

NORTHEASTERN ILLINOIS UNIVERSITY

BYLAWS OF THE ADVISORY COMMITTEE ON INTERNATIONAL PROGRAMS

ARTICLE I: COMMITTEE ESTABLISHMENT

The Advisory Committee on International Programs is constituted in conformity with Article VI of the Northeastern Illinois University Faculty Constitution, as amended in 2007, and a motion passed in the February 24, 2009 Faculty Senate meeting. Article VI specifies that the Faculty Senate can create an advisory committee that it deems appropriate for each non-College Dean or Special area. The February 24, 2009 passed motion requests Faculty Senate to create a faculty advisory committee to the office of International Programs in the next election process.

ARTICLE II: FUNCTIONS

The Committee shall function as an advisory group to the Director of International Programs on all international educational opportunities. Pursuant to Article VI.C. of the 2007 amended Faculty Constitution, in carrying this function, the Committee shall

- A. develop bylaws which shall be sent to the Faculty Council on Academic Affairs and the Faculty Senate for approval;
- B. develop policy recommendations on matters pertaining to the International Programs in consultation with the Director of International Programs and to transmit these recommendations to the Faculty Council on Academic Affairs and the Faculty Senate for review;
- C. transmit faculty recommendations to the Director of International Programs on matters pertaining to the International Programs and, on occasions when faculty recommendations are not accepted, to receive from the Director a written rationale for his/her actions.

ARTICLE III: MEMBERSHIP

Pursuant to Article VI.A. and Article VIII of the 2007 amended Faculty Constitution and the motion passed in the February 24, 2009 Faculty Senate meeting, the membership of the Committee is:

- A. Voting members shall include two faculty from the College of Arts and Sciences, two from the College of Business Management, two from the College of Education, one Resource Professional, and two elected at-large by and from the Faculty Assembly.
- B. Faculty members shall be determined by election in March with the term of office to begin in the following Fall term. No elected member shall serve more than four consecutive years.
- C. In order to have staggered terms established, the term of office shall be two years or three years for the winners of the committee's first election. The person in each constituency who has the highest vote total shall have the choice of whether his/her term shall be two or three years.

- D. If, at the conclusion of a regular election, vacancies remain on the Committee, any outgoing members who had been ineligible to seek re-election under Article VIII.B. of the 2007 amended Faculty Constitution, and who wish to continue as a member of the Committee will fill available vacancies. If necessary, selection shall be made by lot.
- E. An elected member who does not attend two or more meetings of the Committee within one semester may be considered as resigned by the Committee, unless the member has given to the Committee Chair appropriate notice of non-attendance. In this event, the committee should vote on the resignation. If it is accepted, the elected member shall be so notified by the Committee Chair. The Committee Chair shall then so notify the Faculty Senate to request an alternate or a reelection. The alternate can be the person getting the 2nd highest vote in the last election.
- F. The Director of International Programs or his/her designees shall serve as non-voting members.

ARTICLE IV: OFFICERS

- A. Pursuant to Article VI.B. of the 2007 amended Faculty Constitution, the officers of the Committee shall be a Chair, a Vice-Chair, and a Secretary elected by and from the voting members. Secretarial duties may be assigned on a rotating basis.
- B. Officers shall be elected at the first meeting of the academic year for one-year term of office to begin immediately.
- C. Special elections shall be held to fill any vacancies.
- D. The functions of the officers shall be:
 - 1. Chair
 - a. to call meetings of the Committee
 - b. to preside over meetings
 - c. to serve as the chief liaison between the Office of International Programs and the Committee
 - d. to communicate the activities of the Committee to the Faculty Council on Academic Affairs and the Faculty Senate.
 - 2. Vice-Chair
 - a. to function in the above capacities in the absence of the Chair

- b. to assist the Chair as the latter requests.
3. Secretary
- a. to keep and disseminate minutes of the Committee meetings to all committee members within one week after a regular meeting
 - b. to prepare and disseminate the approved minutes of the Committee meetings to all committee members within one week after their approval.

ARTICLE V: MEETINGS

- A. The Committee shall meet at least once during the Fall term and once during the Spring term at a time and place designated by the Chair unless there is no business to be conducted.
- B. Additional meetings shall be called by the Chair upon receiving a request from the Director of International Programs or two members of the Committee. If the academic term is not in session when such a request is received, the Chair shall call for a meeting within two weeks of the new academic term if the request is not urgent, or the committee may hold meetings via email and conduct official business in this manner in the same fashion as if meeting in person if the request is urgent.
- C. A quorum of the Committee shall consist of a simple majority of voting members. In the event that the Committee has voted on the resignation of a voting member for non-attendance, he/she shall not be counted for the quorum.

ARTICLE VI: PARLIAMENTARY AUTHORITY

Pursuant to Article IX of the 2007 amended Faculty Constitution, the Committee shall conduct itself according to the provisions of *Robert's Rules of Order* (most recent edition).

ARTICLE VII: AMENDMENTS

These bylaws may be amended by approval of two-thirds of those voting or a majority of those eligible to vote and subsequent approval of the Faculty Council on Academic Affairs and the Faculty Senate.

APPROVED BY THE ADVISORY COMMITTEE ON INTERNATIONAL PROGRAMS ON:
April 8, 2010

APPROVED BY THE FACULTY COUNCIL ON ACADEMIC AFFAIRS ON:

APPROVED BY THE FACULTY SENATE ON:
