MASTER AGREEMENT

WHEREAS, need exists throughout the State of California to encourage development of an international perspective in Community College classrooms; increase awareness of and encouragement in international development through technical education; promote opportunities for sharing of international/intercultural expertise; form liaisons between organizations and consortia involved in international education activities; provide an international and intercultural education resource body to the Chancellor's Office of the California Community Colleges, and

WHEREAS, the Boards of Trustees of the various California college communities desire to cooperate in the planning, development, offering, and evaluation of college credit, non-credit, and community services educational programs nationally and internationally.

NOW THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, the parties hereto agree as follows to establish the California Colleges for International Education, a consortium of community colleges.

W I T N E S S E T H:

The parties do hereby agree as follows.

I. Term of the Agreement

This agreement shall be in effect during the academic year 1983 through 1984 once approved by the governing boards of three community college districts and thereafter subject to the right of each district to terminate the agreement as hereinafter set forth.

II. Eligibility for Membership

To be eligible for membership, a college and/or district must secure approval of the governing board of that college and/or district to participate in activities of the CCIE. By applying for membership, the college and/or district agrees that participation in CCIE cooperative study abroad programs shall be according to CCIE Guidelines on Study Abroad Programs.

III. Organizational Guidelines

A. Board of Directors

1. The Board of Directors shall establish policy and procedures for the California Colleges for International Education.

2. The Board shall also implement policy and procedures, conduct business, evaluate and approve cooperative activities, and create subcommittees as necessary.

3. The Board of Directors shall be comprised of the president and/or chief executive officer of each member or their designated representative. The Board shall elect a Chairperson, an Executive Secretary, and other such officers as the Board shall deem appropriate. These officers shall serve one-year terms and will be elected by majority vote of the Board present at the Annual Meeting.
B. Meetings

1. Meetings of the Board of Directors of the CCIIE will operate according to Roberts Rules of Order, Revised. A quorum will consist of a number equal to or closest to two-thirds of the membership.

2. Board of Directors members may send voting replacements to meetings which they cannot attend, or may assign votes by proxy to another member.

3. The Board of Directors shall meet at an annual meeting held in conjunction with the annual meeting of the California Association of Community Colleges. Additional regular meetings shall be called at the request of at least three member institutions, at the discretion of the Chairperson, or Executive Secretary. At least one northern and one southern sectional meeting shall be called by the Executive Secretary each year.

4. A simple majority vote of those members of the Board of Directors present at a regular or annual meeting shall be able to make or amend policies and procedures not provided for in this agreement or to take other actions as necessary.

5. Each member of the Board of Directors shall be entitled to one vote, with the Chairperson voting in case of tie only.

C. Sectional Meetings

Sectional meetings will be those that are called in Northern, Southern or Central California to serve primarily those colleges in those areas.

1. Scheduling

Sectional meetings may be called by the chairperson of the Board of Directors, the Executive Secretary, or by at least three of the member colleges.

2. Purpose

Sectional meetings will be primarily for the sharing of information.

3. Acting Chair

In the absence of the Chairperson or Executive Secretary, members present at a sectional meeting may name an acting chair for that meeting.

D. Executive Secretary - Roles

1. To facilitate communication and cooperation among the member colleges.

2. To issue a CCIIE newsletter.

3. To keep the records of the CCIIE.

4. To serve as treasurer of the CCIIE.

5. To schedule regular and sectional meetings of the CCIIE as necessary and prepare the agenda for each.

E. Associate Membership

The president or his/her designated representative of any accredited institution of higher education may appoint representatives of that institution to attend meetings and other activities of the CCIIE. Such
representatives will be considered associate members and may participate in all activities except those so designated by the Board of Directors. This will include but not be limited to participation in cooperative study abroad programs. Associate members shall not be members of the Board of Directors.

F. Dues

There shall be no dues or other membership fees for the CCIE except that registration fees may be charged for meetings and conferences. Expenses will be borne by member institutions voluntarily.

IV. Guidelines on Study Programs

A. Purpose

The purpose of these guidelines is to provide a framework for member colleges to offer the highest quality of study abroad programs in accordance with State law and the Education Code of the State of California. Member colleges shall not offer study abroad classes that are not in accordance with these guidelines.

B. Definitions

1. Study Abroad - Any college credit, non-credit, or community services class taught outside the State of California.

2. Sponsoring Institution - A consortium member which organizes, supervises and is responsible for a study abroad program.

3. Cooperating institution - A consortium member which participates in a study abroad program offered by a sponsoring institution.

C. College Policy

Each member college and/or district shall prepare a policy on study abroad programs that includes but is not limited to:

1. An established, written procedure to select college sponsored study abroad classes and/or instructors. This policy may include a personal interview of applicants.

2. A procedure for evaluation and selection of travel contractor/operators.

3. A procedure for adequate supervision and administration of programs.

4. Evaluation of instructor and program.

5. A policy regarding financial aid for qualified students.

6. Guarantees of academic integrity for college credit classes.

7. Guarantees that no more State apportionments may be claimed than if the class were taught on campus (maximum of one unit per week and 20 hours WSHC per unit per student).

8. This college policy shall be reviewed and approved by the Board of Directors of CCIE upon application for membership.

D. Supervision

Each college and/or district shall designate a person who coordinates, supervises, or in other ways represents the study abroad program of that college and/or district.
E. Cost of Programs

Consortium members will endeavor to offer programs to students at the lowest possible costs, without sacrificing academic, instructional, and logistical quality.

F. Sponsoring Institutions

1. A sponsoring institution shall open its programs to the students of member institutions of the CCIE.

2. A sponsoring institution shall assume responsibility for the instructional program offered to all students enrolled with that institution.

G. Cooperating Institution

1. A cooperating institution may participate in a program of a sponsoring institution in one or more of the following ways:
   a. Announcing the program in schedules and other official publications.
   b. Sending students to the sponsoring institution for enrollment with the sponsoring institution.
   c. Sending students to the sponsoring institution and enrolling the students at the cooperating institution.
   d. Providing an instructor, advisor, guide, or person who will serve in some assistant capacity.

2. A cooperating institution shall include a statement in all publications that the program is announced and offered in cooperation with the CCIE.

3. A cooperating institution may include a statement in all publications stating that the sponsoring institution assumes responsibility for the instructional program. For programs using travel contractors, it may be stated that logistical arrangements are the responsibility of that travel contractor.

V. Other Provisions

A. This agreement shall be governed by the laws of the State of California.

B. No student, instructor, employee, or representative of any of the participant districts shall, by virtue of this agreement, be deemed to be an agent, employee, or representative of any other participant district or CCIE.

C. Each district agrees to indemnify, hold all other participating districts harmless, and defend such district from any and all acts arising out of its own omission or negligence and their employees and agents in the performance of this agreement.

D. Amendments to this agreement may be proposed by any member institution provided such amendments are submitted to the Executive Secretary at least 30 days prior to an annual or regular meeting. When approved by a majority vote of the members present at a regular or annual meeting, an amendment shall become effective. A copy of the amended agreement shall be sent to each member institution by the Executive Secretary within 30 days of approval.

E. Membership in CCIE shall cease upon such written communication from the chief executive officer of a member institution to the Chairperson of CCIE.
F. Each district certifies, in signing this agreement, that it is an equal opportunity employer and that it does not discriminate in its employment practices because of sex, race, religious creed, color, ancestry, national origin, physical handicap, medical condition, or marital status, except as provided for in Section 1420 of the California Labor Code.

G. This agreement contains the entire agreement of the parties and supersedes all negotiations and any other agreement between them.

IN WITNESS OF THE COVENANTS AND OBLIGATIONS HEREBefore RECITED, the parties, by their duly authorized representatives, hereby adopt this agreement.

PARTICIPATING DISTRICTS:

DATED: ______________________________

DATED: ______________________________

DATED: ______________________________

DATED: ______________________________

DATED: ______________________________

DATED: ______________________________