

INTERNATIONAL COUNCIL OF UNIVERSITIES OF ST THOMAS AQUINAS BY-LAWS 12/12/08

The original ICUSTA By-Laws were drawn up by the then Secretary of ICUSTA, Dr. Lee Willames, VPAA for the University of St. Thomas, Houston, Texas in 1997. They were presented and approved at the biennial meeting of ICUSTA held at the University of Santo Tomas in Manila, PI., in January, 1997.

The By-Laws were extensively revised during the ICUSTA biennial meeting held at the Angelicum in Rome, Italy in October 2001.

The revised and updated By-Laws are hereby presented. The expectation is that they will again be reviewed, and possibly further revised, at the next biennial session to be held in Limerick, Ireland in 2009. The Revised By-Laws presented below have been an agenda item at every subsequent meeting since the Rome meeting. At the Barcelona meeting the group discussed possible revisions but no recommendations for revisions were forthcoming. Suggested revisions in the By-Laws must be presented in writing and distributed prior to the General Assembly meeting. The By-Laws presented below reflect the changes and additions made at the ICUSTA meeting in Rome, Italy, October, 2001 and subsequent meetings.

ICUSTA BY-LAWS

MISSION STATEMENT (Approved 10/2/2001)

The International Council of Universities of St Thomas (ICUSTA) is an association of Catholic institutions of higher learning that faithfully adhere to the ideals and teachings of St Thomas Aquinas and are committed to:

- Promoting a passion for truth and trust in reason and knowledge in the service of humanity;
- Transmitting to faculty and students the *forma mentis* or Thomistic way of doing research, inquiry and learning;
- Providing our faculty and students with a Christian vision of the human person, especially the ethical and religious dimensions; and,
- Furthering their institutional Catholic identity that cultivates the dialogue between faith and culture and fosters service to the human community.

ICUSTA fosters international cooperation among its members through faculty and student exchanges and encourages other appropriate collaborative initiatives.

VISION STATEMENT (Approved 10/1/2001)

Inspired by the life, works and tradition of St Thomas Aquinas, ICUSTA is an international community of Catholic institutions of higher education committed to: international diversity; instilling a love of and a passion for truth; and supporting religious and moral principles that will enable our students and faculty to meet the global challenges of the 21st century. Consequently, ICUSTA will dedicate its efforts to the pursuit of academic excellence, of reasoned discourse, of social responsibility and of a life of faith.

MEMBERSHIP IN ICUSTA

Membership in ICUSTA is open to Catholic institutions of higher education that are degree granting and recognized as such by competent ecclesiastical authority and which espouse in their institutional mission and purpose views in accord with the expressed mission and vision statements of ICUSTA.

ICUSTA is not a legal entity in itself and does not constitute a consortium and all contracts and legal understandings are made between individual colleges and universities and not with ICUSTA.

Nominations for membership in ICUSTA are made by member institutions. Candidates for membership are required to forward a statement of interest in and support of the mission and vision statements of ICUSTA and appropriate institutional materials relative to their mission and purpose to the Executive Director of ICUSTA. The current Executive Director is located at the following address:

Dr. Joseph Mc Fadden
Executive Director
ICUSTA
c/oUniversity of St. Thomas
Houston, Texas 77006

Upon receipt of the materials and statement of interest, the Executive Director will forward the application to the ICUSTA Nominating Committee which will prepare a recommendation for consideration by the ICUSTA Council at its next biennial meeting. The candidate institution will then be notified by the President of ICUSTA of their status and pending approval, and issued an invitation to the next Biennial Conference, where their membership will be finalized by the ICUSTA assembled delegates.

BIENNIAL MEETINGS

ICUSTA will meet every two (2) years at a site agreed upon by the membership. A simple majority of voting representatives at the regular biennial meeting will decide the location for the next meeting. Normally, the meetings are held on a campus of one of the member institutions that has agreed to offer its campus as a site for the next meeting. Depending on the agenda, and those organizing the next biennial meeting, faculty and other administrative personnel may be invited to the biennial meetings.

LEADERSHIP

Officers of ICUSTA are a President, Vice President, and an Executive Director, each of which stand for election and serve a two-year term. The President shall be the Chief Executive Officer of the University where the meeting will be held. His term begins at the end of a biennial meeting and continues to the end of the biennial meeting held on their campus. The ICUSTA Vice President is the Chief Academic Officer of the University that will host the next regular meeting. The Vice President's term begins at the end of the regular biennial meeting and ends at the closing of said meeting. The Executive Director is elected at each biennial meeting and serves also for a term of two years. The Executive Director handles all routine business and regular communication and correspondence for ICUSTA and is assigned the responsibility of keeping members informed and in furthering the mission and vision of ICUSTA.

ICUSTA COMMITTEES

ICUSTA has two on-going Committees: The Nominating Committee and the Executive Committee. Additional Committees may be created as needed by majority vote of the Assembly or by ad hoc status by the ICUSTA President.

The duties and procedures of the NOMINATING COMMITTEE are as follows. The President of ICUSTA shall serve as Chair of the Committee and the Committee shall be composed of the President of ICUSTA and two institutional heads elected by ICUSTA. Members serve for a two- year term and no member may serve more than two consecutive terms.

The duties and procedures of the EXECUTIVE COMMITTEE are as follows. The Executive Committee is composed of the President and Past President of ICUSTA and two other members of ICUSTA elected by voting members. The Executive Director of ICUSTA shall serve on the Committee as an ex-officio non-voting member. The Executive Committee shall be empowered to act in the name of ICUSTA during the

interim when the members are not in session. Actions taken by the Executive Committee will be reviewed at the next regular biennial meeting.

It is anticipated that most if not all of the contact between ICUSTA members will be conducted electronically as all members are committed to modern technology required in higher education today. Member visitation of one another=s campuses should be considered a matter of priority.

ACTIVITIES OF ICUSTA

The organization encourages students and/or faculty exchange programs among its members. There is no centralized program of exchange. The members are encouraged to work out bilateral agreements that follow the standard ICUSTA agreement that requires no exchange of funds for tuition. Rather, a student pays their home institution=s tuition while studying at the host institution where they will complete all assignments, take required examinations and receive a grade from the professor in the course. The grade and credit would then be forwarded to the student=s home institution. Study abroad arrangements should be made through appropriate institutional representatives and should be made well in advance of the date determined for study.

A student studying abroad will be responsible for all expenses including: travel to and from the host institution; living expenses, books, insurance and any other required fees. Tuition fees will be paid only to the home institution. Several ICUSTA institutions have scholarship programs established to assist and encourage study abroad opportunities for their students.

ICUSTA institutions sponsor any number of conferences on their individual campus and every effort is made to include ICUSTA members in conference notices and invitations.

FACULTY EXCHANGE

Faculty exchanges should be arranged between individual colleges and universities that develop; agreements among themselves or on a case by case basis among members. In general, faculty should be paid by their home institution while they are teaching or researching at their host university abroad. The faculty member is responsible for all expenses, air fare, and living allowance while at the host institution unless other arrangements have been made. The responsibilities of the visiting faculty member will be determined by the universities involved.

In keeping with the mission and vision of ICUSTA member institutions encourage opportunities for their faculty to study and earn advanced degrees from among ICUSTA

member institutions, where appropriate. Arrangements are made on a case by case basis between the institutions involved.

RESEARCH

Member universities are encouraged to foster linkages between scholars from member campuses to further cooperative research opportunities for their faculty. It is anticipated that such arrangements will be made between member universities. Proposals for specific projects may be brought to the attention of the members at their biennial meetings.

ANNUAL DUES

Annual dues for ICUSTA are established by voting members at their regular biennial meetings. The dues for ICUSTA were set in Melbourne in 2007, for the next two years at \$1,500 US Dollars per year for 2008 and 2009. Institutions were encouraged to contribute funds beyond their regular dues to a [Solidarity Fund](#) to assist new and developing institutions in meeting their dues requirements. In addition funds remaining in the ICUSTA account from any fiscal year will be reverted to the Solidarity Fund at the discretion of the Executive Committee. The fiscal year for ICUSTA is the calendar year. The Executive Director has the responsibility for informing members of the dues and for collecting the funds and managing the annual ICUSTA budget. The budget shall be reviewed at least annually by the Executive Committee.

An updated ICUSTA Directory will be frequently made available to membership listing the current membership as well as interested/observing institutions.

PROPOSED CHANGES IN ICUSTA BY-LAWS

(The following is a proposed change in the ICUSTA By-Laws recommended and approved by the ICUSTA Executive Committee in November of 2007 for consideration at the ICUSTA General Assembly meeting in April, 2009.)

“Voting Procedures at the ICUSTA General Assembly Meetings”

All official members in good standing of ICUSTA have voting rights when attending official ICUSTA meetings. Member institutional delegates present may cast one vote on any issue(s) coming before the Assembly of Delegates. The President/Rector of a member institution generally casts this vote. The President/Rector may delegate their vote to a designated institutional representative of their University who will act in their name representing their institution as the official representative. Voting by proxy is not permitted and no single institution may cast more than one vote. A member

institution may select as many delegates as they wish to attend an ICUSTA meeting, but only one institutional official vote may be cast, either by the institutional president/rector or their institutional designee representing their institution and in attendance at the meeting. It is assumed that the institutional representative so designated by a president/rector would be a member of that institution's administration or faculty and that the ICUSTA Executive Director would be notified in advance of the selected delegate.