

INTERNATIONAL ASSOCIATION OF FEMINIST ECONOMICS
TRAVEL FUND MEMBER ADVISORY COMMITTEE
CHARTER

I. PURPOSE AND POWERS

A. The Travel Fund Advisory Member Advisory Committee, a member advisory committee, (the “Committee”) shall assist and advise the Program Committee of the International Association for Feminist Economics (“IAFFE”) in allocating and making determinations regarding the disbursement of IAFFE travel grant funds to defray the travel expenses of IAFFE board members, journal associate editors, IAFFE members, and other scholars attending IAFFE conferences, with the purpose of enhancing the international and other diversity of organizational decision-making and conference participation.

B. The Advisory Committee is authorized to carry out those activities reasonably related to the Advisory Committee’s purposes or assigned by the Program Committee from time to time to the extent permitted by applicable law, regulations, the Articles of Incorporation, and the bylaws, and always subject to the budget.

C. The Advisory Committee shall make recommendations to the Program Committee related to the Advisory Committee’s purpose.

II. COMMITTEE MEMBERSHIP

A. The Advisory Committee shall consist of at least three IAFFE members. Each Advisory Committee member shall be appointed by the Program Committee for renewable annual terms.

B. The members of the Advisory Committee shall be appointed or reappointed by the Program Committee within two months immediately following each IAFFE annual meeting.

C. Each member of the Advisory Committee shall continue as a member thereof until the appointment of her successor by the Program Committee, or until, if earlier, her death, or resignation; provided, however, membership on the Advisory Committee shall automatically terminate upon termination of any member’s membership with IAFFE.

D. The Program Committee shall designate the Chair of the Advisory Committee.

E. The Secretary of the Advisory Committee shall be designated by the Advisory Committee members.

III. COMMITTEE MEETINGS

A. The Advisory Committee shall meet as necessary to fulfill its purpose.

B. The Advisory Committee may hold its meetings at such time or at such place as it shall determine from time to time. Written notice of such meetings shall be given on at least seven (7) days’ notice, unless such notice has been waived. Written notice of the time and place for

special meetings of the Advisory Committee, along with a statement of the purpose(s) of such meeting, shall be given on at least five (5) days notice, unless such notice has been waived.

C. Whenever written notice is required to be given to any member of the Advisory Committee, it may be given to the person either personally or by sending a copy thereof by first class or express mail, postage prepaid, by email, by facsimile transmission or as otherwise permitted by the Act. Any requirement of furnishing prior notice of any meeting shall be deemed to have been waived by any member of the Advisory Committee who signs a waiver of notice before, at its commencement or after such meeting, or who attends such meeting without protesting (either prior to or at its commencement) the lack of notice to such member with respect to such meeting.

D. If the Chair of the Advisory Committee is not present at any meeting of the Advisory Committee, the members of the Advisory Committee shall appoint an acting Chair for such meeting.

E. The following procedures shall apply to all Advisory Committee meetings:

1. A quorum for meetings shall be a majority of the members, present in person or by telephone or other telecommunications device permitting all persons participating in the meeting to speak and hear each other.

2. The affirmative vote of a majority of the members of the Advisory Committee present at a meeting at which a quorum is present shall be the act of the Advisory Committee.

3. The Advisory Committee Secretary shall keep minutes of its proceedings; these shall be filed with the records of meetings of the Advisory Committee and shall be submitted to the IAFFE Office or Secretary of the Program Committee no later than the earlier of (i) sixty days after the Advisory Committee meeting or (ii) prior to the two regularly scheduled Board meetings.

4. The Program Committee or any member of the Advisory Committee shall have the authority to call meetings of the Advisory Committee.

F. The Advisory Committee shall provide a report on its activities to the Program Committee nine (9) weeks prior to the two regularly scheduled Board meetings.

APPROVED AND ADOPTED by resolution of the Board on January 7, 2018.



Secretary