

ARTICLE I

Section I NAME

The name of this organization shall be the Georgia Association of International Educators, hereafter referred to as GAIE or the Association.

Section II PURPOSE

The Purpose of this Association shall be to promote international educational exchange of students and scholars.

To accomplish this purpose, the Association supports the following goals:

- To bring together those in the state of Georgia who are engaged or interested in the international educational exchange of students and scholars.
- To collect and disseminate relevant information.
- To develop and recommend desirable principles, policies and practices.
- To support opportunities for professional development for those participating in the field.
- To represent the views of the membership in supporting international education.

ARTICLE II

Section I MEMBERSHIP

Any person interested in the purpose of the Association may be a member.

Section II DUES

Dues may be determined by the Leadership Team (as defined under Article III, Section I of this Constitution) with the consent of a two-thirds majority of those present at any annual meeting of the Association.

ARTICLE III

Section I ELECTED OFFICERS

The elected officers shall be the Chairperson, Chairperson-elect, Secretary-Treasurer, Secretary-Treasurer-elect, and the State Representative to NAFSA.

The elected officers noted under this article (Chairperson, Chairperson-elect, Secretary-Treasurer, Secretary-Treasurer-elect and the State Representative to NAFSA) shall hereinafter constitute the "Leadership Team."

With the exception of the State Representative (whose tenure is determined by NAFSA guidelines), terms for the Leadership Team are considered to be for a period of three years (as elect, present, and past).

Section II DUTIES

The Chairperson shall conduct the business of the Association, as well as be responsible for organizing annual programs and meetings. The Chairperson shall serve as Past-Chair for one year following completion of term as Chairperson.

The Chairperson-elect shall attend meetings one year before taking office in order to become familiar with the duties associated with serving as state Chairperson. The Chairperson-elect will also assist the current Chairperson with appropriate duties, as determined by the Leadership Team. In the absence of the Chairperson, the Chairperson-elect shall serve as Chairperson.

The Secretary-Treasurer shall maintain the records of the organization, shall provide a report of the financial status of the Association at annual meetings, maintain a reserve of a minimum of \$5,000 in the GAIE account, keep meeting minutes and disseminate those minutes to appropriate persons, as well as notify members of meetings and disburse funds with the approval of the Chairperson. The Secretary-Treasurer shall also serve as the conference registrar for all state meetings, as well as assist the Chairperson with the organization and coordination of annual programs and events.

The Secretary-Treasurer-elect shall attend meetings one year before taking office, and work closely with the Secretary-Treasurer to become familiar with the duties associated with the office. In the absence of the Secretary-Treasurer, the Secretary-Treasurer-elect shall serve as Secretary-Treasurer.

The Past Chairperson and Past Secretary-Treasurer shall act in a consultative role to assist the Leadership Team with operations of the Association.

Between the end of the winter conference and first meeting of the summer conference planning committee, the past chair, past secretary/treasurer, chair and secretary/treasurer shall meet in person for a transition meeting. Any pending business shall be communicated at this time, and a review and transfer of finances, including bank statements of the previous year, shall take place. A report of this meeting, including a state of the finances shall be distributed to the membership via the GAIE listserv by the outgoing and incoming Chair.

The State Representative to NAFSA shall be the liaison between NAFSA and GAIE.

Section III OFFICER ELECTIONS

The Chairperson-elect and Secretary-Treasurer-elect shall be elected on an annual basis by a majority of members present at the winter meeting of the Association.

The State Representative shall be elected at the summer meeting and the position shall be governed by NAFSA guidelines.

~~Upon the resignation of an officer, the remaining officers shall by consensus, appoint a member to fill the unexpired term of the resigning officer.~~

Section IV NOMINATING COMMITTEE

A nominating committee shall propose a single slate of nominees for offices to be filled. Nominations for officers will also be taken from the floor immediately prior to the election.

The GAIE Nominating Committee shall be composed of the current Chairperson, immediate Past-Chair, immediate past State Representative and two members elected from the Association.

The elected members of the Nominating Committee shall be nominated in writing by any member of GAIE to the Chairperson no less than two weeks prior to the summer meeting each year. After having accepted the

nomination, the candidates' names will be presented to the membership for election at the summer meeting by a majority of the members present.

Section V ADVOCACY SUB-COMMITTEE

The Advocacy Sub-Committee is designed to give some process to advocacy for international education issues in the State of Georgia. Therefore, the responsibilities of the Sub-committee shall be to:

- Advocate for state legislation that encourages international education.
- Counsel GAIE membership on ways to resolve local issues.
 - Represent GAIE members concerns on larger state issues (for example, Department of Driver Services).

The Sub-committee shall be responsive to GAIE membership concerns.

The Sub-committee shall be formed by three members selected by majority vote of the GAIE membership at the Summer Conference Business Luncheon. Members will have a 2-year term on the sub-committee. After selection at the July Summer conference, a Sub-committee members' term will begin from August 1.

Sub-committee nominations shall come from the GAIE membership or be self-nominated. Nominations shall be submitted to the current GAIE Chair and Secretary/Treasurer for review.

GAIE shall pay the registration fee (approximately \$100) for Sub-committee members to attend NAFSA Advocacy Day (usually held in March each year), which provides training for the Sub-committee members in advocacy issues. Other costs for the trip will be covered by the Sub-committee members' institutions. If a Sub-committee member is unable to attend NAFSA Advocacy Day, his/her support from GAIE is not transferable.

The GAIE Advocacy Sub-committee shall give an update of current issues at the Business Meeting at the GAIE summer and winter conferences, and as necessary throughout the year.

Section VI VACANCIES

- Chair - A vacancy in the office of the Chair shall be filled by the Chair-elect, who shall serve for the remainder of the unexpired term in addition to serving as Chair for the following year.
- Chair-elect - A vacancy in the office of Chair-elect shall be filled by special election among the membership.
- Secretary-Treasurer - A vacancy in the office of Secretary-Treasurer shall be filled at the discretion of the Chair and Chair-elect with approval of the Leadership Team.
- Secretary-Treasurer-elect – A vacancy in the office of Secretary-Treasurer-elect shall be filled by special election among the membership.
- Other offices - Vacancies in all other offices shall be filled by the Chair with consent of the Leadership Team. The person so selected must meet general eligibility requirements.

Section VII REMOVAL

Any member of the Leadership Team, or of the sub-committees, who fails to perform his/her duties may be removed from office by a majority vote from the remaining Leadership Team.

ARTICLE IV

Section I APPOINTED POSITIONS

The Leadership Team shall appoint volunteers from within the Association's membership to serve according to the needs of the Association. (Examples of Appointed Positions may include but are not limited to GAIE Webmaster, Listserv Manager, CIPP-RR Assistants, etc.)

ARTICLE V

Section I MEETINGS

There shall be at least two meetings held annually.

The Chairperson with the assistance of the Secretary-Treasurer shall be responsible for the organization of the annual meetings.

ARTICLE VI

Section I PROCEDURE

Roberts Rules of Order shall prevail at all meetings unless otherwise specified.

ARTICLE VII

Section I AMENDMENTS AND REVISIONS

Proposed amendments or revisions to this constitution must be presented to the Leadership Team in writing at any regular business meeting of the Association. At the next business meeting of the Association this constitution may be amended or revised by a two-thirds majority vote of those present.

(Constitution revised February 2011)