

NAFSA: ASSOCIATION OF INTERNATIONAL EDUCATORS

STANDING RULES

Adopted December 9, 2011

Table of Contents

Rule I: Membership	1
Section A: Benefits and Privileges of Membership	1
Section B: Review of Membership	1
Section C: Use of NAFSA’s Name.....	1
Section D: Member Privacy	2
Rule II: Board of Directors	2
Section A: Duties of the Executive Committee	2
Section B: Agenda Items for Board Consideration.....	2
Rule III: Awards	3
Section A: NAFSA National Awards	3
Section B: NAFSA Awards for Government Officials.....	3
Rule IV: Nominations Procedures	3
Section A: Schedule and Call for Nominations	3
Section B: Slate of Nominees for the Board of Directors	3
Section C: Slate of Nominees for Elected Member-Leader Positions	4
Rule V: Elections Procedures	5
Section A: Consent of Candidates and Publishing of the Ballot.....	5
Section B: Challenges	6
Rule VI: Regions	6
Section A: Governance of Regions.....	6
Section B: Regional Finances & Contracting	6
Section C: Regional Fundraising	6
Section D: Regional Communications.....	6
Rule VII: Member-Leader Structures/Knowledge Communities	6
Section A: Knowledge Communities (KCs).....	6
Section B: Knowledge Community Coordinating Committee (KCCC)	7
Section C: Professional Networks.....	7
Rule VIII: Member-Leader Structures/Committees	7
Section A: Annual Conference Committee.....	7
Section B: Education Abroad Regulatory Practice Committee	8
Section C: International Student and Scholar Regulatory Practice Committee	8
Section D: Regional Affairs Committee	9
Section E: Membership Committee	9
Section F: Leadership Development Committee	9
Rule IX: Member-Leader Structures/General	10
Section A: Alignment	10
Section B: Subcommittee Approval.....	10
Section C: Task Forces	10
Section D: Member Interest Groups (MIGs)	10
Rule X: Annual National Conference and Business Meeting	11
Section A: Conference Planning	11
Section B: Annual Business Meeting.....	11
Rule XI: Financial Matters	11
Section A: Travel Policy.....	11
Section B: Honorarium Policy	12
Section C: Submission of Proposals for Grants	12
Rule XII: Amendments and Suspension of the Rules	12
Section A: Board of Directors.....	12
Section B: Annual Business Meeting.....	12

RULE I: MEMBERSHIP**Section A: Benefits and Privileges of Membership***1. Regular Members*

Regular members receive all benefits and privileges of NAFSA that are currently available.

2. Associate Members

Associate members are those individuals who qualify under one or more of the following criteria:

- a. Retirees are individuals who desire continued affiliation with NAFSA after retirement;
- b. Students are individuals enrolled as full-time students in postsecondary institutions;
- c. Community volunteers are individuals not salaried for their work with organizations in international education;
- d. Other individuals are those who do not meet the regular member criteria as set forth in the Bylaws.

Associate members receive all benefits and privileges of NAFSA. Associate member dues shall be one-third (1/3) of the regular member dues.

3. Life Members

Life Membership may be conferred upon members by the Board of Directors upon recommendation of the Membership Committee in recognition of service to NAFSA upon retirement from professional responsibilities in international education, and shall not be awarded automatically to members who attain emeritus status. Life Members shall receive regular membership privileges and a waiver of annual dues and Annual Conference registration fees.

4. Honorary Members

Honorary membership may be conferred by the Board of Directors upon nonmembers whom NAFSA wishes to recognize for distinguished service to international education. Honorary members shall receive a waiver of annual dues and regular membership privileges with the exception of the right to vote or hold office.

Section B: Review of Membership*1. Verification*

On receipt of an application for membership, the Membership Committee may request verification of the bona fide interest or mission of the applicant.

2. Refusal or Revocation

The Board of Directors reserves the right to refuse or revoke membership of any individual whose purpose appears to be inconsistent with those of NAFSA.

Section C: Use of NAFSA's Name*1. Members' Use*

NAFSA members may state that they are members of the Association in their printed materials. Use of NAFSA's name, acronym, or logo to indicate or imply the endorsement of the Association is prohibited. Permission to use NAFSA's name, acronym, or logo to indicate support of the Association can be granted only by the Board of Directors.

2. Speaking for the Association

Only the President & Chair and Executive Director & CEO are authorized to speak on behalf of NAFSA. The President & Chair and Executive Director & CEO may delegate this responsibility.

Section D: Member Privacy*1. Mailing Lists*

Registrants for conferences and NAFSA members give permission for NAFSA to rent its mailing and e-mail lists, unless such permission is expressly denied.

2. Listing Member-Leader Names

- a. As a general rule, contact information for NAFSA member-leaders will be available to both members and nonmembers to promote information sharing among members and awareness of the mission and work of the Association by the general public.
- b. In respect for individual member-leaders who may object to having their contact information posted publicly, an option to place only the name of such leaders on the Web sites will be provided.
- c. It is the responsibility of the Chair of any committee within the various NAFSA structures to obtain written permission (which may be by e-mail) from each newly elected or appointed member-leader prior to publishing the new leader's name and contact information on the public areas of NAFSA-affiliated Web sites. The Chairs should keep a copy of the information release for the term of each team or committee member.

RULE II: BOARD OF DIRECTORS**Section A: Duties of the Executive Committee**

In addition to its duties as specified in the Bylaws, the Executive Committee shall annually review the performance of the Executive Director & CEO and determine an appropriate level of compensation.

Section B: Agenda Items for Board Consideration*1. Categories*

Matters coming before the Board of Directors for consideration shall be of three kinds: *action items* that, if adopted by the Board, are binding on NAFSA; *advisory resolutions*, arising from the Annual Business Meeting in accordance with Rule X, Section B, 3; and *discussion items of strategic importance*, intended as background information or as an introduction to a topic that may appear at a later date as an action item.

2. Sources of Agenda Items

- a. Any member of the Board may ask the President & Chair to place an item on the agenda, although the President & Chair may send the item to the appropriate committee for prior review.
- b. Chairs of Board committees may place items from their committee work on the agenda.
- c. Items deriving from committees in the member-leader structures shall be presented by the respective Vice President, after being vetted by the relevant Board committee.
- d. Items deriving from the Executive Committee shall be presented by the Secretary of the Corporation.
- e. Pursuant to Rule X, Section B, 3, advisory resolutions adopted at the Annual Business Meeting shall be presented for Board consideration by the Secretary.
- f. Items deriving from other member groups or individual members may be presented by any member of the Board.
- g. In the event that an appropriate Board member cannot be found to present a particular action item, the originator(s) of the item may petition the President & Chair no less than three (3) business days prior to any regularly scheduled Board meeting for permission to appear and present the action item.

3. Action Items Proposed During Meetings

Members of the Board may also orally present motions arising out of deliberations during a Board meeting. The President & Chair may request that a motion be presented in writing.

4. Procedure

Action item texts shall be delivered to the Secretary of the Corporation no later than 24 hours prior to the commencement of any regularly scheduled Board meeting, although every effort should be made to deliver them no less than ten (10) days in advance of regular meetings. The President & Chair will, at the beginning of the formal meeting of the Board, specify the order in which agenda items will be addressed. Decisions about which items shall appear on a consent agenda shall be made by the President & Chair. Members may ask for an item to be removed from the consent agenda at any time prior to or during consideration of the consent agenda.

RULE III: AWARDS

Section A: NAFSA National Awards

The Member Relations Committee of the Board shall be responsible for nominating individuals for *The Cassandra Pyle Award for Leadership and Collaboration in International Education and Exchange* and *The Marita Houlihan Award for Distinguished Contributions to the Field of International Education*. The Membership Committee shall be responsible for nominating members for the *The Homer Higbee Award for Distinguished Service to NAFSA* and *Life Membership Award*. Nominations shall be forwarded to Secretary of the Board no later than March 1. The decision to bestow an award rests with the Board. Current members of the NAFSA Board of Directors and Membership Committee and self-nominations shall not be eligible for consideration. The awards nomination process shall be confidential.

Section B: NAFSA Awards for Government Officials

From time to time, the Vice President for Public Policy and Practice, with concurrence of the Executive Director & CEO, may choose to nominate U.S. government officials for exceptional service or responsiveness to the Association, its members, and the profession. Candidates for such an award can be suggested by the Vice President for Public Policy and Practice. Although awards are normally given at the time the official leaves his/her position for another assignment, awards are not to be routinely given to officials at the time of such a transition, nor is there any obligation to give an award each year. The decision to bestow an award rests with the Board of Directors.

RULE IV: NOMINATIONS PROCEDURES

Section A: Schedule and Call for Nominations

1. Schedule

The Governance Committee and the Leadership Development Committee, both having responsibilities for nominations, shall coordinate in setting a schedule to ensure the completion of the annual election process by November 1 immediately preceding the January when the newly elected candidates take office.

2. Call for Nominations

The Leadership Development Committee shall issue the call for nominations for all open positions in the member-leadership and the Board of Directors, and encourage individuals to apply or nominate their peers for positions for which they are qualified. The committee shall receive all applications and nominations. The Governance Committee shall refer prospective Board members to the application process.

Section B: Slate of Nominees for the Board of Directors

1. Competency & Diversity

The Governance Committee shall maintain a matrix of leadership ability, skill, knowledge, and experience of the Board of Directors, recognizing the diversity of the Association, including regional distribu-

tion, professional affiliation, and multiple dimensions of identity and expression. Prior to the Call for Nominations, the Governance Committee shall review the current composition of the Board and set annual priorities for the slate of nominees to ensure the desired balance of competencies and diversity on the Board. The Governance Committee shall inform the Leadership Development Committee of the desired qualities for Board candidates.

2. Preparation of the Slate for Directors and Officers

All applications and nominations for open positions of Directors and Officers of the Association shall be checked for completeness and for any other characteristics as requested by the Governance Committee and then forwarded to the Governance Committee. The Governance Committee shall vet the applicants and nominees and propose a slate to the Board of Directors. Candidates for the office of President & Chair, any open Vice President, and any open Directors shall be presented as a slate with a single candidate for each position.

3. Eligibility

Eligibility requirements for Board members are set forth in the Bylaws. Current members of the Governance Committee shall not be eligible to stand for election to Board positions.

4. Confidentiality

Information gathered about potential candidates shall be held confidential by members of the Governance Committee. The slate of candidates for Board and member-leader positions shall be made public only after written consent of all candidates is received by the Secretary of the Corporation.

5. Approval and Acceptance for Directors and Officers

Each candidate on the proposed slate for Directors and Officers shall have the approval of at least two-thirds (2/3) of the Governance Committee members. The final slate shall be recommended to the Board of Directors for acceptance in its entirety.

Section C: Slate of Nominees for Elected Member-Leader Positions

1. Preparation of the Slate for Member-Leader Chair Positions

The Leadership Development Committee shall evaluate prospects for open positions of Knowledge Community Chairs and member-leader Committee Chairs. For Knowledge Community Chairs, there shall be slates of either single or dual candidates, as decided by the current knowledge community team. Slates for the Chairs of the Membership Committee and the Leadership Development Committee shall be presented with two candidates for each position.

2. Competency & Diversity

The Leadership Development Committee shall strive to identify qualified candidates for open positions from diverse populations in the membership, taking into consideration regional distribution, professional affiliation, and multiple dimensions of identity and expression.

3. Eligibility

Current members of the Leadership Development Committee shall not be eligible to stand for elected member-leaders positions, but may stand for election to the Board of Directors.

4. Consultation

The Chair of the Leadership Development Committee shall consult with the Vice Presidents and Knowledge Community or Committee Chairs annually regarding necessary and desirable qualifications for open positions in their respective purviews, and update position profiles and descriptions to reflect these qualifications and the Association's strategic priorities. The Vice Presidents and Knowledge Community or Committee Chairs shall be asked to comment on candidates under serious consideration for positions in their respective purviews and to consider these conversations confidential.

5. Confidentiality

Information gathered about potential candidates shall be held confidential by members of the Leadership Development Committee. The slate of candidates shall be made public only after written consent of all candidates for Board and member-leader positions is received by the Secretary of the Corporation.

6. Approval of Candidates

Each candidate proposed by the Leadership Development Committee for member-leader positions shall have the approval of at least two-thirds (2/3) of the committee members.

7. Acceptance of Candidates by the Board of Directors

The Leadership Development Committee shall propose one (1) highly qualified candidate for each open position of Knowledge Community Chair requiring a single slate. The committee shall propose two (2) highly qualified candidates for each open position of Knowledge Community Chair requiring a dual slate. The committee shall propose two (2) highly qualified candidates for the Chairs of the Membership Committee and the Leadership Development Committee. The candidates will be proposed as a slate to the Vice President for Member Relations for recommendation to the Board of Directors for acceptance in its entirety.

8. Slate for Other Member-Leader Positions

Slates for nationally elected positions other than Chair shall be proposed by the sponsoring group and may be either single or dual-candidate slates. The slates shall be forwarded to the Vice President for Member Relations for recommendation to the Board of Directors for acceptance in their entirety.

RULE V: ELECTIONS PROCEDURES

Section A: Consent of Candidates and Publishing of the Ballot

1. Consent of Candidates

After acceptance of the slates for officers, directors, and member-leaders by the Board of Directors, the Secretary of the Corporation shall secure the consent of each candidate whose name is to appear on the ballot. When written acceptance has been received from all candidates, the Secretary of the Corporation shall inform all candidates of the names of all nominees on the slate.

2. Publication of the Slate

The Secretary of the Corporation shall send the accepted slate of candidates to the NAFSA office. The Secretary shall provide appropriate notice to the membership of the election, with the listing of the entire slate of candidates accepted by the Board of Directors.

3. Distribution of Ballots

The method of distribution of ballots shall ensure the confidentiality of votes.

4. Counting Ballots

The Secretary of the Corporation shall supervise the counting of ballots. After the ballots have been tabulated, the Secretary shall report the official list of elected candidates to the President & Chair and Board of Directors, in writing. The number of votes for each candidate shall remain confidential. The person receiving a majority of the votes cast shall be declared elected. In the event that no candidate for a given office shall receive a majority of the votes because of votes cast for two or more write-in candidates, the person receiving the greatest number of votes shall be declared elected. In the event that a candidate withdraws during the election process and receives the majority of votes, the President & Chair shall appoint the alternate candidate with the most votes to fill the position.

5. Reporting the Results

The Secretary of the Corporation shall report the election results to all persons whose names appear on the ballot. The President & Chair shall provide appropriate notice of election results to the membership.

Section B: Challenges

After the ballots have been counted, they shall be sealed and retained by the NAFSA office staff until December 1 immediately following the election. Any member wishing to challenge the election results, with respect to any office, may, prior to December 1 immediately following the election, make a written request to the President & Chair to appoint a special Canvass Committee to recount the vote for that office. After a recount is completed, the Canvass Committee, through its Chair, shall make its report to the President & Chair. The President & Chair shall report the finding of the Canvass Committee to the membership and shall announce the entire list of those elected, after which the ballots shall be destroyed immediately.

RULE VI: REGIONS**Section A: Governance of Regions***1. Regional Leadership*

In addition to the regional leaders prescribed in the Bylaws, regions may form leadership teams with positions needed by the region.

2. Regional Operating Procedures

Each region shall present a set of Regional Operating Procedures for approval by NAFSA's Board of Directors. These Regional Operating Procedures shall describe the geographic area of the region, procedures for managing regional business, for nomination and elections, and for leadership rotation and succession. The Regional Operating Procedures shall also specify the duties of regional leaders and the pattern of regional meetings. In cases where regional procedures conflict with national procedures or Board resolutions, the national procedure or resolution shall take precedence.

Section B: Regional Finances & Contracting*1. Financial Records*

Regions shall manage their funds prudently, shall maintain appropriate financial records, submit annual financial reports to NAFSA, and be subject to audit in a manner prescribed by the Treasurer of the Corporation.

2. Conference Fees

Regions shall use a third-party conference registration company, chosen by the Vice President for Member Relations, to process pre-conference fee collections and shall process any on-site registrations through the registration company.

3. Regional Conference Hotel Contracting

Regions shall use a third-party hotel contractor, chosen by the Vice President for Member Relations, to select and contract for hotels or conference centers to be used for regional conferences.

Section C: Regional Fundraising

Any fundraising by the regions shall conform to NAFSA's "Guidelines for Fundraising."

Section D: Regional Communications

Any communications or public representations emanating from a region shall be clearly identified as such.

RULE VII: MEMBER-LEADER STRUCTURES/KNOWLEDGE COMMUNITIES**Section A: Knowledge Communities (KCs)***1. Outcome Accountability*

- Produce an up-to-date overview of all knowledge development and dissemination activities within the context of the Strategic Plan.

- Project medium- and long-term professional development needs for the KC.
- Demonstrate an up-to-date understanding of member needs related to the KC based on systematic assessment.
- Prioritize work and request and allocate resources in accordance with member needs and the Strategic Plan. KC work may include training programs, information management, Web sites, etc., designed and delivered through task forces, subcommittees, and networking among members.
- Produce a work plan each year.
- Develop, maintain, and refresh a publicized set of model practices.

2. Composition

In addition to the Chair stream (Chair, Chair-elect, and Past Chair) prescribed in the Bylaws, further members with two- (2) year staggered terms, renewable once, will include a training coordinator, an information management coordinator, and up to four (4) additional positions determined by the Chair stream as needed, consistent with the KC's outcomes. Team members beyond the Chair stream may be appointed or elected nationally from a single or contested slate; the KC Chair stream should determine which method to use the first year, and can change the method every three (3) years by request to the Governance Committee.

Section B: Knowledge Community Coordinating Committee (KCCC)

1. Outcome Accountability

- Provide input to the Board of Directors for the refreshing of the Strategic Plan each year.
- Project medium- and long-term professional development needs for the Association and the field of international education and exchange.
- Prioritize work and request resources in accordance with member needs and the Strategic Plan.
- Produce a consolidated work plan each year.
- Coordinate the development and delivery of services based on systematic assessment of member needs.

2. Composition

As prescribed in the Bylaws, the KCCC shall be chaired by the Vice President for Education and Professional Development. Additional members of the KCCC shall be the Chairs and Chairs-elect of the five Knowledge Communities, the Chair of the Annual Conference Committee, and the Chairs of KCCC subcommittees.

Section C: Professional Networks

Each KC must maintain at least one professional network. Requests to form networks shall be submitted to the Vice President for Education and Professional Development in a form that the Vice President shall designate and are subject to Board of Directors approval.

RULE VIII: MEMBER-LEADER STRUCTURES/COMMITTEES

Section A: Annual Conference Committee

1. Outcome Accountability

- Plan and supervise the creation of the annual conference following Board of Directors' guidelines and the Strategic Plan.
- Commission task forces to contribute to the conference, such as:
 - ✧ Content team (covering the knowledge communities and other constituencies, such as two- (2) year institutions, members based outside the United States, the diverse groups of conference participants, etc.)
 - ✧ Networking team
 - ✧ Local arrangements team

☒ Conference executive team

- In planning future conferences, base decisions on the results of conference evaluations.
- Attend to the needs of participants from underrepresented constituencies (e.g. those based outside the United States, those at community colleges, etc.).

2. Composition

The Chair, appointed by the President & Chair as prescribed in the Bylaws, shall appoint members of the teams for each conference, consistent with the committee's outcome accountabilities.

Section B: Education Abroad Regulatory Practice Committee

1. Outcome Accountability

- Develop and maintain a system to receive regulatory practice issues related to education abroad programs and students from members and other sources.
- Identify regulatory and practice issues that need action through regulatory liaison by staff, or members as requested by staff.
- Identify practice items to be referred to knowledge communities for action through further education and practice resources.
- Assist the Vice President for Public Policy and Practice in communicating to members on regulatory practice issues.
- Identify those issues that are longer term, public policy issues and forward them to the Vice President for Public Policy and Practice for consideration.

2. Composition

The Vice President for Public Policy and Practice shall appoint a chair in alternate years, such chair to serve a first year as chair-designate and then the following two years as chair. An additional four to six (4-6) members shall be appointed by the Vice President for Public Policy and Practice annually, and may be reappointed for up to two (2) additional terms of one year, consistent with the committee's outcome accountabilities.

Section C: International Student and Scholar Regulatory Practice Committee

1. Outcome Accountability

- Develop and maintain a system to receive regulatory practice issues related to international students and scholars from members and other sources.
- Identify regulatory and practice issues that need action through regulatory liaison by staff, or members as requested by staff.
- Identify practice items to be referred to knowledge communities for action through further education and practice resources.
- Assist the Vice President for Public Policy and Practice in communicating to members on regulatory practice issues.
- Identify those issues that are longer term, public policy issues and forward them to the Vice President for Public Policy and Practice for consideration.

2. Composition

The Vice President for Public Policy and Practice shall appoint a chair in alternate years, such chair to serve a first year as chair-designate and then the following two years as chair. An additional four to six (4-6) members shall be appointed by the Vice President for Public Policy and Practice annually, and may be reappointed for up to two (2) additional terms of one year, consistent with the committee's outcome accountabilities.

Section D: Regional Affairs Committee*1. Outcome Accountability*

- Facilitate the alignment of activities between the regional and the national level.
- Assess needs of regional leaders and design processes, guidelines, tools, training, etc. to serve them.
- Facilitate the development of sound business and leadership practices in the regions, consistent with the fiduciary obligations of the Association—fiscal, legal, and ethical.
- Encourage members in the regions to provide their information in the member skills database for consideration for task forces and leadership positions for which they have particular expertise.

2. Composition

In addition to the Chair and Chair-designate, as prescribed in the Bylaws, members of the committee are the Past Chairs of the eleven (11) regions.

Section E: Membership Committee*1. Outcome Accountability*

- Plan and implement a worldwide membership recruitment and retention program, making use of the Knowledge Community Coordinating Committee's understanding of member needs.
- Manage the Association's ethics program, according to guidelines established by the Board of Directors.
- Manage the NAFSA awards program, according to guidelines established by the Board.
- Manage the approval and review of Member Interest Groups (MIGs).
- Maintain an overview of numbers and professional responsibilities of members, including members based outside the United States, to inform the Association's work.

2. Composition

The Chair, elected by the membership as prescribed in the Bylaws, shall appoint a maximum of seven (7) committee members for two- (2) year staggered terms, consistent with the committee's outcome accountabilities. Members will be designated by the Chair to chair the Awards Subcommittee, serve as the Diversity Adviser, and serve as Ethics Coordinator. In addition, a Chair-elect shall serve in alternate years, as prescribed in the Bylaws.

Section F: Leadership Development Committee*1. Outcome Accountability*

- Advise and support staff in the development and maintenance of a database of members with the skills, knowledge, competencies, experience, and commitment to work on behalf of the Association in all areas of the Association's work.
- Encourage members from underrepresented constituencies (e.g. those based outside the United States, those at community colleges, etc.) to provide their information in the member skills database for consideration for task forces and leadership positions for which they have particular expertise.
- Carry out the member-leader nominations process described in Rule IV.
- Educate Knowledge Community and Committee Chairs about available resources to support their search for qualified candidates for appointed positions.
- Create and maintain a leadership orientation program for future leaders, in coordination with the knowledge communities.

2. Composition

The Chair, elected by the membership as prescribed in the Bylaws, shall appoint a minimum of six additional committee members for two- (2) year staggered terms, consistent with the committee's outcome accountabilities. In addition, a Chair-elect shall serve on the committee, as prescribed in the Bylaws.

RULE IX: MEMBER-LEADER STRUCTURES/GENERAL**Section A: Alignment**

All NAFSA groups that conduct programs and activities are expected to function in harmony with the Association's mission and purposes. These groups and their members are responsible for furthering NAFSA's mission and goals and for observing its policies, principles and practices, and Statement of Ethics.

Section B: Subcommittee Approval

As prescribed in the Bylaws, subcommittees are subject to Board of Directors' approval. Knowledge communities and leadership committees may apply through their respective Vice President for approval, outlining:

- To what existing committee outcome/assigned strategic plan objective(s) this subcommittee contributes;
- Outcomes the subcommittee is to achieve (modeled on the committee's own outcomes);
- Composition and terms of office;
- Duration—when it will be reviewed.

Regions may form committees and subcommittees to meet their needs without any need for Board approval.

Section C: Task Forces

As prescribed in the Bylaws, task forces that require corporate resources (funds, staff time) require approval of a Vice President. KCs and leadership committees may apply to their respective Vice President for approval, outlining:

- Background on why this task force is necessary;
- Results expected (deliverables) and timeframe for deliverables;
- Composition (who will be the Chair; how many other members, what skills are needed);
- Time commitment expected of task force members;
- Resources needed (If Association resources beyond volunteer time are needed, e.g. staff time, funds for meetings or phone calls, etc., formation of the task force will need prior approval of a Vice President to ensure money and staff resource is available in the budget.).

All task forces formed by knowledge communities or leadership committees, whether or not they require national resources, shall have a similar charge prepared and be reported to the Vice President in charge of the sponsoring committee or KC. Regions may form task forces to meet their needs without any need for approval, unless they will draw on national resources, in which case approval should be sought from the Vice President for Member Relations.

Section D: Member Interest Groups (MIGs)*1. Establishing a MIG*

A Member Interest Group (MIG) may be established if a group of NAFSA members identifies a common interest related to international education and exchange or related to international education and exchange at a specific type of institution, and if the group wishes to organize itself to create a means to pursue the common interest.

- a. To gain recognition as a MIG, a group must submit a petition with no less than 1% of the membership as of the preceding January to the Membership Committee requesting recognition.
- b. A proposed MIG may not duplicate the focus of an existing leadership group within the NAFSA structure.
- c. MIGs may propose workshops, publications, and sessions for the Annual National Conference.
- d. MIGs may propose policy positions for consideration to the Vice President for Member Relations.

2. Reporting

Each MIG shall present annually to the Membership Committee a report of its activities during the past year, including a statement of purpose and the number of participating members. The report shall describe in specific terms how the MIG has advanced NAFSA's goals and mission, promoted its values, and met the objectives of the Strategic Plan. Failure to submit annual reports for two (2) consecutive years will result in the termination of the MIG.

3. Review

The status of each MIG shall be reviewed initially by the Membership Committee at the end of the third (3rd) year of the MIG's existence. Thereafter, the status of each MIG shall be reviewed every five (5) years. The Membership Committee reserves the right to review the status of any MIG as it deems necessary, but not less frequently than stipulated above.

4. Fundraising

Any fundraising activities of a MIG must conform to NAFSA's "Guidelines on Fundraising."

RULE X: ANNUAL NATIONAL CONFERENCE AND BUSINESS MEETING

Section A: Conference Planning

1. Site Selection

NAFSA staff will propose conference sites to the Board of Directors for approval.

2. General Site Criteria

NAFSA will not sign a contract for a conference in cities with laws discriminating against anyone on the basis of age, color, disability, ethnicity, marital status, sex, national origin, political opinion, race, religion, or sexual orientation. In states with such laws, the Board of Directors will use its discretion in considering cities with strong records of nondiscriminatory practice.

Section B: Annual Business Meeting

1. Notice

Notice of the Annual National Conference and the Annual Business Meeting (ABM) shall be distributed to all members at least sixty (60) days in advance.

2. Agenda

The agenda for the ABM shall be set by the President & Chair and the Executive Director & CEO and shall include at least the following items: approval of the minutes of the previous ABM; financial report; report from the President & Chair; report from the Executive Director & CEO; and any new business appropriate for the ABM.

3. Advisory Resolutions

- a. **Submission and Review:** All proposed resolutions shall be submitted to the Executive Director & CEO at least seven days in advance of the ABM. The Executive Committee shall review such proposed resolutions and may provide commentary or recommendations.
- b. **Disposition:** Adoption of a resolution by a majority of those present and voting at the ABM is advisory to the Board of Directors.

RULE XI: FINANCIAL MATTERS

Section A: Travel Policy

1. "Prudent Person" Rule

While it is the policy of NAFSA to reimburse its members, employees, and others who travel at the request of the Association for reasonable and necessary expenses incurred while on authorized NAFSA business, each individual submitting a request for reimbursement is expected to exercise the same care in incurring expenses that a *prudent person* would exercise when traveling on personal business.

2. Reimbursement of Expenses

Requests for reimbursement, accompanied by complete documentation with expense receipts and necessary explanations, shall be submitted as soon after the expenses are incurred as possible. Reimbursement shall be provided as soon as possible after receipt of a request for reimbursement and consistently with sound fiscal practices. In all cases, original receipts are required for travel and lodging.

Section B: Honorarium Policy

Honoraria may be paid to members of NAFSA for work on any project requiring a demonstrated commitment of substantial time such as the writing or editing of a publication or organizing a workshop, etc. NAFSA members who have accepted appointed or elected governance or leadership positions shall be ineligible to receive any honorarium for their duties related to these positions. Reimbursement for partial or full expenses incurred is not regarded as honorarium and may be provided when funds are available.

Section C: Submission of Proposals for Grants

1. Ineligibility

Members of advisory committees for any NAFSA programs that award grants, and members of their immediate staffs, are not eligible to submit proposals for awards granted by the committee on which the member serves, except for individual grants awarded for professional development, travel, and training.

2. Eligibility

Other offices or units on the member's campus or in the member's organization are eligible to submit proposals with the understanding that the said member may not participate in the committee discussion or vote on such proposals. This guideline does not preclude a committee from commissioning a committee member to engage in activities or specific projects related to the committee's work.

RULE XII: AMENDMENTS AND SUSPENSION OF THE RULES

Section A: Board of Directors

These Standing Rules may be amended by a majority of the Board of Directors at a regular or special meeting. The Board may also suspend the rules with a two-thirds (2/3) majority.

Section B: Annual Business Meeting

During the Annual Business Meeting, two-thirds (2/3) of members present and voting may also suspend these Rules.

*As amended: March 16, 2002
December 6, 2003
March 19, 2005
December 9, 2006
September 19, 2008*