

International Affairs Committee  
Mission Statement and Bylaws

KUTZTOWN UNIVERSITY  
Kutztown, PA 19530

**MISSION**

The International Affairs Committee reports to the University Senate and is responsible for the following:

- Identifying, advising upon, and monitoring international initiatives.
- Maintaining effective communication with the university community.
- Providing ongoing evaluation of international initiatives within the university.

**BYLAWS**

I. COMPOSITION AND TERMS OF APPOINTMENT

a. Composition

- i. A representative from the International Admissions & Services (Permanent Member)
- ii. The Faculty Advisor for the International Studies Program (Permanent Member)
- iii. One member of the College of Liberal Arts and Sciences (Appointed by the Committee on Committees)
- iv. One member of the College of Business (Appointed by the Committee on Committees)
- v. One member of the College of Education (Appointed by the Committee on Committees)
- vi. One member of the College of Visual and Performing Arts (Appointed by the Committee on Committees)
- vii. Three At-Large faculty members (Appointed by the Committee on Committees)
- viii. One Professional Staff member (Appointed by the Committee of Committees)
- ix. One Academic Dean or Director (Appointed by the Committee of Committees)
- x. One International Undergraduate Student (Appointed by the Student Government Board)
- xi. One Non-International Undergraduate Student (Appointed by the Student Government Board)

b. Terms of Appointment

- i. Chairperson of the International Affairs Committee is elected each year from among the members of the committee. There are no term limits on being Chairperson.
- ii. Non-Permanent Faculty and Staff Members are appointed for staggered two-year terms.
- iii. Students are appointed by the Student Government Board for one-year terms.

## II. DUTIES

### a. Duties of Committee Members are:

- i. Elect International Affairs Committee Chair
- ii. Elect International Affairs Subcommittee Chairs and Members as necessary.
- iii. Prepare a charter outlining activities and objectives for the year and submit it to the University Senate at the beginning of the academic year
- iv. Review the International Affairs Committee's Mission Statement, Bylaws and Operating Guidelines on an annual basis
- v. Attend meetings on a regular basis
- vi. Inform Chair if unable to attend a meeting
- vii. Perform committee duties as assigned
- viii. If serving as a representative of a department or college, provide regular feedback to appropriate constituency

### b. Duties of Chair are:

- i. Distribute Mission Statement, ByLaws and Operating Guidelines to member at the first meeting of the year for information and review.
- ii. Submit and revision of the Mission Statement to University Senate for approval
- iii. Submit and revision of Operating Procedures to University Senate for approval
- iv. Ensure that the University Senate Office has a copy of the Mission Statement and Operating Procedures
- v. Call meetings on a regular basis
- vi. Set the agenda and distribute prior to the meeting
- vii. Distribute the minutes prior to the meeting
- viii. In the absence of University Senate clerical support, the Chair will appoint a recording secretary
- ix. Present an interim report to the University Senate as requested
- x. Ask for administrative expertise to attend specific meetings as needed.
- xi. Inform University Senate is proposing any changes in structure, membership, or mission
- xii. Present a written annual report to the University Senate outlining accomplishments and activities of the Committee
- xiii. Present a written annual report to each member of the Committee outlining his/her accomplishments

c. Duties of Recording Secretary are:

- i. Record the minutes of each meeting
- ii. Record the names of those attending and those not attending at each meeting
- iii. Submit copies of minutes to the University Senate Office for archival purposes

III. MEETINGS

The International Affairs Committee will meet at least two times per semester, and additional meetings will be scheduled on an as needed basis. Members of the International Affairs Committee who cannot attend a meeting for whatever reason must find a qualified substitute for their constituency. Members who miss two regularly scheduled meetings in any given semester may be assumed to have withdrawn from the Committee and in such a case the International Affairs Committee will identify an appropriate replacement. The first meeting of the year is called by the Assistant Director of International Admissions if a chair has not already been elected for that academic year.

IV. AGENDA

a. The agenda shall consist of the following order of priority:

- i. Call to Order
- ii. Approval of Minutes
- iii. Announcements
- iv. Old Business
- v. New Business
- vi. Adjournment

b. A call for agenda items will be sent out to all members of the committee with a copy of the minutes and a draft agenda at least one week prior to the meeting

c. The final agenda for the meeting will be available for the members of the committee on the day of the meeting

V. RULES OF ORDER

a. Robert's Rules of Order will govern the committee's procedures in all cases where applicable

b. A quorum will consist of a simple majority of the members of the full committee. A quorum is needed to hold meetings and conduct business

c. All members of the committee have full voting privileges

- d. In order to have a vote, there must be a quorum
- e. Amendments of the Bylaws shall require a two-thirds majority of the total voting membership

*Revised April 2022*

*Approved by University Senate May 2022*