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Bylaws - the Committee on International Students and Scholars (CISS)

Article I. Purpose and Function

The Committee on International Students and Scholars (CISS) supports the international education mission of the University System of Georgia, and more particularly the System Council on International Education (SCIE) by encouraging an active participatory membership of campus professionals who support international students and scholars on their respective USG campuses. The committee serves to facilitate communication among and support campus international student and scholar services professionals by providing a forum where issues of common concern can be shared, discussed, and resolved.

The members of the committee serve an important role in representing the voices of international students, scholars, and the perspectives of their individual campuses in the discussion of international student/scholar issues, in disseminating information regarding best practices to their campuses, and in making recommendations for consistent policies to the USG via the SCIE where appropriate.

Article II. Membership

The CISS is open to all faculty and staff in the University System of Georgia who have professional responsibilities or interests in any of the areas that affect non-U.S. citizens who study, participate in exchange programs, teach, or conduct research at USG institutions. These areas include (but are not limited to) recruiting, admissions, campus services, immigration regulations, English as a second language, human resources, and activities that increase the impact of, or expand the cultural competency of USG students.

Article III: Meetings, Attendance, Representation, and Voting

3.01 The CISS will meet at least once each semester in Fall and Spring to coincide with SCIE meetings. All meetings will be announced to the CISS membership at least one month in advance.

3.02 The CISS chair or an appropriate designee will solicit items for the agenda of each meeting and prepare a formal agenda for each meeting.

3.03 Representatives from at least ten USG institutions must be in attendance at a meeting to constitute a quorum for voting purposes, and a majority of voting members must be present at a meeting to pass a motion; in the case of a tie vote, the motion is defeated.

3.04 Each institution shall have only one vote to cast on matters that must be decided by voting.

Article IV. Executive Committee

The Executive Committee shall be composed of the Chair, the Vice Chair, and two standing members. In addition, a designated representative from the USG International Education office services as an ex-officio member without voting rights. To ensure equitable representation of all constituent institutions, one standing member of the executive

committee shall be a representative from a state college or university, and one shall be from a comprehensive or research university.

Article V. Duties of the Executive Committee

The Executive Committee shall be responsible for planning meetings, conducting elections, and submitting recommendations to the USG System Council on International Education and other appropriate agencies or organizations.

5.01 Duties of the CISS Chair

- a. To provide leadership for the CISS and CISS Executive Committee,
- b. To serve as the primary point of contact with the SCIE and the USG International Education Office, representing the interests of the CISS in meetings of the SCIE, and other relevant organizations and agencies
- c. To coordinate and facilitate CISS meetings,
- d. To convene the CISS Executive Committee as needed,
- e. To initiate and monitor all elections of CISS officers,
- f. To inform CISS members of USG initiatives related to international students and scholars.

5.02 Duties of the CISS Vice Chair

- a. To serve on the Executive Committee,
- b. To compile and distribute accurate records of CISS meetings to all members and to submit approved minutes for posting on the USG International Education website,
- c. To work closely with the CISS Chair to identify issues and prepare agendas for CISS meetings, and
- d. to represent the Chair as required in the absence of the Chair. Should the Chair's position become vacant, the Vice Chair will serve as Chair until such time that elections can be scheduled.

5.03 Duties of CISS Executive Committee Standing Members

- a. To serve on the Executive Committee,
- b. To represent fairly and objectively the USG institutions involved
- c. To facilitate the involvement of new CISS members.
- d. To assist with the duties of the Chair or Vice Chair in the absence of either.

Article VI: Terms of Office and Elections

6.01 The committee will elect a Chair, Vice Chair, and two standing members to the executive committee from among the institutional representatives participating in the CISS.

6.02 Officers and representatives will be elected by a majority vote of institutional representatives, during a regularly scheduled meeting of the Committee, or by electronic ballot.

6.03 Officers and standing members will serve a three-year term and may be reelected for subsequent terms. Election of officers and standing members will be governed by the following procedures:

- 1) Nominations will be made from the membership at the fall meeting of the final year of the current officers' three-year term
- 2) Elections will take place at the first spring meeting of the Committee, with the newly elected officers taking office at the start of the next fall semester.

Article 7: Amending the Bylaws

7.01 Amendment of the bylaws can be made during any regularly scheduled meeting of the CISS by at least 10 votes from among the institutional representatives present, provided that proposed amendments are submitted to each member at least thirty days prior to the meeting.