

**CONSTITUTION AND BY-LAWS
OF THE
ALABAMA COUNCIL FOR INTERNATIONAL PROGRAMS**

ARTICLE I: NAME

The name of this organization shall be ALABAMA COUNCIL FOR INTERNATIONAL PROGRAMS (ACIP)

ARTICLE II: MISSION

ACIP shall provide leadership for international education in the State of Alabama through advocacy, development, and implementation of shared goals.

ARTICLE III: GOALS AND OBJECTIVES

A. Goal 1: ACIP shall play a key leadership role in the relationship between and among State and educational agencies and institutions involved in international education and affairs.

Objectives:

- a. Establish an international education policy for the State.
- b. Establish ACIP as the State advocate on behalf of International Education.
- c. Organize a systematic exchange between ACIP and ADECA, the ADO, the Tourism Board, ACHE, Post Secondary Education and Others.
- d. Establish a regular inventory database of international initiatives and resources.

B. Goal 2: ACIP shall foster structures of support for international education throughout the State of Alabama.

Objectives:

- a. Develop a non-profit educational foundation to support ACIP goals.
- b. Develop an international scholarship program for students, faculty, and professional administrators.
- c. Develop a network of communication between institutions, businesses, and agencies involved in international education.

C. Goal 3: ACIP shall promote and facilitate the implementation of international initiatives and programs through collaborative and innovative partnerships

Objectives:

- a. Develop grant opportunities for international study and research.
- b. Develop joint community and international programs throughout the State.
- c. Develop study abroad partnerships.

ARTICLE IV: MEMBERSHIP

A. INSTITUTIONAL

Membership is open to all post-secondary institutions of higher education in the State of Alabama. Each member institution shall have one vote. The chief academic officer of each member institution shall appoint an institutional representative with voting power and may appoint an additional non-voting representative. All employees of member institutions are considered affiliates and may be invited to participate in ACIP activities by the President of ACIP or at the suggestion of the designated voting representative and/or chief academic officer of each member institution.

B. ASSOCIATE

Associate membership may be extended to other organizations, agencies and entities as associates. Associate membership is not accompanied by voting privileges.

ARTICLE V: DUES

Institutional members of ACIP shall pay annual dues to be determined on the basis of student enrollment and shall be paid prior to the fall meeting. These dues shall be set annually at the spring meeting and approved by the ACIP board.

Associate members are not required to pay dues. Associate members are expected, however, to make material contributions toward the achievement of ACIP goals. "Material contribution" shall be understood to mean active participation in and promotion and sponsorship of ACIP programs and activities.

ARTICLE VI: GOVERNANCE

A. BOARD: The ACIP board shall consist of the voting representative of each member institution.

B. OFFICERS: The officers of ACIP shall be a President, a Vice President, a Past-President, a Secretary, and a Treasurer. These officers comprise the Executive Committee of the board. The Vice President shall succeed to the office of President. All officers shall serve one-year terms.

C. DUTIES: 1. The President is the Chief Executive Officer. He/She shall preside at the ACIP Business and Executive Committee meetings. The President appoints, assigns duties and directs the activities of all standing committees. He/She designates Chairs of Standing or Ad Hoc Committees. 2. The Vice President shall preside in the absence of the President. He/She shall plan the programs of ACIP for the fall

meeting with the advice of the Past-President; he/she shall undertake any other duties as the President shall direct. He/She shall become President for the remainder of the term if the President should for any reason be unable to serve. 3. The Secretary fulfills all secretarial duties of ACIP and shall prepare and disseminate the minutes of all meetings of ACIP to all members at the start of each meeting. The Secretary shall maintain a permanent file and historical archive. 4. The Treasurer shall receive and account for membership dues and all funds received on behalf of ACIP. He/She shall provide annual reports including revenues and expenditures, fund balances and fund management as directed by the President. The Treasurer shall advise and instruct his/her successor to ensure the effective continuity of the Treasury functions of ACIP. 5. The Past-President, in addition to serving as Chair of the Nominations Committee shall advise the Executive Committee.

D. ELECTIONS: Elections shall be held at the spring meeting and officer installation at the fall meeting. The Executive Committee officers shall be selected from among institutional representatives. With the exception of the President, officers may be re-elected or stand for election to other offices. The general duties of the Executive Committee are to ensure the efficient operation and governance of ACIP and to represent ACIP to other organizations, agencies and entities.

ARTICLE VII: OPERATIONS

The operation of ACIP will be managed through two standing committees and ad hoc committees as needed. The two standing committees are (1.) the Executive Committee, chaired by the President and (2.) the Nominations Committee, chaired by the Past-President. The activities of all committees shall be reported to the board.

A. EXECUTIVE COMMITTEE: The Executive Committee of ACIP shall formulate and plan for the achievement of ACIP goals and objectives. The annual report of the Executive Committee shall be submitted to the board for its approval at the spring meeting and shall consist of a financial report and a summary of activities and achievements.

B. NOMINATIONS COMMITTEE: The Nominations Committee shall consist of no more than four members appointed by the President in consultation with the Past-President, who shall chair the Nominations Committee. The Past-President shall make the committee's report to the board at the spring meeting, prior to the elections. For each elected vacant office, the Nominations Committee shall select a slate of at least one candidate who has indicated a willingness to serve if elected. Nominations of other willing candidates may be made from the floor during elections. A simple majority is required for election.

C. AD-HOC COMMITTEE/TASK FORCE: The ACIP President may establish an Ad-Hoc Committee as he/she deems necessary to achieve the goals and objectives of the association.

ARTICLE VIII: MEETINGS

ACIP shall hold two general meetings per year. Procedures at all business meetings of ACIP shall be according to Roberts Rules of Order.

ARTICLE IX: QUORUM

For the purpose of transacting business of ACIP, a quorum shall consist of those present at any duly called meeting where a written notice and agenda are sent out at least 30 days in advance of the meeting. A simple majority resolves all issues except the amendment of the Constitution/By-laws.

ARTICLE X: AMENDMENT TO CONSTITUTION/BY-LAWS

This Constitution and By-Laws may be reviewed and amended at any meeting of ACIP, provided the proposed amendment has been distributed to all members no less than 30 days in advance of the meeting. An amendment shall be passed by two-thirds majority of the voting representatives of ACIP.