

DRAFT

Guidelines for the Community College Institutional Interest Group (CCIIG)

of

**NAFSA: Association of International
Educators**

November 12, 2009 Guideline I: Name and Mission

The Community College Institutional Interest Group (CCIIG) of NAFSA: Association of International Educators was founded in September 2006. The mission of the Community College Institutional Interest Group is to provide a forum that facilitates and promotes the sharing of common interests, information, and experiences among international educators affiliated with community colleges and two-year institutions as well as with other professional colleagues.

Guideline II: Membership and Meetings

Membership in the CCIIG shall be open to all members of NAFSA who are interested in community colleges or two-year institutions of any description.

1. There are no annual membership dues.
2. Members are invited to attend the annual CCIIG meeting held during the Annual NAFSA Conference.

Guideline III: Leadership and Officers

The Leadership Team of the Community College Institutional Interest Group shall consist of the past Coordinator, the current Coordinator, and the incoming Coordinator-elect. The current Coordinator shall serve as the chief executive officer of the CCIIG. The duties of each of the three officers are detailed below.

Other Officers of the Community College Interest Group shall be the community college representative from each of the NAFSA regions that have such a position. In the case of those regions that do not have a community college representative, the current Coordinator will ask that region's chair person to nominate a representative.

1. The current Coordinator shall chair a meeting of all regional community college representatives during the Annual NAFSA Conference.
2. The representatives present at the meeting, regardless of the number, shall place in nomination the name of one of the representatives to become incoming Coordinator-elect. Preference will be given to a regional representative who has served in that capacity for at least one year.
3. The current Coordinator will also chair the annual meeting of the CCIIG held during the NAFSA Conference.
4. The incoming Coordinator-elect's name will be presented to the meeting of the CCIIG at the annual conference for affirmation.
5. Upon affirmation by voice vote, the incoming Coordinator-elect will join the leadership team.

6. The Coordinator shall serve a term of one year starting from the close of the last day of the NAFSA Annual Conference and ending on the close of the last day of the Annual Conference approximately one year later.
7. When the current Coordinator's term ends the current Coordinator immediately becomes the past Coordinator and the incoming Coordinator-elect becomes the Coordinator.
8. The following chart shows the progression of the 3 Coordinator positions, contrasting them before, during, and after the annual NAFSA Conference.

	Before NAFSA	During NAFSA	After NAFSA
Past Coordinator	Helps plan Conference activities.	Attends community college meetings and events.	Steps down from active role in CCIIG.
Coordinator	Plans and coordinates	Chairs CC Regional Rep Meeting, Attends Forum, Chairs CCIIG meeting.	Becomes past Coordinator.
Coordinator Elect	Helps plan Conference activities. Serves as treasurer of the CCIIG.	Attends CC Regional Rep Meeting, Chairs Forum and records minutes at CCIIG meeting. Gives treasury report, if needed.	Becomes Coordinator.
Regional Representatives	Serve as Community College Representative for their NAFSA Region.	Attend\ CC Regional Rep Meeting. One rep nominated to serve as Coordinator-elect and affirmed at CCIIG Meeting	One Regional Rep Becomes Coordinator-Elect upon affirmation by voice vote at the annual CCIIG Meeting.

Guideline IV: Annual NAFSA Conference Meetings and Events

Many of the duties and responsibilities of the Community College IIG shall center on the annual NAFSA Conference. The CCIIG Officers and Leadership shall plan and execute the following events during the conference:

1. Community College Regional Representatives Meeting*
2. Community College IIG table* at the MIG Open House event, if there is one.
3. The Community College Forum*
4. The Education Abroad at Community Colleges Open Meeting*
5. The Community College Luncheon*
6. The Community College Reception
7. The Community College IIG Members Meeting*

*Events that require coordination with NAFSA staff.

Guideline V: Treasury and Funding

Funding for CCIIG activities is NOT included in NAFSA's annual budget. All funds that the CCIIG needs for routine operations must come from other sources. Funds that are raised through CCIIG activities become part of the CCIIG treasury account. The incoming Coordinator of the CCIIG will serve as the treasurer and will make appropriate arrangements for the accounting of all CCIIG income and expenses. The account information will pass to the new Coordinator-elect at the end of the annual CCIIG meeting.

Guideline VI: Amending and Changing the Guidelines

The CCIIG Guidelines may be amended or changed by the following process:

1. Any member of the CCIIG, including any member of the Leadership Team, or the Regional Representatives, may propose a change or amendment to the Guidelines by submitting the proposed change or amendment in writing, on paper or electronically, to the current Coordinator.
2. The current Coordinator shall distribute the proposed change(s) or amendment(s) to the Leadership Team for comment and consideration. The current Coordinator shall allow a reasonable amount of time for review.

3. If a majority of the Leadership Team supports the change(s) or amendment(s) the current Coordinator shall present the proposed change(s) or amendment(s) to the membership at the annual conference for approval and ratification by voice vote.
4. If the proposed change(s) or amendment(s) are ratified by voice vote, the current Coordinator shall update the Guidelines to reflect the new change(s) or amendment(s), which will go into effect immediately.

Prepared by Ken Bus, CCIIG Coordinator, 2009 – 2010

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