

# **Professional International Educators Roundtable: San Diego Organization By-Laws**

## **Article I - Name**

The name of this organization shall be the Professional International Educators Roundtable (PIER San Diego County).

## **Article II - Purpose**

The purpose of this organization shall be:

- A. To aid members to better serve and work with international students and scholars;
- B. To assist members in their professional development;
- C. To keep abreast of DHS rules and regulations as they affect members;
- D. To articulate with local, state, federal, DHS, NAFSA, and other relevant organizations on matters of concern to the membership;
- E. To promote and monitor the PIER Mentor Program for the members of PIER;
- F. To promote on-going cultural understanding.

## **Article III - Membership**

**Section 1.** The membership shall be open to any person whose responsibility and/or interest is in the area of international education.

**Section 2.** Member dues shall be paid once a year and per person, not per organization.

## **Article IV - Finances**

**Section 1.** The budget of the organization shall be based on revenue generated from membership dues and other projects approved by the Executive Board.

**Section 2.** Expenses in excess of \$100.00 shall be approved by a majority of members of the Executive Board.

**Section 3.** The Treasurer shall present a financial report of the organization at each scheduled meeting of the organization.

## **Article V - Officers**

**Section 1.** The officers of the organization shall be a Chair, Chair-Elect, Membership Coordinator, Secretary, Treasurer, and Webmaster.

**Section 2.** Eligibility: All officers shall have been active members of PIER for at least one year.

**Section 3.** Terms of Office: The Chair, Chair-Elect, and Secretary shall serve one-year terms from July 1 of the year elected to June 30 of the following year. The Membership Coordinator, Webmaster and Treasurer shall serve two-year terms from July 1 of the year elected to June 30 two years later.

**Section 4.** Elections shall be held at the last scheduled meeting of the year. Nominations for the next year's Executive Board shall be solicited prior to or at the last meeting of the year.

## **Article VI - Duties of the Officers**

**Section 1.** The Chair shall conduct the business portion of PIER meetings; prepare a written agenda and announcement for each scheduled PIER meeting; serve as liaison with DHS, NAFSA and any other relevant organizations; preside over Executive Board meetings and any training sessions; oversee any recognition presentations; organize elections of the next year's Executive Board vacancies, and oversee the general operation of PIER.

**Section 2.** The Chair-Elect shall preside over meetings in the absence of the Chair; assist the Chair with any necessary duties; oversee the PIER Mentor Program following the guidelines of the Mentor Program or designate a PIER member as Mentor Coordinator with the approval of the Executive Board; and coordinate workshops and training sessions other than regularly scheduled PIER meetings.

**Section 3.** The Membership Coordinator shall actively develop the membership of PIER; collect dues and issue receipts; maintain the membership list; prepare an updated list of membership annually; update membership application form annually; accept and review annual application forms; and maintain an e-mail roster of members.

**Section 4.** The Secretary shall take minutes at each PIER and Executive Board meeting; provide minutes of the previous meeting to the Webmaster to post on the PIER Web site; e-mail notices of meetings and the agenda to the membership; and e-mail information of relevance to the PIER membership.

**Section 5.** The Treasurer shall maintain financial transaction records; receive revenue and dues from the Membership Coordinator; and present financial reports at each scheduled PIER meeting.

**Section 6.** The Webmaster shall coordinate and maintain the PIER Web site; post all PIER monthly meeting minutes and announcements; update all web content (i.e. job registry, workshops, grants, membership lists, school lists, advisor's corner, etc.); and serve as a liaison with domain name and Internet service providers.

**Section 7.** All Officers will assist with meetings, workshops or other duties when necessary.

## **Article VII - Meetings**

**Section 1.** Bi-monthly meetings will be held beginning September 1 of one year to June 30 of the following year or as recommended by the Executive Board.

**Section 2.** Bi-monthly meeting dates and times shall be determined by the Executive Board annually.

## **Article VIII - The Executive Board**

**Section 1.** The officers of the PIER organization as identified in Article V shall constitute the Executive Board.

**Section 2.** The Executive Board shall have general supervision of the affairs of the PIER organization between its meetings; shall fix the date, time and place of programs, workshops and mini-conferences; shall make recommendations to the organization; shall perform such other duties as are specified in these by-laws; and shall have the authority to fill the vacancies as needed where provisions for replacement are not provided by these by-laws. The Executive Board shall be subject to the orders of the organization and none of its acts shall conflict with action taken by the organization.

**Section 3.** The Executive Board shall meet prior to the first meeting of the year to plan the upcoming year's schedule as needed.

## **Article IX - Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the organization in all cases to which they are applicable and to which they are not inconsistent with these by-laws and any special rules of order the organization may adopt.

## **Article X - Amendments to By-Laws**

These by-laws can be amended at any regular meeting of the organization by a two-thirds vote, provided that the amendment has been submitted in writing to the membership at least thirty days in advance of the meeting