

# **Texas Association of Student Special Services Programs**

## **By-Laws**

*Adopted March, 2005 – Marble Falls, Texas*

*Amendments and grammar changes adopted March 2012 – Houston, Texas*

### **Article 1 – Membership**

#### **Section 1: Members**

1.01 Membership in this Association shall be Active, Student and Honorary.

#### **Section 2: Categories**

2.01 The membership of the Association shall be divided into three categories: Active, Student and Honorary

2.02 Active membership shall include persons who are professionals engaged in the general operation of student assistance programs.

2.03 Student membership shall include those students enrolled in, or involved with, programs dedicated to the purpose of this Association as outlined in ARTICLE II of the Constitution.

2.04 Honorary membership shall be available to any appropriate individual, business, industry, foundation or other organizations whose goals and interests prompt them to make a \$500 contribution in either general support of the Association or support to special projects of the Executive Board. Honorary members are to receive such recognition as may be deemed appropriate by the Executive Board. Honorary members are entitled voice but not vote in the Association.

#### **Section 3: Loss of Membership**

3.01 Any member of the Association may be removed from the membership for nonpayment of dues or by action of the Executive Board for just cause after being afforded an opportunity to be heard.

3.02 A member may be reinstated at the discretion of the Executive Board.

#### **Section 4: Membership Year**

4.01 The membership year of the Association shall be from annual conference to annual conference.

4.02 All member categories must be renewed annually

### **Article II –Dues**

## **Section 1: Income**

1.01 The source of income shall be derived from membership dues, fees, and such other sources as the Executive Board may approve.

## **Section 2: Dues and Fees**

2.01 Dues and fees shall be assessed and collected in such amounts and manner as may be prescribed by the Executive Board and ratified by the General Assembly.

2.02 Annual membership dues shall be paid in full and be current by the election day of the General Assembly.

2.03 Annual dues for Active members shall be \$30.00. Five dollars (\$5.00) of this will be designated as a contribution to the Council For Opportunity In Education, Inc. (COE). This contribution will continue as long as COE is in existence.

2.04 Those employed by federally funded grant Student Assistance programs on or after June 1 will not be obligated to pay TASSSP dues until the early-bird registration period for the annual TASSSP conference during their first employment year.

## **Article III – Duties of Officers**

### **Section 1: Duties of Officers**

1.01 The President shall be the chief elected officer of the Association and shall preside at all meetings of the General Assembly. The president shall serve as chair of the Executive Board; appoint, with the Board's advice and consent, the chair of each standing and special committees and a Parliamentarian; and submit an annual report for the Executive Board to the Association. The President will be an ex-officio member of all committees and shall serve as a member of the Southwest Association of Student Assistance Programs, Inc. (SWASAP) Board of Directors.

1.02 The President-Elect shall assist the President and serve with the same power and authority of the President in the event the President becomes incapacitated or resigns. The President-Elect shall be the chair of the Fair Share Committee. The President may designate the President-Elect as an ex-officio member of any other committee and the President-Elect shall serve as a member of the Southwest Association of Student Assistance Programs, Inc. (SWASAP) Board of Directors.

1.03 The Immediate Past-President shall serve as the chair of the Annual Conference Program Committee. The President may designate the Immediate Past President as an ex-officio member of any other committee.

1.04 The Secretary shall have both recording and corresponding responsibilities; maintain up-to-date records concerning membership status; incorporate reports of the Treasurer into the official records of the Association; and serve as Secretary to the Executive Board. The Secretary shall also serve as chair of the Membership/Credentials Committee.

1.05 The Treasurer shall be responsible for the receipt and expenditure of all funds in accordance with fiscal policies established by the Executive Board and the Financial Affairs Committee. The Treasurer shall:

1. maintain appropriate and adequate financial records;
2. submit annual reports to the Association;
3. be prepared at any time on direction of the Executive Board, to submit written reports and records of monies to the Executive Board or the succeeding Treasurer, and
4. shall serve as chair of the Association's Financial Affairs Committee.

It will be at the discretion of the Executive Board to require that the Treasurer be bonded and submit audited annual reports. An internal audit will be conducted within a ninety (90) day period following the close of the Annual Conference or when the Board and Financial Affairs Committee deem necessary. A full written report will be submitted to the Executive Board.

1.06 The South Zone Representative shall serve as liaison person for the membership of this Association. The South Zone Representative shall hold membership on the Executive Board of this Association and shall serve as a member of the Southwest Association of Student Assistance Programs, Inc. (SWASAP) Board of Directors. The South Zone Representative must be employed with a federally funded grant program in the south Texas area including the city of Waco and south thereof. This person will represent the TASSSP affiliated programs in this area.

1.07 The North Zone Representative shall serve as liaison person for the membership of this Association. The North Zone Representative shall hold membership on the Executive Board of this Association and shall serve as a member of the Southwest Association of Student Assistance Programs, Inc. (SWASAP) Board of Directors. The North Zone Representative must be employed with a federally funded grant program in the north Texas area including all cities north of Waco. This person will represent the TASSSP affiliated programs in this area.

## **Section 2: Vacancy**

2.01 If an officer, other than the President, resigns or is unable to complete the term of office, the Executive Board shall appoint an Active member in good standing to serve the remainder of the term of office.

## **Article IV – Executive Board**

### **Section 1: Composition**

1.01 The Executive Board shall be comprised of the elected officers and the Immediate Past-President.

## **Section 2: Function**

2.01 The Executive Board shall have full authority to conduct the affairs of the Association during the interim period between meetings of the General Assembly. Such authority must remain within the provision of the Constitution and not conflict with the decisions, action, or policies established by the General Assembly.

## **Section 3: Annual Report**

3.01 The Executive Board shall prepare an annual report to be submitted by the President to the membership for approval at the annual business meeting.

## **Section 4: Budget Report**

4.01 The Executive Board shall certify, or have certified, the accounts of the Association immediately prior to the annual business meeting; this report shall be presented to the membership at the annual business meeting prior to the submission of the budget for the next year.

# **Article V – Committees**

## **Section 1: Standing Committees**

1.01 The Association shall have the following standing committees: Membership/Credentials Committee; Annual Conference Program Committee; Nominations and Elections Committee; Scholarship Committee; Legislative Liaison Committee; Student Leadership Conference Committee, Fair Share Committee, and the Financial Affairs Committee. The President, with the advice and consent of the Executive Board, shall appoint the chair for each standing committee, except where such positions are assigned to a specific office.

1.02 Membership/Credentials. It shall be the responsibility of this committee to actively promote membership in the Association and generally determine membership categories and eligibility – for purposes of participating in Association activities. The committee shall, for each General Assembly meeting, certify to the Executive Board the names of eligible voters and shall be responsible for monitoring and tallying votes when necessary. This committee shall serve to educate and provide information about the State Association, SWASAP, and COE while encouraging TRIO professionals in Texas to become active members of SWASAP and institutional members of COE. The Secretary will chair this committee.

1.03 Annual Conference Program Committee. It shall be the responsibility of this committee to plan the annual conference of the Association. The Immediate Past-President will chair this

committee. This committee will submit a conference budget to the Executive Board and will organize all conference activities.

- 1.04 Nominations and Elections Committee. It shall be the responsibility of this committee to nominate candidates for each TASSSP office. The committee's nominations shall be presented to the Executive Board prior to the election held at the Annual Conference. Additionally, this committee will actively promote nominations for any and all special awards or programs the Association currently sponsors or might sponsor in the future. The committee shall publish the nominations forms, set the deadlines, and make the selections following the approval of the Board.
- 1.05 Scholarship Committee. It shall be the responsibility of this committee to actively promote nominations for any scholarship(s) currently sponsored or that may be established by the Association in the future. The committee chair shall solicit members representing each of the TRIO programs (EOC, McNair, TS, SSS, VUB, UB, and UBMS). The committee shall publish the nomination forms, set the deadlines, and make the selections following approval by the Board.
- 1.06 Legislative Liaison Committee. It shall be the responsibility of this committee to act as a liaison between the membership and all governmental bodies and to distribute relevant information to the membership concerning the decisions and operations of governmental bodies.
- 1.07 Student Leadership Conference Committee. It shall be the responsibility of this Committee to plan the annual Student Leadership Conference for the Association. This committee will submit a conference budget to the Association and will organize all conference activities.
- 1.08 Fair Share Committee. This committee shall serve to educate and to provide information about COE while encouraging TRIO professionals in Texas to contribute to Fair Share and become institutional members of COE. The committee shall also plan all fund raising activities for Fair Share and provide information about individual contributions and its benefits. The President-Elect will chair this committee.
- 1.09 Financial Affairs Committee. It shall be the responsibility of this committee to prepare an annual association budget and submit it at the annual conference of the Association; to conduct an annual internal audit of the books; and to provide guidance in matters pertaining to the fiscal operations of the Association. This committee shall include the Treasurer, as chair, and two non-board members, appointed by the President, who shall serve two-year terms to be replaced on alternating years.

## **Section 2: Special Committees**

2.01 Task-oriented special committees may be appointed from time to time as the President and the Executive Board see fit. Such committees will operate within the purpose and objectives of the Association and shall be specifically charged and automatically dismissed upon completion of task.

These special committees may include Leadership Development, Texas State Initiative, By-Laws/Constitution, Publicity/External Affairs, etc.

## **Article VI – Order of Business**

1.01 The order of business for any unit of the Association shall be as follows:

1. Roll call;
2. Reading of minutes;
3. Receipt of communication, bills, etc.;
4. Report of officers;
5. Unfinished business;
6. New business;
7. Announcements; and adjournment

## **Article VII – Parliamentary Authority**

### **Section 1: Robert’s Rules of Order Revised**

1.01 Robert’s Rules of Order Revised shall be the parliamentary authority in all cases to which they are applicable and to which they are not inconsistent with the Constitution and By-Laws and special rules of order that this Association may adopt.

### **Section 2: Parliamentarian**

2.01 The President shall appoint, with the Board’s advice and consent, a Parliamentarian who shall serve at all meetings of the General Assembly, and as required, at Board meetings.

## **Article VIII – Amending the By-Laws**

### **Section 1: Proposal of Amendments**

1.01 Proposals to amend these By-Laws may be initiated by the Executive Board, by recommendation of a special committee, or by any one member qualifying for membership.

1.02 If a proposal to amend is initiated by an individual member, it shall be accompanied by a petition signed by  $\frac{1}{4}$  of the Active membership.

1.03 The Secretary shall distribute via mail and/or electronic format the proposed amendment(s) to all Active members at least thirty (30) days before expected action.

### **Section 2: Voting on Proposed Amendments**

2.01 These By-Laws may be amended by a duly called meeting of the General Assembly by a simple majority affirmative vote of the Active members present.

2.02 When used, ballots will be tabulated by the President and ratified by the Executive Board.

## **Article IX – COE Policy Seminar**

### **Section 1: Representation**

1.01 The Association shall be represented at the Annual Council For Opportunity In Education, Inc. (COE) Policy Seminar by the TASSSP Executive Board.

### **Section 2: Fund Allocation**

2.01 Funds allocated for the Policy Seminar shall be divided equally among the official representatives attending.

### **Section 3: Attendance**

3.01 The Board's attendance shall in no way exclude other Association members or TRIO associates who wish to attend the Policy Seminar at their own expense. Their attendance may be supplemented, as other funds become available to the Association.