

## **CTSS Bylaws**

*Consortium for Transatlantic Studies and Scholarship Bylaws (effective, October 2016)*

In the interest of furthering global understanding and the free exchange of ideas, and being keenly aware of the role played in this process by institutions of higher education, the partners named in this document declare the following to be the mission of the Consortium for Transatlantic Studies and Scholarship (CTSS):

The Consortium for Transatlantic Studies and Scholarship seeks to encourage and promote a transatlantic perspective by providing faculty and students with a unique multicultural environment in order to aid their personal, professional, and academic development. Furthermore, we encourage collaboration within the consortium and between the member institutions in the area of academics, research, sharing of resources, and development of new programs, at all levels of the college/university: student, faculty, and administration.

## **Administrative Duties**

The administrative duties will be divided among the Consortium Board of Directors, the CTSS Academic Committee, and the Instituto Franklin-UAH:

- The location and support services used by the academic program will be determined by the Instituto Franklin-UAH.
- The Franklin Institute will approve all CTSS faculty and staff appointments and curriculum.
- All institutional members shall conclude a cooperation agreement with the University of Alcalá.

The specific terms governing this participation are as follows:

## **Consortium Board of Directors**

- The Consortium Board of Directors is comprised of the persons (one or two from each member) designated by each member institution and the Instituto Franklin-UAH.

## **Board of Directors**

- The Board of Directors will oversee the CTSS organization and its proper and efficient operation.
- The Board of Directors will make policy decisions concerning the program.
- The Board of Directors will elect an Executive Director who will have the authority to act when the Board is not in session.

### **Executive Director**

- The Executive Director will assist the Board of Directors to accomplish its tasks.
- The Executive Director will act as the representative of the consortium.
- The Executive Director will be chosen by the Board of Directors.
- The Executive Director must be a full-time employee of the University of Central Missouri (UCM)

Responsibilities of the Executive Director include, but are not limited to, the following:

- In consultation with the Board of Directors, making decisions on behalf of the consortium,
- In consultation with the Board of Directors, developing policies on behalf of the consortium,
- In consultation with the Board of Directors, conducting strategic planning,
- Corresponding on behalf of the consortium,
- Setting agendas for meetings,
- Making day-to-day decisions when necessary.
- Assuming signing authority over consortium financial accounts at UCM
- Paying bills incurred by the consortium out of consortium accounts at UCM.
- Recruiting courses and faculty,
- Preparing course/block schedules.
- Offering guidance for the conferences and symposia.

### **CTSS Academic Committee**

The CTSS Academic Committee is comprised of persons from member institutions, with at least one from UCM, chosen by the Board of Directors. The CTSS Academic Committee will be co-chaired by the Director of the Instituto Franklin-UAH and by the UCM member of the Academic Committee. Responsibilities of the CTSS Academic Committee include, but are not limited, to the following:

- Recruiting courses and faculty,
- Preparing course/block schedules.
- Signing Authority

The Executive Director will individually have authority to sign documents on behalf of the consortium.

### **CTSS Member Duties**

As participants of the Center for Transatlantic Studies and Scholarship, each member will:

- Work to promote the program on their respective campuses.
- Endeavor to recruit and enroll students for the program. It is agreed that the goal of each institution is to send two students each academic year to the program.
- Approve all student participants through the application of established criteria for study abroad, with particular attention directed toward English language capabilities (for non-English institutions).
- Support the collection of fees as necessary.

- Provide a faculty member(s), subject to the approval of CTSS Academic Committee, to teach at CTSS according to the availability of such faculty on campus and the academic needs of the program. Each member institution is responsible for providing one faculty member application per academic year.
- Assign their faculty to teach a course during a teaching block, with faculty agreeing to integrate part of their course in collaboration with other resident faculty.
- Agree to seek the acceptance of all CTSS courses offered by the Instituto Franklin-UAH in Alcalá each semester as their own courses and to facilitate the transfer of all such courses. Each university collects tuition fees as appropriate.
- Support the attendance of their institutional representative to the yearly meeting of the Board of Directors.

### **Amending Bylaws**

Any member of the Board of Directors may propose amendments to the bylaws by submitting them to the Executive Director. The Executive Director will compile the proposed amendments and present them to the entire Board of Directors at the next annual meeting. Amendments must be approved by two-thirds of the Board of Directors, in addition to the approval of the representative of UCM, present at the annual meeting.

### **Procedures for Joining CTSS**

Application for membership in the Center for Transatlantic Studies and Scholarship should be made to the *Executive Director* and should consist of a letter agreeing to the above commitment. Further, there should be concluded a cooperation agreement between the applicant institution and the University of Alcalá. The Board of Directors at the subsequent annual meeting will vote on the application. Upon acceptance, the new member should designate its representative to the Board of Directors.

### 3-Point Plan for Involvement with CTSS

- 1) Let us know your interest:
  - a. Contact Scott Chenault, [chenault@ucmo.edu](mailto:chenault@ucmo.edu).  
CTSS Executive Director, Department of Criminal Justice, University of Central Missouri, USA.
  - b. Contact Priscilla Ramos [priscilla.ramos@institutofranklin.net](mailto:priscilla.ramos@institutofranklin.net),  
Head of International Programs, Franklin Institute, University of Alcala, Spain.
- 2) Institutional participation: Ensure that there is a bilateral agreement between your institution and the Instituto Franklin-UAH. Contact Priscilla Ramos [priscilla.ramos@institutofranklin.net](mailto:priscilla.ramos@institutofranklin.net)

#### STUDENTS

- a. The program runs based on student enrollment; therefore participating faculty and member of the CTSS are encouraged to promote the CTSS Spring Semester Program in Alcalá in order to recruit the necessary number of students.
- b. The minimum number of students to run the program is 20.
- c. Each participating school should aim to bring a minimum of 5 students in order to make the program run.

#### FACULTY

- a. Faculty of CTSS member institutions are invited to submit proposals to teach at the Spring Program in Alcalá.
  - b. Deadline for course proposal submission is March 15 of the year prior to the delivery of the program. See the CTSS website and/or Instituto Franklin-UAH website for details.
- 3) Get your faculty to participate:
    - a. Faculty Teaching Opportunities:
      - i. Course/faculty applications for the spring study sessions are due in the preceding March 15. See the CTSS or Instituto Franklin-UAH website for details:  
<https://www.institutofranklin.net/en/academics/international-studies/ctss-consortium-for-transatlantic-studies-and-scholarship/course-proposal/>

## LETTER OF ADHERENCE

### CTSS

In the interest of furthering global understanding and the free exchange of ideas, and being keenly aware of the role played in this process by institutions of higher education, the partners named in this document declare the following to be the mission of the Consortium for Transatlantic Studies and Scholarship (CTSS):

The Consortium for Transatlantic Studies and Scholarship seeks to encourage and promote a transatlantic perspective by providing faculty and students with a unique multicultural environment in order to aid their personal, professional, and academic development. Furthermore, we encourage collaboration within the consortium and between the member institutions in the area of academics, research, sharing of resources, and development of new programs, at all levels of the college/university: student, faculty, and administration.

### PROTOCOL

In order to adhere to the Consortium for Transatlantic Studies and Scholarship you should submit a request letter to either Scott Chenault [chenault@ucmo.edu](mailto:chenault@ucmo.edu) or Priscilla Ramos [priscilla.ramos@institutofranklin.net](mailto:priscilla.ramos@institutofranklin.net).

1. The Adherence Letter should be in your institution's letterhead.
2. No other documents are required in order to adhere to the TCSS.
3. There is not cost for becoming a member of the TCSS.
4. By becoming a member of the TCSS you accept to comply with the *CTSS Bylaws*.
5. By becoming a member of the TCSS you accept to comply with the "*3 point plan for involvement in the TCSS*."
6. You can submit your Adherence Letter at any time of the year.

## LETTER OF ADHERENCE

### (Letterhead of the Adhering Party)

(date)

To the Board of Directors,

The purpose of the letter is to confirm our adherence to the Consortium of Transatlantic Studies and Scholarship (CTSS) as indicated in the CTSS protocol.

We hereby accept:

1. The CTSS bylaws as described in the attached documents. Bylaws may be revised by the Board of Directors in consultation with the participant members.
2. Hereby the (UNIVERSITY) accepts the terms and conditions of the “*3 point plan for involvement in the TCSS*” of Institutional commitment, Faculty participation and Student recruitment for the Spring TCSS program offered in Instituto Franklin-UAH.

The person in charge of managing and monitoring the program on the side of the Home Institution will be \_\_\_\_\_

Any correspondence regarding this Letter of Adherence should be addressed to:

\_\_\_\_\_  
\_\_\_\_\_

In sign of this letter of Adherence on the date;

Name:

Position:

Institution:

Date:

Signature: