

Association of Academic Programs in Latin America and the Caribbean

AAPLAC

Mission

The Association of Academic Programs in Latin America and the Caribbean (AAPLAC) facilitates and supports programming among Latin American, Caribbean and U.S. institutions of higher learning and organizations dedicated to the promotion of cross-cultural, academic-based experiences. The Association helps initiate and sustain communication among these institutions and the peoples of the region.

Objectives

- 1. To serve as a resource center for the diffusion of cross-cultural information.*
- 2. To identify, challenge, and minimize cross-cultural barriers within the region.*
- 3. To promote cross-cultural understanding among students and educators.*
- 4. To encourage the incorporation of study abroad experience into the curricular offerings of all institutions of higher learning.*
- 5. To seek out and develop exchanges, funding sources, and ongoing dialogs between U.S. and Latin American educators.*
- 6. To provide a forum for discussion of cross-cultural issues.*
- 7. To maintain a database of information about the programs of AAPLAC Members.*

Constitution of the Association of Academic Programs in Latin America and the Caribbean

AAPLAC

ARTICLE I. Purpose

The purpose of the Association of Academic Programs in Latin America and the Caribbean, hereafter known as AAPLAC, shall be to foster communication and coordination between those institutions of higher education conducting, contemplating establishing, or participating in programs in the region. AAPLAC shall act as a body to consider, and when appropriate, recommend cross-cultural information and exchange methodology that will assist in this communication and coordination in a global environment.

ARTICLE II. Membership

Section 1. Membership in AAPLAC shall be open to those individuals with an interest in academic programs in Latin America and the Caribbean. Each member at the annual meeting shall be entitled to one vote on issues brought before the membership.

Section 2. A simple majority of the membership present at the annual meetings shall constitute a quorum. This quorum shall be empowered to transact business for the Association.

ARTICLE III. Officers

Section 1. The officers of AAPLAC shall be the Executive Director, the President, the Vice President/Program Co-Chair, the Immediate past President, the Secretary, the Treasurer, the On-site Coordinator/Program Co-Chair and the Membership Committee Chair.

Section 2. The Executive Director shall be appointed by the Executive Board and shall serve indefinitely. The President and Vice-President shall be elected by members and shall serve for a period of one year. After the one-year term, the Vice-President will serve as President, thus serving one year at each office. The Secretary, Treasurer and Membership Chair shall be elected by members and shall serve for a period of three years.

Section 3. The duties of the Executive Director shall be to:

- a. Represent the AAPLAC at appropriate functions hosted by similar agencies.
- b. Perform other Association duties as necessary.

Section 4. The duties of the President shall be to:

- a. Chair the Executive Board and establish agenda for that committee.

- b. Organize the annual conference with the Vice-President.
- c. Preside over the annual meeting preceding her/his term of office.
- d. Appoint ad hoc committees as needed to carry on the business of the Association.
- e. Provide an annual report of AAPLAC to the membership at the annual meeting.
- f. Represent the Association at appropriate functions hosted by similar agencies.
- g. Appoint an active member, who is not a member of the Executive Board, to chair an audit committee.
- h. Perform other Association duties as necessary.

Section 5. The duties of the Vice-President shall be to:

- a. Perform the duties of the President in his/her absence.
- b. Organize the annual conference with the President.

Section 6. The duties of the secretary shall be to:

- a. Prepare all correspondence for the Association.
- b. Maintain minutes of the annual meeting and Executive Board meetings, sending copies to the President and Executive Director within one month after the annual meeting.
- c. Maintain a file of minutes of all committee meetings.

Section 7. The duties of the treasurer shall be to:

- a. Collect annual dues.
- b. Pay all approved expenses of AAPLAC.
- c. Provide information for an audit of the Association's finances. The audit shall take place at the end of the treasurer's term of office.
- d. Maintain an appropriate account for the Association's finances.
- e. Send a complete report of the financial status of AAPLAC to the President and Executive Secretary within one month after the annual meeting.

Section 8. Removal of an officer: An officer may be removed by a majority vote of the membership present upon recommendation of the Executive Board at the annual meeting.

Section 9. *Filling of Vacancies: The Executive Board shall fill any vacancy until the next annual meeting at which time an election will be held to fill the vacancy. The person elected shall complete the term.*

ARTICLE IV. The Executive Board and Committees

Section 1. *The Executive Board shall be a permanent committee, supervising the business of AAPLAC. The Executive Board shall consist of all officers, the immediate Past President, the chairs of all permanent and ad hoc committees and two at-large members elected by the general membership. At-large members shall serve two-year, staggered terms. Past Presidents shall serve ex officio on the Executive Board without vote.*

Section 2. *The duties of the Executive Board shall be to:*

- a. Assist all officers in the performance of their duties.
- b. Develop policy.
- c. Report to the membership at the annual meeting.
- d. Approve the annual conference site.
- e. Nominate candidates.

Section 3. *A Membership Committee shall be appointed as a permanent committee to aid in the conduct of the business of AAPLAC. This and other permanent committees can be formed or disbanded by a simple majority vote of the membership at the annual meeting.*

Section 4. *The duties of the Membership Committee shall be:*

- a. Maintain a current list of active members.
- b. Recruit new members.

Section 5. *The President shall appoint other ad hoc committees as required to assist in the performance of the Association.*

Section 6. *Committee membership, excluding the Executive Board, shall be limited to five members. All committee members shall be appointed by the President. Association members may submit individual names to the president to serve on appropriate committees. Chairpersons shall be elected by each committee or named at the annual meeting. Each committee shall keep a record of its proceedings and provide a copy to the AAPLAC Secretary.*

ARTICLE V. Meetings

Section 1. AAPLAC shall meet annually. If feasible, meetings shall alternate between the United States and a host country location.

Section 2. Meeting sites will be discussed at each annual meeting and selected a minimum of two years in advance.

ARTICLE VI. Amendments

Section 1. Any revision of this constitution or goals and objectives must be submitted to the membership a minimum of six months prior to the time they are to be considered at the annual meeting.

Section 2. Amendments may be submitted at the annual meeting provided a two-thirds majority elects to consider such amendments.

Section 3. A simple majority shall be sufficient to approve amendments submitted in accordance with the time frame specified above.