

## **USG System Council on International Education**

### **Bylaws**

#### **Article I. Purpose and Function**

The System Council on International Education (SCIE) supports the international education mission of the University System of Georgia (USG) by advocating for best practices in program design and management, in faculty and staff development, and in student support. The SCIE also provides guidance on the strategic use of resources and supports system-wide collaborative negotiations, all in order to promote both breadth and quality in international activities throughout the USG.

The goals of the SCIE are:

- To ensure that all USG schools provide opportunities for students to attain an appropriate level of international skills, knowledge and understanding that enables them to succeed in a global society
- To provide professional development opportunities for faculty and staff that strengthen international education at USG institutions through high impact practices, such as study abroad
- To encourage collaboration among those working with international students so as to strengthen institutional internationalization efforts
- To support the commitment, set out in the USG strategic plan, to increase international education opportunities through student and faculty exchanges and to ensure that all USG students graduate as active and aware participants in a global economy and society

The SCIE aims to provide a forum for discussion, for development of collaborative programs and for the exchange of information about elements of best practices in international education across USG institutions.

SCIE is a regional advisory committee of the University System of Georgia. Voting members serve important roles as SCIE Campus Coordinators for their institutions, and all members, both voting and non-voting, play an important role in shaping the direction of international education in the USG.

#### **Article II: Membership**

Participation in SCIE meetings is open to all USG faculty and staff with an interest in international education. Each USG institution will have one voting member to be appointed by the institution's Chief Academic Officer (or his/her designee). Each voting member should be the institution's primary point of contact to be informed on all current and developing international initiatives at his/her institution and in the University System

of Georgia. Voting members should consult with other SCIE participants from their campuses for feedback on voting issues. Membership will also include, as an ex-officio (non-voting) member and liaison from the University System Office (USO), the USG Director of International Education or the designee of the Vice Chancellor of Student Affairs.

### **Article III. Executive Committee**

The Executive Committee shall be composed of the SCIE Chair, the SCIE Vice-Chair and seven Standing Members: the Chairs of the two Committees (Study Abroad, International Students and Scholars) and the Chairs of the five Regional Councils (Africa, Americas, Asia, European, and Middle East). The USG Director of International Education will serve as an ex-officio member. The Executive Committee Members should include one representative from each of the institutional categories within the USG, to include one from a research university, one from comprehensive university, one from a state university and one from a state college. Both voting and non-voting members of the SCIE may serve on the Executive Committee; members of the Executive Committee may not vote once issues for decision come to the full SCIE, unless they are also the designated voting member from their campus.

### **Article IV. Duties of the Executive Committee**

The Executive Committee shall be responsible for planning meetings, conducting elections, and submitting recommendations to the USO and other appropriate agencies or organizations.

#### **A. Duties of the SCIE Chair**

1. To provide leadership for the SCIE and SCIE Executive Committee
2. To serve as the primary point of contact with the USO
3. To coordinate and facilitate SCIE meetings
4. To convene the SCIE Executive Committee as needed
5. To initiate and monitor all elections of SCIE officers
6. To inform SCIE members of USG initiatives related to international education

#### **B. Duties of the SCIE Vice-Chair**

1. To serve on the Executive Committee
2. To compile and distribute accurate records of SCIE meetings to all members and to submit approved minutes for posting on the USG International Education website
3. To work closely with the SCIE Chair to identify issues and prepare agendas for SCIE meetings
4. To facilitate the involvement of new SCIE members
5. To serve in place of the SCIE Chair when the Chair is not present

### **C. Duties of SCIE Executive Committee Standing Members**

1. To serve on the Executive Committee
2. To facilitate the change in leadership upon the election of new Chairs
3. To represent fairly and objectively the USG institutions involved in the international education endeavors undertaken by their Committees and Councils

## **Article V: Sub-Committees and Regional Councils**

### **A. Role of the Sub-Committees**

#### **1. Purpose:**

- a. The Committee for International Students and Scholars (CISS) exists to promote and support international students and scholars on USG campuses.
  - b. The Study Abroad Committee (SAC) promotes study abroad activities on USG campuses and provides guidance and support to faculty and staff working in the field.
2. **Membership:** Meetings of both CISS and SAC are open to all USG faculty and staff with an interest in that sub-committee's mission. Each campus may have one voting member and other participating members on each sub-committee.
  3. **Meetings:** Meetings are held at least twice a year and are scheduled on the same day as the SCIE meeting.

### **B. Role of the Regional Councils**

1. **Purpose:** The Regional Councils provide opportunities for both students and faculty members to broaden their understanding of individual world regions by promoting activities that enrich teaching and research about these regions within the USG. To this end, the councils variously support study abroad opportunities for students, workshops on curriculum internationalization for faculty, and other educational activities in support of internationalization in the USG. The councils are: Africa Council, Asia Council, Americas Council, European Council, Middle East Council.
2. **Membership:** Meetings of each regional council are open all USG faculty and staff with an interest in that council's mission. Each campus may have one voting member and other participating members on each council.
3. **Meetings:** Meetings for each council are held at least twice a year, with at least one of these meetings occurring on the same day as a regularly scheduled SCIE meeting.

## **Article VI: Terms of Office and Elections**

### **A. Terms of Office**

1. All officers shall serve a three-year term of office.
  - a. Terms of office shall rotate in order to assure a continuity of leadership.

**B. Vacancies**

1. Vacancy in an officer's position however occasioned may be filled at any time by election of a qualified individual to fulfill the unexpired term.

**C. Replacement of Officers**

1. Any officer who fails to perform the duties of their role outlined in Article IV may be removed by vote of the Executive Committee, if that body determines that the interests of the SCIE would be served thereby.

**D. Amendments to the Bylaws and Definition of Quorum**

1. Amendment of the bylaws can be made during a regularly scheduled meeting by a two-thirds majority vote of the institutional voting members present, provided the proposed amendment is submitted to the membership at least one month in advance.
2. For purposes of holding a vote, a quorum will be defined as the presence of members from at least 50% plus 1 of the member institutions.

**E. Elections**

1. Elections for the SCIE Chair and Vice-Chair will be held at the SCIE meeting in the spring with officers assuming duties at the end of spring semester
  - a. The current Executive Committee shall recruit candidates prior to the spring meeting and present them for the positions at the spring meeting. Additional nominations may also be made from the floor.
  - b. Voting shall occur during the spring SCIE meeting.
  - c. SCIE voting members who cannot attend the spring meeting should appoint a designated representative who can cast their institution's vote in the elections.
2. Elections for officers of the Committees and Regional Councils will be made by the members of those Committees and Councils according to their by-laws.