items with which you can **decorate your booth!** Colorful tablecloths and a few signs help make your booth very attractive to shoppers.
3. The bazaar is most "active" between about 10:30 AM and 2:30 PM. If you are having trouble **finding volunteers for your booth**, keep in mind that these hours are most important, particularly the closer they are to noon.
4. **If you are still having trouble finding volunteers for your booth, please let the IAC executives know.** We can often find a member of IAC who would be willing to stand at your booth during empty time slots. However, this assistance would need to be on a first-come, first-serve basis, so let us know as early as possible if you will need help.

International Prom

Americans generally attend prom when they graduate high school. IAC wants to give international students the chance to experience this event for themselves.

Although proms usually take place at the end of the school year, IAC holds International Prom in November or December. Guests can expect music, dancing, food, and the chance to dress up in semi-formal attire.

There will be a small entrance fee per guest, and all profit will be used to help fund the IAC Emergency Relief Scholarship. For more information about this scholarship, please visit the IAC website or email iac@ou.edu.

Mr. and Miss International OU

Mr. and Miss International OU typically takes place in February. This event is a pageant open to both male and female students with F1 visas (or with J1 visas who plan to be in Norman the following year).

The contestants should prepare to compete in the areas of cultural attire, talent, and public speaking. The winners will receive recognition, prizes, and the chance to be a part of the Homecoming Parade the following fall.

Please urge your members to enter and represent their culture!

Tips for Mr. and Miss International OU

- If your organization members would like to enter this competition, remind them to **find a cultural attire outfit early**. If they do not already have one with them, it may take them a few days to find one to borrow.

- The **talent portion** may seem difficult, but contestants can compete with any type of talent. Here are a few ideas: dancing, singing, playing an instrument, doing stand-up comedy, or doing a dramatic reading of a story or poem. If they have another talent that is not on this list, then that is great too!

- **If the talent requires another person** (for example, a dance partner), please consult with the IAC Special Events Chair well before the event. He or she will determine whether or not the additional person is necessary for the performance.

Global Feast

Global Feast typically takes place in March. At this event, IAC partners with several Greek houses in order to host a dinner open to members of those houses, as well as ALL international students.

This event is a great way to connect with Americans on campus, so please consider attending. You can even represent your organization with performances or booths!

If you have any questions about this event, please direct them to the IAC American Liaison.

Eve of Nations

Eve of Nations usually takes place in April. It is IAC's largest event of the year, and it is also the largest international event in Oklahoma. Around 1,000-1,500 people usually attend. It features an international dinner, a regional fashion showcase, and a cultural music and dance competition.

Many organizations begin practicing for their performances fairly early, so keep this event in mind as you plan your year.

Tips for Eve of Nations Performances

- **Think about your performance early!** It is not uncommon for organizations to begin practicing at the start of second semester.

- Remember that **<u>in order to compete</u>**, your organization must:
  - Have *full* membership in IAC
  - Have fewer than *4* GBM absences
  - Include only current OU students in their performance

- If your organization does not meet the above criteria, IAC still encourages you to perform! Not all organizations choose to compete, but they perform in order to share their cultures with the audience.

More Tips for Eve of Nations

- At some point during second semester, **IAC will need the following information from your organization**, so begin gathering it early:
  - A list of all **performers and their student ID numbers** (We will also need the names and ID numbers of any people who will be helping your performers backstage.)
  - A **description of your performance** (This will be written in the program and on the judges' score sheets, so it is very important that you include any information you would like everyone to know.)
  - **Lighting cues** (You may use different colors of lighting. Please discuss your choices with the Production Committee Chair.)
  - **Backdrop images** to display on a projection screen during the performance (Please send it in .jpg format and make sure the pictures are high quality.)
  - Any accompanying **music** for the performance (Please send it in .mp3 format.)

More Tips for Eve of Nations

- Please follow all deadlines. These are in place to make the planning process run smoothly, and we will deduct points from your overall score if you do not follow them.

- Remember to keep the performances family friendly!

- The chair of the Fashion Showcase Committee will undoubtedly need outfits from various regions. If you have an outfit that you would let us borrow, we would really appreciate it. If you do not want to model the outfit yourself, we can find a volunteer to do it for you.

- Some organizations choose to buy tickets for an entire table. This way, their members can sit together while they eat dinner. Please ask an Executive Committee member about this opportunity if you are interested.