

## **Copy of Newly Adopted International Section By-Laws (October 2010)**

### **Article I Name**

The section shall be known as the International Education Section of the International Studies Association (IEDUC)

### **Article II Purposes**

The purposes of the International Education Section are to

1. sponsor panels, roundtables and poster sessions on issues of interest to members of the Section and others with an interest in international issues related to curriculum and administration
2. provide for exchange of information and discussion of best practices by faculty and administrators with responsibility for administrations of interdisciplinary academic programs focused on international issues
3. promote interdisciplinary approaches to the understanding of international issues

### **Article III Membership**

Membership is open to all ISA members who pay annual Section dues and are thereby entitled to attend Section business meetings, to nominate and vote for Section officers, access Section mailings and the Section website.

### **Article IV Officers**

The Executive Committee of the International Education Section will consist of the past Chair, Chair, and Vice Chair, chosen for two year terms. The Chair will serve as the liaison with ISA and be responsible for organizing the Section's convention panels.

### **Article V Activities**

The Section will hold an annual business meeting at the ISA conference and sponsor panels for the ISA conference. Based on member interests, the Section may engage in other activities and co-sponsor events in association with ISA regions or other related organization. All activities will be approved by the Executive Committee and publicized through the ISA website.

### **Article VI Finances**

The International Education Section will finance its activities through ISA Section dues and other incomes from members and friends which meet ISA criteria. The Chair will present a budget statement at the annual Section business meeting.

### **Article VII Amendments**

Amendments to the Charter can be proposed by the Executive Committee or by petition by 10 members received at least one month before the next ISA convention. Any proposed amendments must be adopted by two-thirds of the Section members present and voting.

#### **B. Previous NCISPA by-laws**

(This set of by-laws was adopted in 1992. The International Education Section has not used these by-laws for some time and NCISPA has not functioned for several years.)

International Education Section and  
National Committee of International Studies and Program Administrators By-Laws

Preamble

The International Education Section and the National Committee of International Studies and Program Administrators (NCISPA) was established to serve as a forum for international education faculty members and administrators. EDUC and NCISPA seeks to enhance international studies within the curriculum and to promote international education programming at the institutions represented by its members and throughout the nation.

ARTICLE I Organization Name

The name of the organization shall be the International Education Section and National Committee of International Studies and Program Administrators.

ARTICLE II Affiliation

NCISPA is a designated affiliate organization of the International Studies Association.

ARTICLE III Purpose

The purpose of NCISPA is to serve the needs of program administrators in the field of international studies through periodic meetings and dissemination of information. NCISPA functions as a clearinghouse for:

1. New program ideas and information;
2. Grant opportunities;
3. Strategies for internationalizing the college curriculum and the campus as a whole;
4. Model programs;
5. New research in the field of international education.

NCISPA defines international studies in the broadest sense, involving all aspects of international education on campus. Programmatically, this includes but is not limited to: curriculum development, research, study abroad, foreign student enrollment and programming, foreign student exchange, technical assistance, professional development, language training and public outreach.

ARTICLE IV Membership

Membership shall be based upon individual rather than institutional affiliation. Further, membership shall be open to all international educators and administrators.

Each regular NCISPA member in good standing, shall be entitled to one vote on all proposals, amendments, and elections.

ARTICLE V Dues and Fiscal Year

The dues for NCISPA shall be determined at the annual meeting, payable as of 30 September of each year.

The NCISPA Fiscal Year shall be from January 1 through December 31.

ARTICLE VI Officers, Duties, and Terms of Office

NCISPA Officers shall include:

1. Chair

2. Chair-elect
3. Secretary/Treasurer

The duties of each officer shall be as follows:

Chair- to convene the Annual Meeting/Reception and any other desired meetings; to negotiate the number of panels at the ISA Annual conference, and to arrange presentations at any additional conferences which are deemed appropriate for NCISPA representation;

Chair-elect- to edit and publish the NCISPA Newsletter a minimum of once each semester; to assist the Chair with Annual Meeting functions.

Secretary/Treasurer- to keep accurate minutes of the Annual Meeting and all Executive Committee Meetings; to keep accurate membership records; to maintain the fiscal records and pay all invoices associated with NCISPA meetings, and to maintain liaison with national organizations such as NAFSA, AIEA, & ISA.

All terms of office shall be for two years. All officers may serve two consecutive terms in the same position, at which time they shall vacate said position.

#### ARTICLE VII Executive Committee

The Executive Committee shall be composed of three officers, the immediate Past President, and four elected members. The terms of the elected members shall be for two years.

The elected members of the Executive Committee shall be nominated by the Nominating Committee and elections will be held at the Annual Business Meeting.

The Executive Committee shall meet annually in conjunction with the Annual Business Meeting. The chair may also call the Executive Committee together periodically to conduct NCISPA business.

#### ARTICLE VIII Vacancies and Elections

A Nominating Committee will be appointed at the Annual Meeting, to serve for the next year. The nominating Committee will prepare and mail a list of nominations for office two months prior to the Annual Meeting.

Vacancies created on the Executive Committee between Annual Meetings shall be filled by appointment of the remaining members of the executive Committee, until the next Annual Meeting. The Nominating Committee will propose candidates for the vacancy at the Annual Meeting, should the vacancy occur in a non-election year.

Election of officers and the Executive Committee will be held biannually at the Annual Meeting. Nominations may be made from the floor.

Election officers will be determined by a simple majority of those voting.

#### ARTICLE IX Amendments

Amendments to the by-laws may be proposed by ten NCISPA members in good standing two months prior to the Annual Meeting. Amendments will require a vote of two-thirds of the members in good standing for enactment.

As voted at the Annual Meeting

3 April 1992