

# **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 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 which 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 five FAIE districts.

## **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 by application to the Florida State Representative to NAFSA Region VII/FAIE State Chair.

## **ARTICLE IV Officers**

Section 1. FAIE State Chair:

The Florida Association of International Educators State Chair will serve concurrently as the Florida State Representative to NAFSA Region VII.

Section 2. Executive Board:

The FAIE Executive Board will consist of the following officers: a) FAIE State Chair; b) FAIE State Chair Elect; c) FAIE Past State Chair; d) Treasurer; e) Miami District Coordinator; f) Tampa District Coordinator; g) Orlando District Coordinator; h) Jacksonville East Coordinator; i) Jacksonville West Coordinator; j) Listserv Coordinator; k) Website Coordinator; l) Admissions Coordinator; m) Study Abroad Coordinator; n) English Language Programs Coordinator; o) Secondary School Coordinator.

### Section 3. Districts:

There will be five districts represented by FAIE: Miami, Tampa, Orlando, Jacksonville East, and Jacksonville West. The FAIE State Chair shall appoint the district coordinators upon the recommendation of the Executive Board and FAIE membership.

### Section 4. Duties:

FAIE State Chair: The State Chair shall be the Chief Executive Officer of the organization, serving concurrently as Florida State Representative to NAFSA Region VII. The State Chair shall preside at all meetings of the Executive Board, and will discharge all official duties pertaining thereto.

FAIE Chair Elect: The Chair Elect will serve as FAIE newsletter editor, and will have executive authority in the absence of the State Chair.

FAIE Past Chair: The Past Chair will serve as consultant to the FAIE Executive Board.

Treasurer: The Treasurer shall maintain financial records and prepare an annual statement to be presented to the membership at the annual State Conference. The Treasurer shall also perform related duties as assigned by the Chair.

Miami District Coordinator: The Miami District Coordinator will serve as a member of the FAIE Executive Board, and will represent the interests of the Miami District to the Executive Board. The coordinator will be responsible for planning and implementing at least one district level immigration workshop per year. Other FAIE district level workshops, gatherings, and meetings will be held at the discretion of the Miami District Coordinator working in conjunction with the FAIE State Chair.

Tampa District Coordinator: The Tampa District Coordinator will serve as a member of the FAIE Executive Board, and will represent the interests of the Tampa District to the Executive Board. The coordinator will be responsible for planning and implementing at

least one district level immigration workshop per year. Other FAIE district level workshops, gatherings, and meetings will be held at the discretion of the Tampa District Coordinator working in conjunction with the FAIE State Chair.

Orlando District Coordinator: The Orlando District Coordinator will serve as a member of the FAIE Executive Board, and will represent the interests of the Orlando District to the Executive Board. The coordinator will be responsible for planning and implementing at least one district level immigration workshop per year. Other FAIE district level workshops, gatherings, and meetings will be held at the discretion of the Orlando District Coordinator working in conjunction with the FAIE State Chair.

Jacksonville East District Coordinator: The Jacksonville East District Coordinator will serve as a member of the FAIE Executive Board, and will represent the interests of the Jacksonville East District to the Executive Board. The coordinator will be responsible for planning and implementing at least one district level immigration workshop per year. Other FAIE district level workshops, gatherings, and meetings will be held at the discretion of the Jacksonville East District Coordinator working in conjunction with the FAIE State Chair.

Jacksonville West District Coordinator: The Jacksonville West District Coordinator will serve as a member of the FAIE Executive Board, and will represent the interests of the Jacksonville West District to the Executive Board. The coordinator will be responsible for planning and implementing at least one district level immigration workshop per year. Other FAIE district level workshops, gatherings, and meetings will be held at the discretion of the Jacksonville West District Coordinator working in conjunction with the FAIE State Chair.

FAIE Listserv Coordinator: The Listserv Coordinator shall be appointed by the FAIE State Chair and will serve as a member of the FAIE Executive Board. The Listserv Coordinator will be responsible for establishing,

managing and moderating the FAIE Listserv in an effort to support FAIE's information dissemination and outreach goals.

FAIE Website Coordinator: The Website Coordinator shall be appointed by the FAIE State 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.

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

FAIE Study Abroad Coordinator: The Study Abroad Coordinator shall be appointed by the FAIE State 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.

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

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

## **ARTICLE V** **Terms of Office**

The FAIE State Chair will serve a term of five years: one year as Chair Elect, three years as Chair concurrent with the three year term as Florida State Representative to NAFSA Region VII, and one year as Past Chair. Change of leadership will occur at the annual State Conference.

The FAIE Chair Elect will serve a term of two years before becoming FAIE Chair. The FAIE Chair Elect will be elected by 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 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 not have any set term of office. In the event of a vacancy, the FAIE State Chair may appoint a "Treasurer Pro Tem" who will serve until a new Treasurer is elected at the next State Meeting.

FAIE District Coordinators will serve terms of two years. District Coordinators for Miami, Tampa, and Orlando will begin their terms of office in even numbered years. Change of officers will occur at the annual State Conference. District Coordinators for Jacksonville East and Jacksonville West will begin their terms of office in odd numbered years. Change of officers will occur at the annual State Conference. District Coordinators may serve no more than two consecutive terms.

FAIE Admission, Study Abroad, English Language Programs, Secondary School, Listserv and Website Coordinators will not have any set term of office. The FAIE State Chair shall appoint a replacement upon vacancy.

**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 district will host at least one immigration/international education seminar for that district per year.

**ARTICLE VII**  
**Procedures**

*Roberts 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 two-thirds majority vote of the members present at the annual FAIE meeting. Proposed amendments must be submitted in writing to the Executive Board no later than 90 days prior to the annual meeting. The FAIE membership will be made aware of proposed amendments no later than 30 days prior to the annual meeting.

**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.

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*SIGNATURE*

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*DATE*

Marcia E. Taylor  
FAIE State Chair and Florida  
State Representative to NAFSA  
Region VII

Notes:

- <sup>1</sup> Includes all amendments approved by membership at the Annual State Conferences on 11/7/1999, 11/19/2000, 11/4/2001, 11/7/2004, 11/12/2006, and 02/22/2010.
- <sup>2</sup> Formatted in accordance with guidelines established by NAFSA Central.
- <sup>3</sup> First reformatted on September 1998 by then FAIE State Chair and Florida State Representative to NAFSA Region VII, Dr. David B. Austell, Jr.