

## **USG System Council on International Education (SCIE) 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 quality faculty development and strategic use of resources that strengthen the global dimensions of teaching, learning, research, and service throughout the University System of Georgia. The goals are to ensure that all USG students attain an appropriate level of international skills, knowledge and understanding that enables them to participate fully and successfully in a global society, and to provide professional development opportunities for faculty and staff to strengthen international education at System institutions.

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

As a standing advisory committee of the University System of Georgia, SCIE members serve important roles as SCIE Campus Coordinators for their institutions.

### **Article II. Membership**

Membership consists of one voting representative from each USG institution to be appointed by the institution's Chief Academic Officer (or his/her designee). The SCIE 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. Membership will also include as an ex-officio member and liaison from the University System Office, the Director of International Education or the designee of the Vice Chancellor for Extended Education.

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

The Executive Committee shall be composed of the SCIE Chair, the SCIE Vice-Chair, 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 Executive Committee Members will include representatives from the three types of degree granting institutions in the USG: Doctoral, Bachelors/Masters, and Associate degrees.

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

The Executive Committee shall be responsible for planning meetings, conducting elections, and submitting recommendations to the USG Board of Regents 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 USG Board of Regents,
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: 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. 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 representatives provided the proposed amendment is submitted to the membership at least one month in advance.
2. A quorum is the collective body of institutional representatives present at the meeting.

**D. Elections**

Approved 16 April 2010. Revised 24 January 2014 and 23 January 2015

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 beginning of the new Academic Year.
  - a. The current Executive Committee shall serve as a Nominations Committee for the purpose of recruiting nominees for the new SCIE positions to be elected in the spring.
  - b. The Nominations Committee shall present candidates for the positions at the spring meeting. Nominations may also be made from the floor.
  - c. Voting shall occur by silent, anonymous ballot during the spring SCIE meeting.
  - d. SCIE members who cannot attend the spring meeting should appoint a designated representative who can cast their institution's votes 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.