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**BYLAWS**

**Purpose**

The European Council (or “EC”) is a regional council operating under the auspices of the System Council for International Education (or “SCIE”) of the University System of Georgia (or “USG”). The EC seeks to foster greater understanding and appreciation of the cultures and societies of Europe by sponsoring summer study abroad programs and activities. The EC is comprised of USG institutions committed to the joint development and sponsorship of faculty and student study abroad programs in and related to Europe.

**Article 1: Membership**

* 1. **Eligibility.** All unit institutions of the USGmay join the EC. All active member institutions must designate an official EC representative who will serve on the Council and participate indecisions regarding Council activities. Membership is conferred on a USG institution when its President or the President’s designee executes the EC Memorandum of Agreement for USG Institutions. To maintain active membership, the institution must renew the Memorandum of Agreement every three years.
	2. **Withdrawal.** Member institutions may withdraw from membership in the EC by giving notice to the EC office. The withdrawal will take effect on the following September 1 after the notice.

1.02 Each member institution shall designate an official representative to the Council. Official representatives will be responsible for:

a. representing institutional interests, needs, and concerns relevant to the EC at EC meetings and activities

 b. publicizing EC programs and opportunities on their home campuses

 c. recruiting faculty members and students for participation in EC programs

 and activities

d. coordinating course equivalencies, fee payments, and credit awards for students participating in EC study abroad or exchange activities.

1.03 In addition to the institutional representative, there shall be a representative of the EC host institution/fiscal agent.

**Article 2: Meetings, Attendance, Representation, and Voting**

2.01 The EC will meet at least twice each semester, with meetings announced to the EC membership at least one month in advance. The executive committee will meet regularly at the discretion of the chair.

2.02 The EC chair or an appropriate designee will solicit items for the agenda of each meeting and prepare a formal agenda for each meeting.

2.03 Official representatives or their proxies from at least half of the member institutions must be in attendance at a meeting to constitute a quorum for voting purposes.

2.04 Each member institution shall have only one vote to cast, either by the official representative or a proxy designated by the official representative, on matters that must be decided by voting.

2.06 A majority of voting members present at a meeting is required to pass a motion; in the case of a tie vote, a motion is defeated.

**Article 3: Officers and Duties**

3.01 The EC will elect a Chair, Vice Chair, Treasurer and four at-large representatives to the executive committee from among the institutional representatives who serve on the Council.

a. Officers and at-large representatives will be elected by a majority vote of institutional representatives, during a regularly scheduled meeting of the EC.

b. Each officer and at-large representative will serve a three-year term and may be re-elected for subsequent terms. Election of officers and at-large representatives will be governed by the following procedures:

1) Nominations will be made from the membership at the fall meeting of the final year of the current officers' three-year term;

2) Prior to the first spring meeting of the Council, persons nominated for any position will provide formal documentation to the membership affirming institutional commitment in providing the necessary administrative, budgetary, and other support needed to carry out the business of the EC; such documentation will be a necessary condition for election;

3) Elections will take place at the first spring meeting of the Council, with the newly elected officers taking office on the following September 1. Outgoing officers will continue to serve in an advisory capacity until all summer study abroad program administrative duties and requirements have been met.

4) When a vacancy occurs in the middle of a term, nominations may be made and a vote held to fill the vacancy prior to the regularly scheduled time for nominations and voting.

c. To facilitate its operations, at least one of the officers of the E C shall be an employee of the institution that serves as the host institution or fiscal agent.

d. To ensure equitable representation of all constituent institutions, one at-large representative of the executive committee shall be the institutional representative of a research university, one of a comprehensive university, one of a state university, and one of a state college.. If there is not a representative to serve for any one of these institutional categories, that category’s at-large representative seat shall be vacant for that year.

3.02 **Duties of the Chair**

 a. in consultation with the executive committee, scheduling and convening

 regular meetings of the EC as well as interim meetings to fill mid-term

 vacancies or to address other issues of a time-sensitive nature;

 b. preparing and distributing meeting agendas and other handouts;

c. in consultation with the program directors, overseeing and coordinating orientation sessions and workshops for faculty and student participants in study abroad programs and faculty seminars;

d. overseeing the design and publication of promotional materials and the publicizing of program opportunities for faculty members and students;

e. representing the interests of the EC in meetings of the regional chairs, the System Council of the University System of Georgia, and other relevant organizations and agencies;

f. in consultation with program directors, overseeing and conducting the meetings to select faculty to teach on study abroad programs;

g. chairing meetings of the executive committee and overseeing EC budgets as approved by the executive committee;

h. working with EC study abroad program directors and seminar directors to support the development and implementation of Council programs;

i. assuring that all meetings are recorded and that accurate minutes are

distributed in a timely fashion to all institutional representatives;

1. appointing ad hoc committees or workings groups as needed;
2. in consultation with the executive committee, appointing faculty seminar leaders and study abroad program directors;
3. in consultation with the executive committee and host institution personnel, selection of the E C administrative coordinator.
	1. **Duties of the Vice Chair**

The Vice Chair will assist the Chair in the performance of his or her duties and will represent the Chair as required in the absence of the Chair. Should the Chair's position become vacant, the Vice Chair will serve as Chair until such time that elections can be held.

* 1. **Duties of the Treasurer**

a. overseeing and monitoring the budgetary process in consultation with the executive committee, administrative coordinator and program directors

b. maintaining accurate and current budgetary records

c. making regular reports to the executive committee and European Council

 3.05 **Removal of Officers**

Any officer may be removed from office at any time, with or without cause, on the affirmative vote of two-thirds of the institutional representatives, whenever in the membership's judgment the best interests of the EC will be served by doing so.

* 1. **Vacancy**

Vacancy in an officer or at-large representative’s position, however occasioned, may be filled at any time by election of a qualified individual to fill the unexpired term.

* 1. **Delegation of Duties**

The Chair may delegate duties to other representatives of member institutions in the absence or disability of the Chair.

**Article 4: Executive Committee**

* 1. **Membership**

The regular operations of the European Council will be overseen by an executive committee. The members of the executive committee will include all the officers (Chair, Vice Chair and Treasurer) as well as the four at-large representatives elected from among the EC members. The immediate past-Chair of the ECl, the EC study abroad program directors, a representative of the EU Studies Steering Committee and the EC administrative coordinator will also serve as non-voting ex-officio members of the EC executive committee.

* 1. **Duties of the Executive Committee**

The executive committee will oversee the budgetary activities of the E C and will coordinate the activities of the E C.

**Article 5: Administrative Coordinator, Host Institution and Fiscal Agent**

* 1. The EC administrative coordinator is a paid staff position assigned for administrative purposes to the host institution/fiscal agent and selected by the Chair in consultation with the EC executive committee and host institution/fiscal agent.
	2. Duties of the administrative coordinator

a. Maintains financial records for multiple budgets and expenditures including all monetary transactions (collection and disbursement of funds), P-card payments, wire transfers, per diems, program payments, check requests, etc.;;

1. Coordinates and assists with outreach and marketing including the development and implementation of promotional material, attends study abroad fairs across the state, organizes campus recruitment tables; maintains a social media presence, and is responsible for the Council’s website;;
2. Processes student applications and payments and maintains databases for all EC programs;,
3. Serves as the EC point of contact for study abroad representatives and advisors to provide assistance in recruitment efforts, determining course equivalencies, and the enrollment of students in study abroad courses;
4. Advises students on course and program options, payment dates, course updates and required orientation dates and times;
5. Organizes all materials needed for yearly student orientations;
6. Records and maintains all records including minutes from both the executive and general meetings;
7. Other duties as assigned.
	1. The home institution of the EC administrator will serve as the fiscal agent and host institution for the Council.

**Article 6: Requirements of Participating Institutions**

6.01 **Study Abroad Programs**

Representatives at institutions enrolling students in EC study abroad programs will be responsible for:

a. establishing course and credit equivalencies for classes offered on EC study abroad and exchange programs;

b. organizing recruitment and publicity strategies for EC programs;

c. processing student applications and expediting student applications for financial aid;

d. publicizing scholarship opportunities for students;

e. coordinating course registration for students and assuring that students' grades are reflected on students' official academic records in a timely fashion;

f. assisting the EC administrative coordinator in collecting program fees from participating students;

g. maintaining communication with the EC office regarding student enrollments, fee payments, and other issues related to the study abroad programs.

6.02 **Teaching Opportunities in Study Abroad Programs**

Representatives at institutions participating in EC programs will be responsible for:

a. publicizing opportunities for and assisting in the recruitment of faculty to

 teach in EC programs;

b. distributing application packets, collecting completed applications, and distributing completed applications to other institutional representatives involved in faculty selection;

c. participating in meetings scheduled to select faculty for teaching in EC programs.

6.03 **European Union Studies**

Representatives at institutions participating in the European Council will be responsible for:

a.

 promoting and supporting the EU Studies Certificate program in cooperation the EU Studies Steering Committee and its institutional members;

b. facilitating curriculum and faculty development initiatives related to the EU Studies Certificate.

**Article 7: Private Institutions of Higher Education**

7.01 Institutions of higher education that are not unit institutions of the USG are not eligible to be members of the EC. The EC is authorized, however, upon an affirmative vote by the membership, to enter into an EC Memorandum of Agreement for Private Institutions with any fully accredited private institution of higher education that has its principal physical campus within the State of Georgia. By such agreement, such private institutions may participate in EC study abroad programs via their students and faculty. The EC is also authorized to allow a non-voting representative of such participating private institutions to attend and provide non-binding input at EC meetings.

**Article 8: Amending the Bylaws**

8.01 Amendment of the bylaws can be made during any regularly scheduled meeting of the EC by two-thirds vote of all institutional representatives, provided that proposed amendments are submitted to each member at least thirty days prior to the meeting.