

BY-LAWS OF THE FLORIDA CONSORTIUM FOR INTERNATIONAL EDUCATION

Updated: April 26, 2024

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

The purpose of this Consortium is set forth in the following statements:

1. To provide a forum for both public and private 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.
2. To organize an annual conference dedicated to all aspects of international education for the faculty and administrators of all member institutions.
3. To promote activities dedicated to international education and intercultural communication.
4. To communicate information from participating institutions to and from agencies and offices of the Florida government.
5. To promote study abroad and global learning opportunities to all member institutions.
6. To facilitate the sharing of information, resources, and curricula related to all aspects of international education.
7. To serve as an electronic hub for international education activities, information, and networking via the FCIE website, email communication, and social media.
8. 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).

ARTICLE IV: MEMBERSHIP

1. All public and private 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 Board of Directors 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 Board of Directors.

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 Board of Directors.

Board of Directors

1. The governance of FCIE shall rest with the FCIE Board of Directors which shall consist of the President, Vice President/President Elect, and up to 13 additional institutional representatives who shall serve on a voluntary basis.
2. The Board of Directors institutional membership composition should consist of a diverse mix of colleges and universities from the state of Florida, either public or private. The primary leadership of the organization will reside with the President and the Board of Directors.
3. The Board of Directors reserves the right to identify one Emeritus position with no voting rights who was on the Board of Directors in the past.
4. The President and Vice President/President Elect should be at a position of director or higher at their institution.
5. Once board members are elected, they should send confirmation from their institution that they are aware of their new role.

Terms

1. The term of office for the Board of Directors seats, shall commence on November 1 and continue for three years ending October 30.
2. Board of Directors members may be reappointed.
3. Elections will be held on even number years and will take place in October.
4. Nominations for open positions will be received at least one month prior to elections (September).

Voting Rights

1. Member institutions shall elect by a majority vote a President, Vice President/President Elect, and Board of Directors members.
2. The Board of Directors may choose to name a new Board of Directors member if a vacancy arises to complete the elected term.
3. The Board of Directors will be empowered to act on behalf of the general membership regarding activities and goals established by the Board of Directors and voted on by the general membership.
4. The election of the Board of Directors seats will require votes from a minimum of one half of the total member institutions.
5. 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.
 - Chair the Board of Directors; preside and coordinate all meetings.
 - Appoint and coordinate standing and ad hoc committees.
 - Hire, train, and manage support staff.
 - Serve as a member of the conference planning committee.
 - Facilitate the Business Meeting Update portion of the annual conference.
2. The **Vice President/President Elect** will be responsible for the following:
 - Assist the President in presiding over all FCIE activities and events.
 - In the absence of the president, the vice president shall preside over and coordinate all meetings.
 - Upon completion of the term, the Vice president shall assume the role of President.
 - In the event that the President resigns before the end of their term, the Vice-President/President Elect shall assume the role of President.
 - Co-chair the conference planning committee.
 - Create, distribute, and disseminate member surveys.

3. The **Board of Directors Institutional Members** will be responsible for the following:
 - Provide strategic leadership and direction of the organization.
 - Attend at least 75% of all scheduled board meetings.
 - Represent FCIE to the international education/higher education community.
 - Coordinate the annual conference.
 - Assist with membership recruitment.
 - Assist with board member recruitment.
 - Assist with website and social media content.
 - Participate in or lead at least one subcommittee.
 - Perform other duties on a volunteer basis.

ARTICLE VI: SUPPORT STAFF

1. The FCIE President reserves the right to hire and terminate support staff with the approval of the Board of Directors.
2. Support staff will report directly to the FCIE President.
3. The FCIE President may hire a coordinator to assist with the management of the FCIE with approval of the FCIE Board of Directors. The coordinator will be paid by the FCIE budget.
4. The FCIE Board of Directors may hire a treasurer to assist with the accounting/business office functions of FCIE with approval of the FCIE Board of Directors. The treasurer will be paid by the FCIE budget.
5. The Treasurer will be responsible for the following:
 - Handle all financial matters, including for the annual conference.
 - Maintain the FCIE bank account and be a signatory on all financial transactions.
 - Prepare a quarterly report of revenues and expenses, including the profit or loss on the conference.
 - File all annual state and federal reports and fees as required by law.
6. The Coordinator will be responsible for the following:
 - Perform a wide range of administrative duties in support of FCIE's programs and activities.
 - Lead the communication of events and experiences.
 - Assist with coordination of the annual conference and events.
 - Oversee the creation of promotional materials to build and develop a brand identity for FCIE.
 - Maintain the FCIE member email distribution list.
 - Communicate to members through email and social media.
 - Create and maintain a social media presence for FCIE.

- Assist in maintaining the website.

ARTICLE VII: MEETINGS

1. The Board of Directors shall agree on an annual schedule of board meetings, meeting up to ten times per year.
2. The membership shall meet at least once per year in person.

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 the President's approval and must be made through the 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 must be approved by the Board of Directors 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. A non-response will count as a yes vote.
3. Amendments can be approved at any regularly scheduled meeting or by electronic vote.

**As amended on April 29, 2024.

See next page for current Board of Directors membership.

Organizational Structure 2023-2025

Board of Directors Positions as of April 29, 2024:

Role	Name	Institution	Serving Since
President	Lisa Eli	Valencia College	2019
Vice-President / President-Elect	Vacant		
Immediate Past President	Dr. Vilma Fuentes	Santa Fe College	2015
Treasurer	Carolyn Haines	Valencia College	2023
Coordinator	Emily Ciocca	Independent	2023
Board Member	Dr. David Moore	Broward College	2013
Board Member	Dr. D.R. Matthews, Jr.	Consultant	2000
Board Member	Dr. Lesley Clack	Florida Gulf Coast University	2023
Board Member	Dr. Michael McDonald	Florida Gulf Coast University	2024
Board Member	Gabriela Esteves	Miami Dade College	2021
Board Member	Pamela Jones	Polk College	2016
Board Member	Matt Michel	Santa Fe College	2023
Board Member	Marcela Murillo	Santa Fe College	2023
Board Member	Oliver McSurley	University of Central Florida	2016
Board Member	Dr. Mary Risner	University of Florida	2021
Board Member	Dr. Kiki Caruson	University of South Florida	2021