**BY-LAWS OF THE FLORIDA CONSORTIUM**

**FOR**

**INTERNATIONAL EDUCATION**

**UPDATED: February 19, 2016**

**ARTICLE I:  NAME**

The consortium shall be known as the ***Florida Consortium for International Education***, herein termed for reference with the acronym **FCIE.**

**ARTICLE II:  OBJECTIVES**

1. The purpose of this Consortium is set forth in the following statements:
2. To provide a forum for both public and private regionally accredited educational institutions in the state of Florida to communicate and collaborate based on a genuine interest in advancing international education and because of the imperative need to prepare our students to be effective global citizens in an increasingly interdependent world.
3. To organize an annual conference dedicated to all aspects of international education for the faculty and administrators of all member institutions.
4. To promote activities dedicated to international education and intercultural communication.
5. To communicate information from participating institutions to and from agencies and offices of the Florida government.
6. To cross-market study abroad opportunities to all member institutions.
7. To facilitate the sharing of information, resources, and curricula related to all aspects of international education.
8. To serve as an electronic hub for international education activities, information, and networking via the FCIE website and email communication.
9. To serve as a catalyst for collaborative projects among member institutions.

**ARTICLE III:  SERVICES**

1. Organize the annual conference.
2. Disseminate information and resources to members.
3. Conduct surveys and share results.
4. Provide information on collaborative projects available.
5. Facilitate the communication among members to assist each other in all aspects of international education.
6. Maintain the FCIE website ([www.fcie.org](http://www.fcie.org)) including a Member Resources area.
7. Coordinate the development of consortium study abroad programs.

**ARTICLE IV:  MEMBERSHIP**

1. All public and private regionally accredited educational institutions in the state of Florida are eligible for membership.
2. Non-collegiate organizations, corporations, agencies, and institutions may apply for affiliate membership.  Affiliate members do not have voting rights.
3. Individual memberships with no institutional affiliation may be put forth for consideration by the Executive Committee to become affiliate members. These individuals will not have voting privileges.
4. Membership year shall be September 1 – August 31.
5. Each member institution will have one vote on matters pertaining to the consortium.
6. Each member institution will designate one primary representative.
7. All employees of each member institution are considered FCIE members.
8. Institutions will be charged an annual membership fee, which is subject to change based on the fiscal needs of the organization as determined by the Executive Committee.

**ARTICLE V:  GOVERNANCE**

***Home Institution***

1. A home institution will be elected for FCIE based on a vetting process outlined, approved, and selected by the Executive Committee.
2. The Executive Director will be paid for by the home institution and will be a full-time employee of the home institution.
3. The home institution reserves the right to reassign the duties of Executive Director to an employee with approval of the FCIE Executive Committee.

***Executive Committee***

1. The governance of FCIE shall rest with the FCIE Executive Committee which shall consist of the President, President Elect, Executive Director/Secretariat, Treasurer, and up to 13 additional institutional representatives who shall serve on a voluntary basis.
2. The Executive Committee institutional membership composition should include up to 8 seats for state colleges, 6 seats for state universities, from either public or private institutions.
3. The primary leadership of the organization will reside with the President and the Executive Committee.
4. The Executive Director will report directly to the President and provide support for all FCIE member services.
5. The Executive Committee reserves the right to identify one Emeritus position with no voting rights who was on the Executive Committee in the past.
6. The President and President Elect should be at a Director level position or above at their institution.
7. Once board members are elected, should send confirmation from institution that they are aware of their new role.

***Staffing***

1. The Executive Committee reserves the right to hire and terminate support staff for the organization.
2. Support staff will be located at the home institution, be considered employees of the home institution, and will be paid for by FCIE based on quarterly invoices from the home institution.
3. Support staff will report directly to both the President and the Executive Director.

***Terms***

1. The term of office for the Executive Committee seats, with the exception of the Executive Director, shall commence on January 1 and continue for two years ending December 31.
2. There is no term or election for the Executive Director.
3. Officers are eligible for re-election to the same office but no officer shall hold office longer than three consecutive terms.
4. Nominations for all positions will be received at least four months prior to the annual conference.
5. The Executive Director will also serve as Interim President, Secretary, or Treasurer when a position is vacant.

***Voting Rights***

1. Member institutions shall elect by a majority vote a President, President Elect, Secretary, Treasurer, and Executive Committee members. .
2. No more than ONE member from a single institution can be nominated for the Executive Committee.
3. The Executive Committee may choose to name a new Executive Committee member if a vacancy arises to complete the elected term.
4. The Executive Committee will be empowered to act on behalf of the general membership regarding activities and goals established by the Executive Committee and voted on by the general membership.
5. The Executive Committee seats will be elected from the slate of nominees by distribution of an online survey each fall prior to the annual conference.
6. The election of the Executive Committee seats will require votes from a minimum of one half of the total member institutions.
7. Each institutional member will have a single vote.
8. Voting decisions outside of elections shall be made by a simple majority of voting members.

**ARTICLE VI:  DUTIES OF OFFICERS**

1. The **President** will be responsible for the following:
	* Provide leadership by setting an agenda for the year and presiding over all FCIE activities and events;
	* Co-chair the Executive Committee; preside and coordinate all meetings;
	* Appoint and coordinate standing and ad hoc committees;
	* Coordinate the annual invoicing of membership dues and maintain the membership information;
	* Manage FCIE support staff;
	* Approve all financial transactions by email; and
	* Lead the coordination of the annual conference.

2. The **Executive Director/Secretariat** will be responsible for the following:

* + Provide the day-to-day management of the organization;
	+ Co-chair the Executive Committee;
	+ Hire, train, and manage FCIE support staff;
	+ Coordinate the annual conference in collaboration with the President and Executive Committee;
	+ Maintain written standard operating procedures;
	+ Create, distribute, and disseminate member surveys;
	+ Create and distribute the annual financial report to members;
	+ Be a signatory on all financial transactions;
	+ Prepare an annual report of the profit or loss on the conference; and
	+ File all annual state and federal reports and fees as required by law; Maintain the FCIE website; and
	+ Maintain the FCIE email distribution list and communication to members.

3. The **Treasurer** will be responsible for the following:

* + Maintain the bank account and be a signatory on all financial transactions;
	+ Handle all financial matters concerning the annual conference;
	+ Facilitate the Business Meeting Update portion of the annual conference;
	+ Prepare an annual report of revenues and expenses.

The **Executive Committee** **Institutional Members** will be responsible for the following:

* + Provide strategic leadership and direction of the organization;
	+ Attend monthly meetings by phone or in person;
	+ Coordinate the annual conference;
	+ Assist with membership recruitment;
	+ Participate in or lead at least one subcommittee; and
	+ Perform other duties on a volunteer basis.

**ARTICLE VII:  MEETINGS**

1. The Executive Committee shall meet at least two times per year.
2. The membership shall meet at least once per year.

**ARTICLE VIII:  FUNDS**

1. FCIE will only distribute assets (cash) for the purpose of reasonable compensation for services rendered and to make payments in furtherance of its purposes.
2. All cash withdrawals require President’s approval and must be made through the Executive Director or Treasurer.
3. An annual financial report will be provided to the membership at the annual conference.
4. Upon dissolution of its corporation, assets shall be distributed to all member institutions.

**ARTICLE IX:  AMENDMENTS TO BY-LAWS**

1. Amendments to these by-laws may be approved provided that written notice of the proposed changes is circulated to the membership at least 30 days prior to taking effect.
2. Each institution will have one vote.  A simple majority of member institutions voting will determine the outcome of the proposed changes.
3. Amendments can be approved at any regularly scheduled meeting or by electronic vote.

\*\*As amended on **February 19, 2016.**

\*\*Adopted by a unanimous online vote of its members on **\_\_ February 19, 2016\_\_.**

(see next page for current Executive Committee membership)

**Organizational Structure 2016**

**Current Corporation Positions:**

Secretary – Robyn Brighton

**Executive Committee Positions as of January 1, 2016:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Seat** | **Name** | **Institution** | **Serving Since** | **Status** |
| **President** | David Moore | Broward College | 2013 | Active |
| **President Elect** |  |  |  | Vacant |
| **Executive Director** | Robyn Brighton | Valencia College | 2016 | Home Institution |
| **Treasurer**  | James Wallis | St. Petersburg College | 2016 | Active |
| **College 1** | AnneLiese Busch | Seminole State College of FL | 2015 | Active |
| **College 2** | Vilma Fuentes | Santa Fe College | 2015 | Active |
| **College 3** | Tatiana Mackliff | Miami Dade College | 2015 | Active |
| **College 4** | Dorothy McCalla | Eastern Florida State College | 2012 | Active |
| **College 5** | Glenna Veiga | Florida State College at Jacksonville | 2016 | Active |
| **College 6** | Pamela Jones | Polk State College | 2016 | Active |
| **College 7** | Matthew Barrett | Hillsborough Community College | 2016 | Active |
|  |  |  |  |  |
| **University 1** | Hilary Landorf | Florida International University | 2015 | Active |
| **University 2** | Oliver McSurley | University of Central Florida | 2016 | Active |
| **University 3** | Mark Hartman | University of Central Florida | 2016 | Active |
| **University 4** | Roxanne Lewis | Stetson University  | 2016 | Active |
| **University 5** |  |  |  |  |
| **University 6** |  |  |  |  |
| **Emeritus** | Donald Matthews | Consultant | 2000 | Active |

**Committee Chair Positions:**

**Membership Committee Chair:** Lisandra Jimenez (Staff Assistant)

**16’ Conference Committee Chair:** Lisandra Jimenez

* David Moore
* Dorothy McCalla
* AnneLiese Busch

**Study Abroad Committee Chair:** vacant