

FLORIDA ASSOCIATION OF INTERNATIONAL EDUCATORS - BYLAWS -

ARTICLE I

Name

The name of the organization is the Florida Association of International Educators (FAIE).

ARTICLE II

Purpose

The purpose of the Florida Association of International Educators is to promote the advancement of international educational exchange in the state of Florida. In order to meet fully the educational, social, and cultural needs of international students and scholars, study abroad participants, English Language Programs (ELP), international admission efforts, and community programming/campus internationalization in the state, FAIE is committed to the following objectives:

1. To promote and recommend professional and ethical standards as set forth by NAFSA: Association of International Educators.
2. To develop and recommend procedures, policies, and practices that are appropriate for international educational exchange.
3. To provide professional development opportunities for the FAIE membership.
4. To disseminate relevant and pertinent information related to international educational exchange to the FAIE membership.

5. To support, nurture, and enhance international education activities and practices at the local level, specifically to outreach to community and junior colleges, public school districts, and private primary and secondary schools in the state of Florida.

ARTICLE III

Membership

Section 1. Eligibility

Any person committed to upholding the standards and principles for international educational exchange as set forth by NAFSA: Association of International Educators may apply for membership.

Section 2. Application

Membership is open to all international education professionals in the State. Application for membership is made through the FAIE website.

ARTICLE IV

Officers

Section 1. Executive Board

The FAIE Executive Board shall consist of the following officers: a) FAIE Chair; b) FAIE Chair-Elect; c) FAIE Past Chair; d) Treasurer; e) Marketing & Communications Coordinator; f) International Student and Scholar Services Coordinator; g) International Enrollment Management Coordinator; h) English Language Programs

Coordinator; i) Study Abroad Coordinator; j) K12 Coordinator; k) Membership Coordinator; l) Award & Grant Coordinator; m) Professional Learning Communities Coordinator; n) FILC Coordinator; o) Conference Coordinator; p) Development Coordinator; q) Website Coordinator.

Section 2. Duties

Chair: The Florida Association of International Educators Chair shall be the Chief Executive Officer of the organization. The Chair shall preside at all meetings of the Executive Board and will discharge all official duties pertaining thereto. The Chair shall oversee all disbursement of funds. The Chair may form ad hoc committees and appoint committee members as needed.

Chair-Elect: The Chair-Elect, in coordination with the Past Chair and the Chair, shall be responsible for the organization of the annual programs and meetings. In the absence of the Chair, the Chair-Elect will have executive authority. The FAIE Chair-Elect will serve concurrently as Florida State Representative to NAFSA Region VII unless an alternate representative is appointed by the FAIE Chair.

Past Chair: The Past Chair will serve as a consultant to the FAIE Executive Board. In the absence of the Chair, the Past Chair will have executive authority. The Past Chair will serve concurrently as Florida State Representative to NAFSA Region VII unless an alternate representative is appointed by the FAIE Chair.

Treasurer: The Treasurer shall maintain the organizational financial accounts in person and online, file federal tax documents, and oversee incoming/outgoing payments. The Treasurer shall prepare an Annual Financial

Report to present to the membership at the annual State Conference and generally act as an information and reference point for the Chair and other committee members by clarifying the financial implications of proposals and outlining the organization's current financial status.

Marketing & Communications Coordinator:

The Marketing & Communications Coordinator shall be appointed by the FAIE Chair and will serve as a member of the FAIE Executive Board. The Communications Coordinator will be responsible for establishing, managing and moderating FAIE electronic communication in an effort to support FAIE's information dissemination and outreach goals. The Marketing & Communications Coordinator is responsible for taking minutes at Executive Meetings including both the Summer Board Meeting and the Annual Business Meeting. The Marketing & Communications Coordinator also oversees all social media platforms and email correspondence.

Website Coordinator: The Website Coordinator shall be appointed by the FAIE Chair and will serve as a member of the FAIE Executive Board. The Website Coordinator will be responsible for maintaining and updating the FAIE Website in an effort to support FAIE's information dissemination and outreach goals.

International Student and Scholar Services Coordinator: The International Student and Scholar Services Coordinator shall be appointed by the FAIE Chair and will serve as a member of the FAIE Executive Board. The International Student and Scholar Services Coordinator will be responsible for representing the interests of international student and scholar advisors in Florida.

International Enrollment Management

Coordinator: The International Enrollment Management Coordinator shall be appointed by the FAIE Chair and will serve as a member of the FAIE Executive Board. The International Enrollment Coordinator will be responsible for representing the interests of international admission and recruitment professionals in Florida.

Study Abroad Coordinator: The Study Abroad Coordinator shall be appointed by the FAIE Chair and will serve as a member of the FAIE Executive Board. The Study Abroad Coordinator will be responsible for representing the interests of study abroad professionals in Florida.

English Language Programs Coordinator: The English Language Program Coordinator shall be appointed by the FAIE Chair and will serve as a member of the FAIE Executive Board. The English Language Program Coordinator will be responsible for representing the interests of English language program professionals in Florida.

K12 Coordinator: The K12 Coordinator shall be appointed by the FAIE Chair and will serve as a member of the FAIE Executive Board. The K12 Coordinator will be responsible for representing the interests of elementary, middle, and secondary school professionals engaged in international education in Florida.

FILC Coordinator: The Florida International Leadership Conference Coordinator shall be appointed by the FAIE Chair and will serve as a member of the FAIE Executive Board. The FILC Coordinator will be responsible for managing the annual FILC conference.

FILC Registrar: The Florida International Leadership Conference Registrar shall be appointed by the FAIE Chair and will serve

as a member of the FAIE Executive Board. The FILC Registrar will be responsible for managing registration and supporting the FILC Coordinator in planning the annual FILC conference.

Conference Coordinator: The Conference Coordinator shall be appointed by the FAIE Chair and will serve as a member of the FAIE Executive Board. The Conference Coordinator will be responsible for planning the Summer Board Meeting and annual State Conference.

Membership Coordinator: The Membership Coordinator shall be appointed by the FAIE Chair and will serve as a member of the FAIE Executive Board. The Membership Coordinator will be responsible for working as a liaison between the organization and its members.

Awards & Grants Coordinator: The Awards & Grants Coordinator shall be appointed by the FAIE Chair and will serve as a member of the FAIE Executive Board. The Awards & Grants Coordinator will be responsible for the administration of all grants and awards given out by FAIE.

Professional Learning Communities Coordinator: The Professional Learning Communities Coordinator shall be appointed by the FAIE Chair and will serve as a member of the FAIE Executive Board. The Professional Learning Communities Coordinator will be responsible for overseeing and executing the Learning Communities Program by FAIE.

Development Coordinator: The Development Coordinator shall be appointed by the FAIE Chair and will serve as a member of the FAIE Executive Board. The Development Coordinator will be

responsible for overseeing the corporate and institutional sponsorship program.

All coordinator positions will submit a resume or CV and letter of support from their supervisor to be considered for the position. It is expected that every member of the Board will attend both the Summer Board Meeting and the Annual Business Meeting.

ARTICLE V

Terms of Office

The FAIE Chair will serve a term of four years: One year as Chair-Elect and Florida State Representative to NAFSA Region VII unless a representative is appointed, two years as FAIE Chair, and one year as Past Chair and Florida State Representative to NAFSA Region VII unless a representative is appointed. Change of leadership will occur at the annual State Conference.

The FAIE Chair-Elect will serve a term of one year before becoming FAIE Chair. The FAIE Chair-Elect will be elected by a majority vote of the FAIE membership during the annual State Conference. Candidates for election to Chair-Elect will be identified by the FAIE Chair, members of the FAIE Executive Board, and the FAIE membership at large prior to the election. Candidates may also be nominated from the floor prior to the election.

The FAIE State Past Chair will serve a term of one year following the term as Chair-Elect and Chair.

The Treasurer will serve a term of two years. In the event of a vacancy, the FAIE Chair may appoint a "Treasurer Pro Tempore" who will serve until a new Treasurer is elected at the next annual State Conference.

The International Student and Scholar Services, Study Abroad, International Enrollment Management, English Language Programs, Secondary School, Marketing & Communications, Membership, Award & Grant, Professional Learning Communities, Development, and Website Coordinators will serve a term of two years and may serve no more than two consecutive terms. The FAIE Chair shall appoint a replacement upon vacancy.

The FILC Coordinator and FILC Registrar will serve a term of two years. The FAIE Chair shall appoint a replacement upon vacancy.

The FAIE Conference Coordinator will serve a one-year term. The FAIE Chair shall appoint a replacement upon vacancy.

In the event that a board member cannot complete their appointed term, the FAIE Chair and Executive Board will appoint a replacement to carry out the remainder of the member's term. Depending on the length of the term being carried out as a replacement, the member will be eligible for one to two renewed terms, thereafter, where applicable.

Should an existing board member have a change in his or her professional capacity and will no longer serve in the field of international education, the board member may employ a 90-day grace period to remain on the board until a replacement is appointed or until the board member secures employment in an international education profession setting.

ARTICLE VI

Meetings

There shall be at least one annual meeting of the Florida Association of International

Educators per year to be held at the annual State Conference. There shall be at least one meeting of the FAIE Executive Board per year. Each Knowledge Community Coordinator will host at least one immigration/international education seminar per year.

ARTICLE VII

Procedures

Robert's Rules of Order shall prevail at all FAIE meetings.

ARTICLE VIII

Constitution

Section 1. Adoption

The FAIE Constitution was adopted by a majority vote of the FAIE membership present at the Florida State meeting held during the annual NAFSA Region VII meeting in Hilton Head, South Carolina November 17-19, 1996.

Section 2. Amendments

The FAIE Constitution may be amended by a majority vote of the membership. Proposed amendments must be submitted in writing to the FAIE Executive Board no later than 90 days prior. The FAIE membership will be made aware of proposed amendments no later than 30 days prior to the vote.

ARTICLE IX

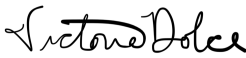
Dissolution

In the event of the dissolution of FAIE, any residual assets of the organization shall be turned over to NAFSA: Association of International Educators or other organizations which are exempt as organizations described in Sections

501(c)(3) and 107(c)(2) of the Internal Revenue Code as of 1954 or corresponding sections of any prior or future versions of the Internal Revenue Code.

Ratification

The Constitution of the Florida Association of International Educators is hereby approved by the FAIE membership and Executive Board.

 2-24-23
SIGNATURE DATE

Victoria Dolce
FAIE Chair

Notes:

- 1 Includes all amendments approved by membership at the State Meetings on 11/7/1999, 11/19/2000, 11/4/2001, 11/7/2004, 11/12/2006, 02/22/2010, 02/28/2011, 02/25/2012 and 02/24/2014, 02/20/2015, 2/25/2021, 2/18/2022, 2/24/2023
- 2 Formatted in accordance with guidelines established by NAFSA Central.
- 3 First reformatted in September 1998 by then FAIE Chair and Florida State Representative to NAFSA Region VII, Dr. David B. Austell, Jr.