

BYLAWS OF THE
ASSOCIATION OF WASHINGTON INTERNATIONAL STUDENT AFFAIRS (AWISA)

ARTICLE I — NAME AND PURPOSE

Section 1 — Name: The name of the organization shall be the Association of Washington International Student Affairs (AWISA).

Section 2 — Purpose: AWISA is organized to provide:

- A network for communication among individuals working in international student affairs in Washington State, sharing common concerns and successes, ideas, and opportunities.
- Opportunities for professional development.
- A unified voice in the Washington State community speaking on behalf of international education issues.

ARTICLE II — MEMBERSHIP

Section 1 — Eligibility for membership: Application for membership shall be open to any current resident of Washington State that supports the purpose statement in Article I, Section 2. Membership is granted after completion and receipt of a membership application and annual dues.

Section 2 — Annual dues: The amount required for annual dues shall be \$20 each year for individual memberships and \$45 per year for institutional memberships of two to four people, and \$55 for five or more unless changed by a majority vote of the members at any AWISA meeting. Continued membership is contingent upon being up-to-date on membership dues, which are due before each winter conference.

Section 3 — Rights of members: Each member shall have voting rights in AWISA when present at meetings.

Section 4 — Resignation and termination: Any member may resign by filing a written resignation with the Chair-Elect/Secretary. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued.

ARTICLE III — MEETINGS OF MEMBERS

Section 1 — Meetings: Meetings of the members shall be held three times per year (winter, fall, and spring), at a time and place designated by the Chair. Members shall elect leadership team members, receive reports on the activities of AWISA, and determine the direction of AWISA for the coming year during each spring meeting. The meetings will follow parliamentary procedure, in good faith, which will be defined by the Chair.

Section 2 — Special meetings: Special meetings may be called by the Chair, Chair-Elect/Secretary, Treasurer, or Social Media Coordinator, or by a petition signed by five percent of members.

Section 3 — Notice of meetings: Notice of each meeting shall be given to each voting member, by email, no less than two weeks prior to the meeting.

Section 4 — Voting: All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

ARTICLE IV — LEADERSHIP TEAM

Section 1 — Leadership team role, size, and compensation: The leadership team is responsible for the overall policy and direction of AWISA, and delegates responsibility to committees as needed. The leadership team shall consist of a Chair, Chair-Elect/Secretary, Treasurer, and Social Media Coordinator. Leadership team positions are voluntary and receive no compensation.

Section 2 — Terms: The Chair-Elect/Secretary position involves a two-year commitment to serving the AWISA membership in a leadership capacity. In the first year, the successful candidate will serve as the AWISA Chair-Elect/Secretary. In the second year, the Chair-Elect/Secretary moves into the role of AWISA Chair. Treasurer, and Social Media Coordinator serve for a fixed 2 year term. A one year term is defined as the period from August 1- June 30. Members may not be re-elected to the same leadership team position more than twice consecutively.

Section 3 — Election procedures: Elections will take place during the Spring business meeting. In order to run for election, nominees must be current AWISA members. An AWISA member may nominate themselves or another member for consideration. Written nominations should be submitted to the current Chair by the Friday prior to the spring meeting; however, the chair will also call for other nominations during the meeting. The chair will call for nominations for the chair-elect/secretary position and give each nominee 5 minutes to speak. Then, the chair will call for a vote. Leadership team members will be elected by a simple majority of members present at the spring meeting. Members must be present at the meeting to vote. The chair will continue this process for each position. Uncontested elections require a simple majority. If a position is unfilled, the chair may appoint an AWISA member.

Section 4 — Duties: Duties of the leadership team shall be designated as follows:

The Chair shall be responsible for:

- Planning and coordinating quarterly meetings (seeking out presenters, working with hosts to facilitate meetings, etc.)
- Overseeing the quarterly meeting and facilitating the business section of those meetings.
- Representing AWISA, both within the professional community and the community at-large.
- Creating and sending out certificates to meeting presenters.
- Coordinating and administering “Best of AWISA.”

The Chair-Elect/Secretary shall be responsible for:

- Taking and preparing notes during the business meeting portion of the quarterly meeting. In the absence of the Chair-Elect/Secretary, the Chair may appoint a member of AWISA.
- Assisting with the planning of quarterly meetings, which includes coordinating RSVPs.
- Preparing and sending out quarterly announcements to the membership.
- Maintaining the membership database and collaborating with the Treasurer to ensure membership dues are paid, including reminders, if necessary.
- Responding to member inquiries requesting that AWISA announcements be sent out.
- Distributing announcements to AWISA Listserv as requested.
- Preparing all forms and materials needed for the quarterly meetings.
- Writing a brief article on AWISA activities (Once a year) for the NAFSA Region I newsletter.
- Tabulating and tracking evaluation forms after AWISA meetings and helping coordinate “Best of AWISA.”
- Coordinating the AWISA Travel Grant and collaborating with the Social Media Coordinator to promote the Travel Grant.

The Treasurer shall be responsible for:

- Maintaining the AWISA bank account
- Monitoring and handling AWISA expenses
- Sending receipts for membership dues
- Presenting the Treasurer’s Report at each quarterly meeting
- Reminding member institutions to pay dues, as necessary.
- Preparing the yearly budget and presenting it at every fall meeting.

The Social Media Coordinator shall be responsible for:

- Updating social media sites
- Maintaining the AWISA.org website
- Posting job openings and other announcements to the AWISA social media accounts
- Responding to inquiries via social media and email

Section 5 — Vacancies: When a vacancy on the leadership team exists mid-term, the procedure in Article IV, Section 3 and 4 will be followed. If the open position is the Chair, then the Chair Elect will immediately become

the Chair and serve the remainder of the term. Elections will occur for a new Chair Elect/Secretary.

Section —6 Resignation, termination, and absences: Resignation from the leadership team must be in writing and received by the Chair-Elect/Secretary. Leadership team members may be removed by a three-fourths vote of members at any meeting. In cases of alleged misconduct, the Chair may temporarily suspend leadership team members from their positions pending a formal vote of the membership.

ARTICLE V — FISCAL POLICIES

Section I—Fiscal year: The fiscal year of AWISA shall span August 1- July 31.

Section 2 — Expenses and reimbursements: All AWISA related expenses and reimbursements must be approved by the Chair and treasurer.

ARTICLE VI— COMMITTEES

Section — 1 Committee formation: The Chair may create committees as needed, such as advocacy, finance, grants, data collection, etc. The Chair appoints all committee chairs.

ARTICLE VII — AMENDMENTS

Section 1 —Amendments: These bylaws may be amended when necessary by two-thirds majority vote of members present at any meeting. Proposed amendments must be submitted to the Chair-Elect/Secretary to be sent out with regular announcements. Stylistic revisions do not require a vote and can be made by the secretary. Stylistic revisions should be presented at the next meeting.

CERTIFICATION

These bylaws were approved at a meeting of the membership by a two-thirds majority vote on Jan. 25th 2019


Chair Signature

