

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 \$15 each year for individual memberships and \$35 per year for institutional memberships of two or more people, 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 shall be due by 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 — Quarterly meetings: Meetings of the members shall be held quarterly, 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.

Section 2 — Special meetings: Special meetings may be called by the Chair, Chair-Elect/Secretary, Treasurer, 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 mail or email, not 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, and Treasurer. 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. Treasurers serve for a fixed 2 year term. A one year term is defined as the period from summer quarter through spring quarter. Members may not be re-elected to the same leadership team position more than twice consecutively.

Section 3 — Leadership Team elections: Leadership team members shall be elected or re-elected by the voting of members at the spring meeting. 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.

Section 4 — Election procedures: Nominations may be made by completing the Leadership Nomination Form available on the AWISA website. An AWISA member may volunteer him/herself or another member for consideration. Written nominations should be submitted to the current Chair-Elect/Secretary or Chair no later than the Friday prior to the spring meeting. Nomination forms will be compiled and made available at the spring meeting for members to review. A vote will be taken at that afternoon's business meeting.

Section 5 — 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.
- Writing thank you notes to host school and session presenters.
- Coordinating and administering "Best of AWISA."

The Chair-Elect/Secretary shall be responsible for:

- Taking and preparing minutes of each quarterly meeting.
- Assisting with the planning of quarterly meetings.
- Preparing and sending out quarterly mailings to the membership.
- Maintaining the membership database and collecting membership dues.
- 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.
- Reminding member institutions to pay dues as necessary.
- Tabulating and tracking evaluation forms after AWISA meetings and helping coordinate "Best of AWISA."

The Treasurer shall be responsible for maintaining the AWISA bank account, monitoring and handling AWISA expenses, sending receipts for membership dues, and presenting the Treasurer's Report at each quarterly meeting.

Section 6 — Vacancies: When a vacancy on the leadership team exists mid-term, the Chair-Elect/Secretary must receive nominations for the open position from members no later than one week in advance of a meeting. These nominations shall be sent out to members with the regular announcements, to be voted upon at the meeting.

Section 7 — 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 VI — FISCAL POLICIES

Section 1 — Fiscal year: The fiscal year of AWISA shall span summer quarter to spring quarter.

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

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.

CERTIFICATION

These bylaws were approved at a meeting of the membership by a two-thirds majority vote on _____.

Secretary

Date