

# Association of University Export Control Officers (AUECO)

## **Charter**

Name

Purpose

Members

## **ByLaws**

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**Name:** Association of University Export Control Officers (AUECO)

**Purpose(s):**

1. Share ideas, member university policies/procedures and “best practices” relating to university compliance with US export and import laws and trade sanctions regulations.
2. Provide a forum for University export control officers to discuss US export control and trade sanctions regulations, policies and guidelines that influence export and import administration in higher education.
3. Monitor and report legislative, executive, and judicial changes in laws and regulations affecting inter- or foreign national transactions and collaborations in academia.
4. Advocate policies and procedures that facilitate international transactions and collaborations within the university community to minimize adverse programmatic impacts.

**Members:**

US university export control officers and other employees at institutions of higher education primarily responsible for administration of export, import and trade sanctions regulations.

## **Bylaws**

### **ARTICLE I – Association of University Export Control Officers (AUECO)**

#### **ARTICLE II - PURPOSE**

**Section 1** To provide a forum for the purpose of exchanging information, ideas, and lessons learned among US university export control officers and other university export compliance employees regarding compliance with US export and import laws and trade sanctions regulations.

**Section 2** To advocate policies and procedures that advance effective university compliance with applicable US export/import and trade sanctions regulations.

**Section 3** To share sound university policies and procedures that advance export/import and trade sanctions compliance in a cost-effective and efficient manner.

#### **ARTICLE III - MEMBERSHIP**

**Section 1** Membership in AUECO is open to US university export control officers and other employees at institutions of higher education primarily responsible for administration of export, import and trade sanctions regulations. At any one time, no institution of higher education shall have more than one AUECO member.

**Section 2** The number of members as of May 13<sup>th</sup>, 2008 is seventeen representatives of institutions of higher education in the US.

**Section 3** Prospective members will require sponsorship by an existing AUECO member. The prospective member will draft a brief Statement of Interest for submission to AUECO officers for review. Resumes and other supporting documentation may accompany the Statement of Interest at the discretion of the prospective member.

**Section 4** AUECO officers will evaluate the prospective member's candidacy based upon a defined set of criteria as follows: 1) That the prospective member is employed as a university export control officer or as a university employee who is primarily responsible for compliance with export, import and trade sanctions regulations, as required by Article III, Section 1; and 2) That the prospective member demonstrates export control knowledge and experience that will allow the candidate to contribute valuably to AUECO's purpose and objectives as set forth in Article II.

**Section 5** If the majority of AUECO officers determine that the prospective member meets the qualifications for membership based on the criteria listed in Article III, Section 4, the prospective member's candidacy will be put forth to the entire AUECO membership for approval. Prospective members will require ratification by 4/5<sup>th</sup>s of AUECO's membership.

#### **ARTICLE IV - FEES AND DUES**

**Section 1** Membership dues are not required for membership in AUECO at this time.

**Section 2** Registration fees may be paid by AUECO members each year to attend an annual AUECO seminar. The fees cover the cost of the conference facilities including conference calls, rental of audio/visual equipment such as overhead projectors and microphones, food and beverage service, materials such as paper, pencils, and folders, and a non-governmental professional paid speaker. Registration fees will be determined annually by the Treasurer after careful analysis of the budget and, a two-thirds

majority vote of the members.

**Section 3** Registration fees that are left over after the costs are paid for each seminar will carry over to be applied for use at the next year's seminar.

## **ARTICLE V - MEETINGS**

**Section 1** The Chair shall schedule a seminar annually in collaboration with other AUECO officers. The seminar will address "hot topics" and regulatory/policy/procedural changes that have occurred since the last seminar to improve the knowledge, skills, and abilities of personnel involved in US export and import laws and trade sanctions regulations. Invited speakers will include representatives from regulating agencies as well as other professionals in the field of US export control and trade sanctions compliance.

**Section 2** The annual business meeting shall be a part of the seminar. The business meeting shall address changes to the Charter or Bylaws, election of officers, problems brought up at the seminar, and other appropriate topics. Attendance at the business meeting by members is encouraged.

## **ARTICLE VI - ELECTIONS**

**Section 1** The officers of AUECO shall be a Chair, Vice-Chair, Communications Officer, Secretary, Treasurer and the immediate past Chair who shall serve in a non-voting, ex-officio advisory capacity. The immediate past Chair shall be provided a vote in cases of tie votes between the non ex-officio officers.

**Section 2** Each year elections shall be held for the position of Vice-Chair, who will be the chair-elect for the following year. The Communications Officer and Secretary/Treasurer shall serve at the discretion of the chair.

**Section** Nominations for the Vice-Chair may be made during the annual

- 3** business meeting prior to the AUECO Conference. Nominations will be open for a period of one month following the business meeting. Elections shall be held after nominations have been closed and shall be completed by the end of the fiscal year. Members may vote by e-mail or other appropriate means of transmitting their vote. Biographies shall be provided to the Chair by the nominees and will be distributed to the membership before the voting process commences. Elections shall be by majority or plurality of votes cast.

## **ARTICLE VII - OFFICERS**

**Section 1** The Chair shall be the executive head of AUECO and shall preside at all meetings of AUECO (see above). The Chair shall solicit ideas from members for the agenda, set the agendas, and arrange for speakers. The Chair shall also make or direct another officer to make all the arrangements for conference facilities, seek to obtain reduced-rate accommodations for members at a nearby hotel, and arrange for snacks. The Chair shall mentor the Vice-Chair. The Vice-Chair will assist in setting up the annual seminar, voting procedures and other administrative duties.

**Section 2** The Vice-Chair shall assist the Chair and assume the duties of the Chair in his/her absence. The Vice-Chair shall be the chair-elect for the following year.

**Section 3** The Secretary shall take minutes at all official meetings and will indicate the names of all attendees and absentees. The Treasurer will collect and record registration dues and receipts for expenditures. All expenditures will be entered in a log. Detail of expenditures must accompany the receipts for auditing purposes. The Treasurer will deposit all dues in the Association's bank account. The treasurer will prepare the financial statement to be disclosed at the annual business meeting.

**Section 4** The Communications Officer shall be responsible for the maintenance and content of the AUECO List Serve/Groups List and, if applicable, its Web Site as directed by the Chair.