

Global Intercultural Learning Committee Bylaws

I. Global Intercultural Learning Committee (GILC)

II. Purpose

- to promote global and intercultural competencies across the curriculum
- to promote exchange opportunities to understand diverse cultures
- to exchange international and intercultural knowledge for personal and professional growth

III. Proposed Membership Roster

Members will serve for a consecutive two-year term. After the two-year term, the member may serve another two year term if they wish. After serving a second term the member must rotate off the committee for at least one year before serving again.

Faculty from Norfolk	3
Faculty from Chesapeake	3
Faculty from Portsmouth	3 – one to represent the Visual Arts Center
Faculty from Virginia Beach	5
Librarians	2 - from any campus
Student Services	1
Workforce Development	1
Dean	1
Student Campus Representative	1 - Student Government Federation Council
Roper Center	ex officio
Academic Leads	6 - ex officio
Women's Center	ex officio
Past Chair	ex officio
Director of Intercultural Learning Office	ex officio
Vice President of Academic Affairs and Chief Academic Officer	ex officio
Chief of Staff	ex officio

IV. Voting

- A. Voting members include all teaching faculty, academic deans, counselors, LRC representatives, and classified staff elected by the various constituency groups represented on the Committee, and any members appointed by the PAPC. Ex-Officio members are not eligible to vote.
- B. Voting by proxy is acceptable when a member gives a hard copy of the vote to the chair, at least 4 hours prior to the meeting. All Committee

business shall be formally presented and voted on during regularly scheduled monthly meetings, provided a quorum is present.

- C. In the case of time-sensitive action items that are discussed when a quorum is present, the Chair may elect to call for a virtual vote by the full membership within three business days following the meeting. All actions taken based on a virtual vote will be binding provided the number of votes received constitutes a quorum.
- D. By March of each academic year, the GILC will submit membership vacancies to PAPC and fill vacancies for the upcoming year by April.
- E. When the GILC believes its work will benefit from a PAPC appointee, the committee will discuss, request, and vote for a particular member. Then, the chair will request in writing and in person for approval of appointee to serve.

V. Election of Officers

- A. By May of each year, the members will vote for officers to serve a one-year term for upcoming academic school year.
- B. Officers will begin their term at the first meeting of the academic school year and end their term on the final meeting of the same academic school year.

VI. Officers

- A. Chair of Global Intercultural Learning Committee shall have the following responsibilities:
 - 1. Call regular meetings monthly
 - 2. Create an agenda for each meeting
 - 3. Distribute agenda and draft minutes of previous meeting electronically to all
 - 4. Designate the Past Chair to preside over the meeting in his or her absence. If the Past Chair is unavailable, the Chief Academic Officer, respectively, shall appoint a substitute Chair for that specific meeting.
 - 5. Provide reports to PAPC in accordance with the Governance Timeline.
 - 6. Attend PAPC meetings
 - 7. Provide appropriate Executive Staff members with reports
 - 8. Verify website for GILC are up-to-date and accurate
 - 9. Report upcoming openings on the committee to the PAPC chair by March
 - 10. Hold elections for committee officers
 - 11. Share with the committee motions passed by the PAPC and report comments back to PAPC chair within a 30-day comment period
 - 12. Report membership list and officers for the upcoming academic year by May
- B. The Secretary of the committee shall have the following duties:
 - 1. Take accurate minutes, including attendance records, of each meeting

2. Submit draft of minutes to committee chair no less than 10 days prior to meeting, using template provided by the PAPC
3. Ensure and verify electronic posting of approved minutes
4. Track membership rotation and report to the committee chair by March

VII. Meetings

- A. Global Intercultural Learning Committee will meet every month as determined by current committee membership.
- B. The Chair may call special, non-voting meetings on matters that require further discussion.
- C. A quorum is half of the filled vacancies for voting members and is required for any votes on official business.
- D. Face-to-face meetings are normative to GILC; however, subcommittees may hold virtual meetings.

VIII. Attendance

- A. GILC members are expected to attend all meetings and participate in discussions.
- B. Members failing to attend three meetings within an academic year may be replaced in conjunction with a two-thirds vote of a quorum

IX. Subcommittees

The Chair may form ad hoc subcommittees to accomplish particular tasks related to GILC charges for any academic year.

X. Amendments

- A. Any member of GILC can offer a proposal to the Chair to amend the by-laws.
- B. The Chair executes a vote that must generate two-thirds majority of a quorum to pass.
- C. Changes to by-laws are reported to PAPC for review.

XI. The Global Intercultural Learning Committee as part of the general function of the TCC Governance Structure

- A. The GILC recognizes that its bylaws must be in accordance with the Governance Structure.
- B. The GILC recognizes that governance is shared and interdependent.