BYLAWS
of the
UW-MADISON INTERNATIONAL INSTITUTE

1. Purpose and Effect

The International Institute is a permanent university entity operating under the terms and conditions contained herein. These bylaws incorporate past provisions of founding documents and supplemental agreements and new provisions based on recent practice and the deliberations of the 2012-13 ad hoc committee on bylaws and governance.

This document supersedes any previous provisions and agreements. Upon approval by the Institute Academic Planning Council (II APC) of these bylaws, the II APC will cease to exist and any and all pending and ongoing business, authority, and responsibility of the International Institute will transfer to the Executive Committee (see §5.1), with formal entry into force and effect upon signature by the Deans (see §4).

2. Title and Mission

The entity shall be called "The International Institute of the University of Wisconsin-Madison" (herein referred to as "the Institute"). Its mission is to foster, facilitate, and coordinate the work of member units, including administration, research, teaching, and outreach, with the goal of increasing the efficiency and efficacy of area and international studies on campus. The Institute will further provide consultation and advice to the Division of International Studies (DIS), the College of Letters and Science (L&S), and other UW-Madison units on international activities.

3. Membership

Any organized program on the UW-Madison campus that offers instruction, conducts research, and/or provides support for area and international studies is eligible to participate in the Institute as described below. Membership shall be organized by regions with one Center serving as the lead unit for each region as follows:

- East Asia (Center for East Asian Studies)
- Southeast Asia and Oceania (Center for Southeast Asian Studies)
- South Asia (Center for South Asia)
- Middle East (Middle East Studies Program)
- Eurasia (Center for Russia, East Europe and Central Asia)
- Americas (Latin American, Caribbean, and Iberian Studies)
- Africa (African Studies Program)
- Europe (Center for European Studies)
- Global (Global Studies)

Regions may be combined, divided, reorganized, and/or created by a majority vote of the Executive Committee. Campus units and programs not among the lead units that wish to participate in the Institute may do so by affiliating or aligning with one of the lead units. Programs will be included in each region based on the focus of their activity and by consensus of the other member entities of that region.

4. Institute Direction and Management

There shall be a Director of the Institute. The Institute Director reports to the Deans of L&S and DIS (hereinafter "the Deans") and is accountable to the Institute Executive Committee. In consultation with the Deans and the Executive Committee, the Director sets policy and oversees administration of the Institute. The Director is responsible for all staff assigned to central Institute duties or employed with Institute funds, the management of funds allocated to the Institute, external representation, coordination of member activities, space use, and such other duties as the Deans and the Executive Committee shall designate. The Director shall prepare and distribute to the Deans and the Executive Committee an annual plan each September and a year-end report each spring.

The Director shall be a member of the UW-Madison faculty and shall be elected by the Institute Executive Committee, upon approval by the Deans. The Director will normally be elected in spring for the following UW-Madison fiscal year and will normally serve a presumed three-year term, subject to annual reelection each spring. The Executive Committee shall name an election supervisor who will call for nominations from Institute lead units in early spring of any year in which a sitting Director will not be continuing into the following year. When possible, the Director should not simultaneously chair one of the Institute lead units.

The Institute Director and Executive Committee may appoint an academic staff Executive Director and/or other staff as needed to assist the Director with management of the Institute.

5. Governance

5.1 Executive Committee

The International Institute Executive Committee will represent the faculty and staff associated with all member centers and programs. The Executive Committee shall recommend the creation of new programs and initiatives, the accession of any new member centers or regional reorganizations, the approval of an annual budget to allocate central Institute funds for collaborative activities, and shall advise the Director and the Deans on all other matters as appropriate. The Director will chair Executive Committee meetings.

The Executive Committee shall be composed of representatives of the lead units, normally their directors and associate directors. Each region will have one vote on the Executive Committee, with the Institute Director exercising a tie-breaking vote when necessary. The Deans may appoint up to two ex officio, non-voting members.

The Executive Committee will meet at least monthly during the academic year at a time and place determined by the Institute Director.

5.2 International Institute Plenary

The Institute Plenary will be composed of the Executive Committee, the staff of all member centers, and their affiliated and aligned programs. The Plenary will meet once per semester at a time and place to be determined by the Institute Director. The Director will chair Plenary meetings.

All faculty and staff from Institute members, as well as programs and units not affiliated with a region, are welcome to attend Plenary meetings and may be invited to attend specific meetings by the Director and/or Executive Committee.

6. Center Directors and Governance

Institute member center (lead unit) directors shall be appointed jointly by the Deans on the nomination and election of the center's faculty. Center director selection and all matters of program governance that do not directly affect other Institute members shall be the responsibility of each center, pursuant to the policies and procedures adopted by each unit.

7. Budgets and Funds

Institute centers shall maintain control of unit-specific resources, according to budgetary policies and contingencies of the university, L&S, and DIS. The Institute shall have a budget for joint activities and staff. Additionally, individual centers may agree to contribute unit-specific resources for collective efforts. Extramural funds received for collective activities of the Institute shall be administered by the Director and Executive Committee on behalf of L&S and/or DIS. The Deans may develop rules for allocation of indirect cost recovery on all extramural funding to the Institute and its component programs.

8. Review

The Institute shall be reviewed from time to time pursuant to standard university review policies and procedures for interdisciplinary programs and/or joint cross-divisional programs.

Endorsed by the International Institute Advisory Committee on 6 February 2013 & approved by the International Institute Academic Planning Council on 13 February 2013.