

Constitution and Bylaws
Institute for European Union Studies at SUNY

Article I

Name

The name of this organization shall be “Institute for European Union Studies at the State University of New York,” hereafter referred to as “IEUSS.”

Article II

Purpose

The purpose of this institute shall be to promote knowledge of the European Union throughout the State of New York by:

- a) Affiliating and partnering with the SUNY Office of Global Affairs;
- b) Collaborating with SUNY campuses to deliver EU content through a variety of activities including study abroad opportunities, instructor resources, lectures, and research;
- c) Sponsoring the SUNY Model European Union (SUNYMEU) in partnership with the SUNY Office of Global Affairs and a SUNY host campus;
- d) Selecting the SUNYMEU Director;
- e) Working with institutions of higher education; K-12, nonprofits, businesses, and media throughout New York State to deliver or assist with K-12 teacher trainings, high school Model EU simulation; global institutes, information about the EU, and lectures by experts and public officials;
- f) Providing the highest quality affordable programs with the broadest possible access to the people of New York State.

Article III

Board

Section 1. Classification of Members. The IEUSS Board will be comprised of a) voting members, and b) nonvoting members.

Section 2. Voting Members. There will be 11 Voting Members. Voting Members shall be as follows:

- SUNY System Administration Senior International Office (ex officio) (1)
- IEUSS Director (ex officio) (1)
- SUNYMEU Director (ex officio) (1)
- SUNY campus faculty, professional, administrator (6)
- Scholar/teachers from European institutions of higher education (2)

Section 3. Elections.

- a) Voting Members will be elected to three-year terms to the Board by the other Voting Members. Voting will be by simple majority.
- b) The Chair will be elected from the Voting Members of the Board. The Chair presides at Board meetings.
- c) The IEUSS Director will be elected from the Board's membership for a three-year term. The IEUSS Director is responsible for day-to-day operations of the IEUSS. The IEUSS Director must be a full-time member of faculty on a SUNY campus.
- d) The SUNYMEU Director will be elected for a two-year term by the Voting Members of the Board. Upon election, the SUNYMEU Director will become a Voting Member of the Board subject to re-election after three (3) years (cf. Section 3a). The SUNYMEU Director (or if co-directors) must be employed by SUNY in faculty or professional positions. The SUNYMEU Director will be responsible for organizing and implementing SUNYMEU and delivering an annual report to the IEUSS Board utilizing the reporting template provided by the IEUSS Board.
- e) The Board will elect one of its members to serve as Secretary for a one-year term. The Secretary will take meeting minutes and distribute them to the Board.
- f) The Chair will organize elections in the spring semester and special elections as needed to ensure full membership of the IEUSS Board.
- g) Staggered elections. Two (2) of the six (6) Voting Members who are SUNY employees (i.e., not ex officio members) will be elected each year to ensure continuity of Board membership (cf. Article II, Section 2).

Section 4. Nonvoting Members. The IEUSS Board will appoint nonvoting members. These may include current faculty at SUNY campuses, SUNYMEU co-directors, SUNY faculty emeriti, and emeriti faculty from European institutions of higher education. The IEUSS Board may from time to time, provide for different categories of nonvoting members, such as honorary members or junior members. Nonvoting members will have no right to vote on any IEUSS matters, unless acting as a designee of a Voting Member.

Section 5. Removal from the Board. If a Voting Member does not participate in at least 50 percent of the meetings in a 12-month period, that member will be removed from the Board.

Article IV

Meetings

Section 1. Regular meetings. Regular meeting will be held at least six (6) times per year, including the Annual Meeting (cf. Article IV, Section 3). These meetings will take place virtually via Zoom or via another web conferencing platform.

Section 2. Special meetings. Special meetings shall be called by the Chair at any time.

Section 3. Annual meetings. An annual meeting will take place during SUNYMEU and will be in-person.

Section 4. Notice of meetings. Each Board member will receive written notice of each meeting date, place, and time via electronic mail.

Section 5. Quorum. At each meeting of voting members, a quorum for the transaction of business shall consist of a majority of the total number of Voting Members.

Section 6. Procedure. The order of business and all other matters of procedure at every meeting of Voting Members may be determined by the Chair through circulation of an agenda via electronic mail at least one week prior to a scheduled meeting. Roberts Rules of Order will be observed.

Section 7. Voting. Each Voting Member in good standing shall be entitled at every meeting of Voting Members to one vote on all matters appropriate for consideration by the Board. The Chair shall be elected every three years by a plurality of the votes cast.

Section 8. Reports. The IEUSS Director shall present at each annual meeting a report verified by the Chair and a majority of Voting Members, showing in appropriate detail the following:

- a) Financial report
- b) Activities for the year

Article V

Amendments

This Constitution and Bylaws may be amended at any regularly called meeting by the Board by an affirmative vote of two-thirds of all members present and voting. Amendments shall not alter the educational purpose of IEUSS. Written notice of any proposed amendment shall be included in the distributed agenda in advance of regular meetings or shall be distributed immediately before the convening of the first session of a regular meeting.

Constitution and Bylaws Approved by IEUSS Board July 9, 2021