

**NETWORK OF INTERNATIONAL EDUCATION ASSOCIATIONS
TERMS OF REFERENCE**

1. Organizational Name

Network of International Education Associations

2. Organizational Description and General Purpose

The Network is an association of non-profit, non-government international education associations from countries and regions throughout the world which share a common mission to advance internationalization of higher education. The Network advances the global learning of post-secondary education organizations through the exchange of information and dialog, advocacy for international education, professional development, and discovery of new approaches to international education. The Network will meet at least once annually, more often as appropriate.

3. Network Purposes

1. Establish a global network of international education associations for mutual learning, assistance, information sharing, and identifying emerging issues, problems and opportunities.
2. Contribute intellectually, organizationally, or programmatically to the conferences and other learning venues of member associations.
3. Share information about and help build complementary training and professional-development programs by member associations.
4. Advocate, commission or sponsor research on topics related to international education.
5. Foster professional recognition of international education practitioners and leaders worldwide, and assist new international education associations.
6. Anticipate emerging issues having cross-regional or global impacts on international education and on the exchange of educational ideas, students, faculty/staff and related activities.

4. Membership and Representatives

Membership is open to qualifying organizations meeting stated criteria and approved by a majority of the membership through applicable means (see below). There are no individual or personal memberships.

A. Qualifications for Membership:

1. Network members are associations whose stated purpose is to advance international education and whose membership is composed of post secondary institutions and/or individuals from post secondary education institutions.
2. To be eligible, associations must carry a not-for-profit and non-governmental status.
3. Excluded from membership are individuals.

B. Approval of Membership

1. Nominations for membership may be submitted to the Executive Committee (EC) by any Network member.
2. The EC reviews credentials and makes recommendations to the membership for approval or disapproval.
3. Membership is approved based on a majority vote of Network members.

C. Designation of Organizational Representatives

1. Each Network member will designate a primary representative to attend Network meetings and other venues and also designate an alternate representative when the primary cannot attend.
2. On voting matters, each Network member organization has one vote.
3. Representative(s) from member organizations should be from the associations' presidential streams (president-elect, president or immediate past president) or be formally designated by the association's

- governing board to fulfill the role of representative.
4. Ideally, representatives should be appointed for a minimum of 2-year term.

D. Special Participants

1. From time to time, the Executive Committee may invite other individuals or organizations as observers to the Network for a specific purpose and period of time.
2. On specific request of the Executive Committee, individuals or organizations may be asked to make presentations, provide commentary and otherwise participate in Network meetings with voice but without vote (e.g., representatives of world bodies, particularly experienced and regarded scholars, administrators and practitioners, and so forth).

5. Network Structure

1. The Network will have a seven member Executive Committee (EC) drawn from representatives of the member associations (2/3 of members must be present for a quorum of the EC).
2. **Steps in establishing the Network:** An interim executive committee was formed in September 2006 at the EAIE conference meetings, and served until the NAFSA 2007 conference and consisted of (Uliana Gabara, AIEA; Franco Antonio Osuna Garzon, AMPEI; Doo-Hee Lee, APAIE; Antoinette Charon Wauters, EAIE; John Hudzik, AIEA; Tony Adams, IEAA; George Harada, JAFSA). During 2006 and 2007, the interim EC undertook discussions with prospective member associations to formalize their membership in the Network. By action of the interim EC at a special meeting of it and prospective member associations present at the NAFSA 2007 Conference, the Network was established by a vote of those present at this meeting. The inaugural Executive Committee was also established at this meeting.
3. In subsequent years, EC members will be elected from a slate of candidates prepared by a nominating committee to reflect regional balance among candidates. For the first year, seven members will be elected,--three for one-year terms and four for two- year terms. Thereafter three EC members will be elected in even-numbered years and four elected in odd-numbered years, each for two-year terms. EC members may be re-elected. Each Network member association has voting rights. EC members must remain their association's designated representative.
4. Annually, the EC will designate a chair and vice chair from among its members.
5. Another EC member will be designated treasurer/secretary and perform functions needed and expected of such roles.
6. Secretariat services will be provided on an agreed basis by one of the member associations.
7. EC work and deliberations will utilize internet and teleconference communications as much as practicable.
8. The EC will meet at least twice annually, more often as appropriate.
9. Vacancies in unexpired EC terms will be filled by the EC.

EC Duties

1. The EC will provide day-to-day operational and programmatic guidance for the Network, and will prepare policy and related recommendations on key issues for consideration as appropriate by the Network membership.
2. Network meetings and agenda for such meetings will be set by the EC.
3. Locations for Network meetings will be determined by the EC but with the view of providing reasonable rotation of meeting sites through the world regions of member associations and in connection with one of the member association's annual meetings. A Network member organization, ideally drawn from the region or location of the intended meeting, will act as host and organizer for the particular Network meeting.
4. The EC will take other actions necessary on behalf of the Network consistent with provisions of this document.

6. Activities and Projects

Specific activities and projects of the Network will vary from year to year and undergo change over time.

It is expected, however, that all activities of the Network will be oriented toward advancing Network purposes as enumerated in item #3 of these terms of reference. They include, as examples:

1. Access to member associations (e.g., posting URLs of member associations' websites; possibly a composite calendar of members associations' events).
2. Participation at member association conferences (e.g., through panels, Network fora, joint presentations on global issues, regional issues updates, co-sponsorship of speakers, assessments of new, proposed or needed national or global policies).
3. Cross marketing of training and professional development programs of member associations; possible common programs and possibly joint programming.
4. Facilitate Network member associations' participation in joint research projects, especially those which foster new approaches to international education.
5. Periodically organize a World Congress for International Education, in cooperation with member associations.