



## **VISION**

The VISION of MAUI is to be recognized as a national and international model for the development and delivery of innovative and collaborative international programs, services, and practices.

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The MISSION of MAUI is to make meaningful contributions to its member universities and international partnerships in a globally interdependent and culturally diverse world.

## **BYLAWS**

### **Article I**

#### *Name*

The name of this unincorporated association is Mid America Universities International, (a/k/a MAUI).

### **Article II**

#### *Organization and Purpose*

Section 1. MAUI, the current name of this association, consists of and operates as a consortium of institutions of higher education located primarily in the Plains States and Midwestern region of the United States. Member institutions participate in MAUI through their respective offices of International Education and are represented by their Chief International Officer. The association was formed in 1975 but was known as the Mid-America State Universities Association (MASUA) from 1975 to 1988 and as the International Council of the Association of Big Eight Universities (ABEU-IC) from 1988 until 1995, when it became known as MAUI.

Section 2. The VISION of MAUI is to be recognized as a national and international model for the development and delivery of innovative and collaborative international programs, services, and practices.

Section 3. The MISSION of MAUI is to make meaningful contributions to its member universities and international partnerships in a globally interdependent and culturally diverse world.

Section 4. MAUI fulfills its mission through collaborative and mutually beneficial efforts of its members focused on the active creation of, involvement with, and promotion of international opportunities for the members.

Section 5. Activities are funded by the membership and through internal and external funding sources.

### **Article III**

#### *Membership*

Section 1. The membership of MAUI shall be limited to fully accredited institutions of higher education located primarily in the Plains States and Midwestern region of the United States.

Section 2. To become a member an institution must:

- a. be nominated by an existing MAUI member;
- b. demonstrate that it meets the criteria in Article III Section 1, and
- c. be approved by the MAUI Council.

Section 3. Dues are to be recommended by the Treasurer and submitted by the Executive Committee to the MAUI Council for approval. To qualify for membership an institution must demonstrate a commitment to internationalization through its programs.

Section 4. The Treasurer shall notify members of membership renewal dates and rates. Those whose dues are not paid within three months shall be suspended from voting privileges; those whose membership dues are not paid within six months shall be suspended from membership.

Section 5. All rights and privileges of members shall be exercised by the Chief International Officer of the member institution or that person's designee. On any occasion only one person shall exercise the rights and privileges of membership for a member institution.

Section 6. Each Member Institution with voting rights shall receive an annual financial statement.

### **Article IV**

#### *MAUI Council*

Section 1. The membership of the Council shall consist of the Chief International Officers as determined by the respective member institutions.

Section 2. The MAUI Council (Council) may pursue such objectives and by such means as its membership shall determine is within the appropriate scope of the association's Mission;

including, but not limited to:

- a. promoting and facilitating cooperation among member institutions,
- b. providing ongoing support to its members for international programs and development projects,
- c. responding to requests for proposals with international objective,
- d. funding, as resources and priorities allow, initiatives that further its global objectives, member institutions to allow the exchange of students to participate in designated study abroad programs funded by the sponsoring institution,
- e. facilitating reciprocal arrangements among member institutions to allow the exchange of students to participate in designated study abroad programs funded by the sponsoring institution,
- f. creating and maintaining online resources accessible to the member institutions' students and administrators.

Section 3. The Council may invite any individual, group of individuals, or organizations to attend Council meetings and/or to work with MAUI in any capacity consistent with these Bylaws.

## **Article V**

### *Officers*

Section 1. The officers of MAUI shall be a President, a Vice-President/President Elect, a Secretary, and a Treasurer. The Executive Committee shall be comprised of the officers of MAUI.

Section 2. The eligibility for service as an officer shall be limited to designated representatives of member institutions which remain in good standing during the time the individual serves.

Section 3. The term of office for each officer shall be two years or until a successor takes office, except for the Treasurer, whose term shall be as determined by the Executive Committee. Officers shall be selected at the annual meeting.

Section 4. Should the office of President become vacant, the Vice President/President-Elect shall succeed to the office, completing the unexpired term. Should any other office become vacant, the President, in consultation with the Executive Committee, shall appoint a member to the vacant position to complete the unexpired term.

Section 5. No member shall hold more than one office at one time.

Section 6. No MAUI funds shall personally benefit, or be distributed to its officers.

## **Article VI**

### *Executive Committee*

Section 1. The Executive Committee shall have general supervision of the affairs of MAUI between regular and called meetings of the Council, including the authority to act on behalf of the Council. Any such actions taken by the Executive Committee shall be reported in a timely

manner to the Council.

Section 2. Special meetings of the Executive Committee may be called by the President or any two members of the Executive Committee.

Section 3. The Executive Committee is responsible for maintaining a balanced budget on an annual basis.

## **Article VII**

### *Study Abroad Group*

Section 1. The Study Abroad Group consists of representatives from all member institutions. The purpose of this group is to promote education abroad opportunities for all member institutions. Activities may include site visits, sharing resources and experience, and participating in exchange opportunities through the consortium.

Section 2. The Study Abroad Task Force shall be comprised of the officers of the Study Abroad Group. The officers shall be Vice President for Study Abroad, Vice President Elect, and Utrecht Coordinator. Representatives from member institutions may volunteer to participate in the Study Abroad Task Force as a contributing Member.

Section 3. The Study Abroad Task Force shall explore and implement initiatives that promote education abroad and internationalization for member institutions, in accordance with the Mission of MAUI as determined by the MAUI Executive Committee. This may include representing the interests of the Study Abroad Group to the Executive Committee, pursuing excellence in the practices of education abroad, and assisting with the development of new partnerships and programs. Any such actions taken by the Study Abroad Task Force shall be reported in a timely manner to the Executive Committee for final approval.

Section 4. The Vice President for Study Abroad shall be the official liaison between the MAUI Council and the Study Abroad Group. This position will, therefore, be a member of both the Study Abroad Group and the Executive Committee. The responsibilities of this officer will include, but not be limited to:

- a. overseeing the activities of the Study Abroad Group and reporting to the President of MAUI
- b. leading the Study Abroad Task Force as the Chair of the Study Abroad Task Force
- c. collaborating with the Utrecht coordinator to ensure consistency in expectations and process
- d. organizing the Study Abroad portion of the annual business meeting.

Section 5. The primary responsibility of the Vice President Elect position is to support the duties of the Vice President for Study Abroad. This officer shall also track member participation in the Study Abroad Group and present a report of study abroad participation in the consortium at the annual business meeting.

Section 6. The Utrecht Coordinator shall be the official liaison between the Utrecht exchange network and the MAUI Study Abroad Group. This position shall handle all procedures and responsibilities associated with Utrecht network participation and coordination, including but not limited to:

- a. sharing information with the Study Abroad Group about exchange procedures, resources, and exchange placements
- b. collecting, tracking, and submitting MAUI nominations to the Utrecht network
- c. collaborating with the MAUI Coordinator in the Utrecht network
- d. attending the Utrecht annual meeting, if possible
  - a. The Utrecht Coordinator may apply to the Executive Committee for funds to assist in travel for this meeting. Any distribution of funds will be determined and overseen at the discretion of the Treasurer and the Executive Committee.
- e. presenting a report at the annual business meeting on the state of the Utrecht Network partnership, members, and activities.

Section 7. Other official positions may be added if the scope of the Study Abroad Group increases.

Section 8. Should the office of Vice President for Study Abroad become vacant, the Vice President Elect shall succeed to the office, completing the unexpired term. Should any other office become vacant, the Vice President of Study Abroad, in consultation with the Study Abroad Task Force, shall appoint a member to the vacant position to complete the unexpired term. The policy on officer terms is as follows:

- a. The term of the Vice President of the Study Abroad Group shall be two years, or until a successor takes office.
- b. The term of the Vice President Elect of the Study Abroad Group shall be one year followed by two years as the Vice President, or until a successor takes office.
- c. The term of the Utrecht Coordinator shall be for an indefinite period, or until a successor takes office.
- d. Officers shall be elected at the annual business meeting. The members of the Study Abroad Group who are present at the annual meeting shall vote in a manner appropriate for that meeting, and the member with the majority of the votes will be appointed the position.
  - a. Members can nominate themselves or others. If a member must be absent at the meeting, he/she may still nominate him/herself to the Vice President for Study Abroad prior to the meeting by emailing his/her credentials, a brief statement to be read during the nominations, and the position for which he/she is applying. Absent members may not be nominated by others.

Section 9. No member shall hold more than one office at one time.

Section 10. No MAUI funds shall personally benefit or be distributed to its officers.

## **Article VIII**

### *Meetings*

Section 1. Each year, there shall be two meetings; an annual business meeting open to all members of MAUI and at least one other meeting at the call of the President.

Section 2. Special meetings of MAUI can be called by the President or by any two members of the Executive Committee. Except in the case of emergency, at least 15 days notice via e-mail of the time, place and purpose of the meeting shall be given to the membership. Members are expected to keep the Secretary apprised of any e-mail address changes.

Section 3. Each member institution shall have one vote which will be exercised by its designated voting representative. In the absence of a designated voting representative, an alternate voting representative may cast an institution's vote. Vote results shall be included in the minutes of the meeting.

Section 4. At any meeting, the presence of designated representatives from a majority of the member institutions shall constitute a quorum. Any action taken in the absence of a quorum, becomes effective when ratified thereafter by a majority of members.

Section 5. The vote on any question, issue, or election may be taken in any manner approved by the Council including absentee votes transmitted electronically.

Section 6. Minutes of all meetings shall be distributed to all members prior to a subsequent meeting.

## **Article IX**

### *Conflicts of Interest Policy*

Section 1. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the possible conflict and be given the opportunity to disclose all material facts to the Executive Committee prior to participating in any decision or conduct relevant to the affected activity.

Section 2. After disclosure of all material facts, and after any discussion with the interested person, the Executive Committee shall decide if a conflict of interest exists and determine whether the individual may participate in the affected activity and, if so, under what conditions.

## **Article X**

### *Amendment of Bylaws*

These Bylaws may be amended by a majority of the member institutions at any properly called meeting. Amendments may be initiated by the Executive Committee or by written petitions all material facts to the Executive Committee prior to participating in any decision or conduct relevant to the affected activity.