

**Constitution and By-Laws of the Georgia Association of Special Program Personnel INC.**

1<sup>st</sup> Revised Edition Spring -1998 at the GASPP Annual Conference

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**Constitution**

*ARTICLE I*

**Name**

The name of the corporation is The Georgia Association of Special Programs Personnel, Inc. The corporation is organized pursuant to the Georgia Nonprofit Corporation Code. This organization is organized and operated exclusively for charitable and educational purposes within the meaning of section 501(c)(3) Internal Revenue Code.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by and organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future Unites States Internal Revenue law) or by an organization contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future Unites States Internal Revenue law. )

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of 501(c)(3) of the Internal revenue Code (or corresponding section of any future federal tax code), or shall be distributed to the Federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.).

*ARTICLE II*

***Purposes***

The purposes of the Georgia Association of Special Programs Personnel Inc. are:

- A. To foster and promote standards of professional preparation for the Georgia Association of Special Programs Personnel Inc. (Upward Bound, Talent Search, Student Support Services, Educational Opportunity Centers, Ronald E. McNair Post-Baccalaureate Achievement, Upward Bound Math/Science, Veterans Upward Bound and any other relevant educational opportunity programs).
- B. To enhance the training, effectiveness, and recognition of members of the Association employed by institutions of higher education, public and private agencies and organizations concerned with or engaged in the support and/or administration of similar educational opportunity programs.
- C. To service the needs and interests of students, faculties, administrators, and staff at institutions of higher education, public or private agencies and organizations, concerned with or engaged in the support and/or administration of the Association.
- D. To develop positive program implementation strategies through the collaborative efforts of educational opportunity program personnel.

- E. To promote and facilitate closer linkages among institutions of higher education and the sponsor of student aid programs.
- F. To stimulate and promote educational experiences, conferences and such other essential related activities as are desirable or necessary to maximize the purpose(s) of the Association.

### ***ARTICLE III***

#### ***Membership***

##### **Section 1. TYPES OF MEMBERSHIP**

Membership will be of three types: (1) Active Professional (2) Associate, and (3) Affiliate Membership.

##### **Section 2. Active Professional Membership**

- A. **Active Professional Membership** will be available to person(s) who are employed full-time in the administration or general operation of the Federal TRIO Programs (Upward Bound, Talent Search, Student Support Services, Educational Opportunity Centers, Ronald E. McNair Post-Baccalaureate Achievement, Upward Bound Math/Science, Veterans Upward Bound and any other relevant educational opportunity programs).
- B. Each active professional member in good financial standing will be entitled to vote and hold office as a member of the Association.
- C. Each individual member in good financial standing will be entitled to vote.

##### **Section 3. Associate Membership**

- A. **Associate Membership** will be available to those persons who do not qualify for Active Membership according to ARTICLE III, Section 2A.
- B. An Associate member must be employed at least part-time in a Federal TRIO Program or related educational opportunity program and must pay the annual membership dues of the Association.
- C. Each associate member in good financial standing will be entitled to vote and may serve as an appointed committee member but cannot hold an elected office in the Association.

##### **Section 4. Affiliate Membership**

- A. **Affiliate Membership** will be available to persons who support the purposes and objectives of the Association, as herein expressed, but do not qualify under the membership categories of Articles III, Section 2 or 3.
- B. The affiliate member must pay three-fourths (3/4) of the annual dues of the active professional membership.
- C. Each affiliate member will have a voice in the meetings of the Association but may not vote, hold office or serve as a committee member.

**Section 5. Lifetime Membership**

- A. Lifetime Membership will be afforded to individuals who have demonstrated exemplary service and dedication to the Association.
- B. Lifetime Membership is afforded by nomination from a member in good standing and approved by the Executive Board.
- C. A Lifetime Member will have a voice in the meetings of the Association, but may not vote, hold office, or serve as a standing committee chairperson.

***ARTICLE IV***

***Officers of the Association***

Section 1. The Officers of the Association will be composed of the President, Vice President, Secretary, Treasurer, Assistant Treasurer, three (3) Members-at-Large, Past President, Parliamentarian and will be referred to as the Executive Board.

Section 2. At least 90 days prior to the Spring meeting of the GASPP Executive Board during the last year of the officer's tenure, all interested members will be asked to complete and submit a nomination form and resume for the office they are seeking to fill. In addition, write-in nominations for specific offices may be submitted to the Nomination Committee in accordance with the time frame established herein. From this pool of potential nominees, the Nomination Committee will develop a ballot for each office, with the concurrence of the Executive Board. A brochure indicating qualifications of nominees and the ballot will be mailed and sent to all members 30 days prior to the Spring meeting. A date for the return of the ballots will be established in order for the results to be announced no later than the Spring meeting of the Delegate Assembly.

Section 3. All officers of the Association will be elected except the Parliamentarian, Assistant Treasurer, and Past President. The President will appoint the Parliamentarian and Assistant Treasurer. The Past President will be the current outgoing President. The term of elected officers will be for two years.

Section 4. All officers may be elected for a maximum of two consecutive terms.

Section 5. The GASPP representative of SAEOPP will be appointed by the GASPP President and will attend SAEOPP and GASPP Board meetings to provide information and updates on the SAEOPP Conference.

***ARTICLE V***

***Meetings***

The Association will meet bi-annually. The time and place of each meeting will be fixed by the Executive Board and notice thereof will be given to all members of the Association at least thirty (30) days prior to the time so fixed, in writing. The Association will also meet during the SAEOPP Conference for information dissemination.

**ARTICLE VI**  
***The Executive Board***

The Executive Board will be composed of the Incumbent Officers, the Immediate Past President, the Parliamentarian, the Assistant Treasurer and three Members-at-Large who will serve a three (3) year, two (2) year, and a one (1) year term, respectively, with one term expiring each year. The specific functions of the Executive Board are outlined in the By-Laws. The Board will be subject to the orders of the Association and none of its acts will conflict with action taken by the Association. The Executive Board will meet at least four (4) times per year. This will include prior to the Spring and Fall Conferences.

**ARTICLES VII**  
***Committees***

Standing committees and special committees will be created to promote the purposes of the Association and will consist of members of the Association, with their numbers, jurisdiction, method of selection, and tenure, determined in accordance with the By-Laws.

**ARTICLE VIII**  
***By-Laws***

Section 1. By-Laws consistent with this constitution will be adopted or amended by a two-thirds (2/3) vote of the membership present at an official meeting. Each member must be in good standing.

Section 2. Proposals to amend the By-Laws may be initiated by the Executive Board or a duly constituted committee of the Association or any member of the Association. Such proposals must be in writing, and if initiated by an individual member, will be signed by at least seven active members in good standing. Copies of such proposed amendments will be delivered to the Secretary for distribution to all members of the Association, and no vote will be taken until at least thirty (30) days after copies of such proposed amendments have been made available to all members of the Association.

**ARTICLE IX**  
***Amendments of the Constitution***

Section 1. This constitution may be amended by an affirmative two-thirds (2/3) vote of the members present at an official meeting of the Association who are in good standing.

Section 2. Proposals to amend this constitution may be initiated by the Executive Board, a duly constituted committee of the Association or any member of the Association. Such proposals must be in writing, and if initiated by an individual member, will be signed by at least seven active members in good standing. Copies of such proposed amendments will be delivered to the Secretary for distribution to all members of the Association and no vote will be taken until at least thirty (30) days after copies of such proposed amendments have been made available to all members of the Association.

## **By-Laws**

### ***ARTICLE I Membership and Dues***

#### **Section 1. MEMBERSHIP**

Applications for membership in the Association will be distributed to all TRIO Personnel in Georgia and other educational opportunity program personnel by the Membership Chairperson so that applications may be processed in a timely fashion.

#### **Section 2. DUES**

- A. The amount of annual dues for membership will be determined and approved by the Executive Board and will not be prorated.
- B. The membership year is from October 1<sup>st</sup> to September 30<sup>th</sup> of each year. After October 31st, members will be in arrears.
- C. Members of the Association who are in the arrears in the payment of their annual dues must pay a \$10.00 penalty plus annual dues in order to be in good standing.

### ***ARTICLE II Office and duties of the officers of the Association***

#### **Section 1. DUTIES OF THE OFFICERS**

- A. The President will be the chief elected officer of the Association and will preside at all meetings of the Association, and will serve as the chairperson of, and preside at all meetings of the Executive Board. The President will appoint the members of all committees, except as otherwise specified in the constitution and by-laws, and will serve as an ex-officio member of all committees. The President will submit an annual report to the Association on all matters which have taken place during his/her term. The President will be the Georgia Delegate to the Southeastern Association of Educational Opportunity Program Personnel Inc. (SAEOPP) Board.
- B. The Vice-President will perform the duties of the President in the event of the absence or incapacity of the President and will perform such duties as are assigned by the Executive Board. He/she will also serve as Chairperson for the Annual Spring Conference the first year of service. Exceptions may be made to chairing the annual Spring Conference by the Executive Board.
- C. The Secretary will keep and maintain all records of the Association and the Executive Board. He/she will be responsible for such communications as provided for in the constitution and by-laws, and for the performance of such other duties as are appropriate to this office or are outlined by the Executive Board.

- D. The Treasurer will represent the Board in, and be responsible for, the receipt and expenditure of funds in the accordance with the guidelines established by the Executive Board. The Treasurer will maintain appropriate and adequate financial records and will be ready whenever required to give to the Executive Board all monies and financial records, and will give the same to his/her successor upon termination of term of office. He/She will submit a financial report at each official meeting of the Association.
- E. The Assistant Treasurer will perform the duties of the Treasurer in the event of the absence or incapacity of the Treasurer. The Assistant Treasurer will also be the Membership Chair.
- F. The Parliamentarian will serve as the Director of Protocol for the Association. He/she will make certain all proceedings of the Association and Executive Board are conducted in accordance with the most up-to-date Robert's Rules of Order.
- G. The Members-At-Large will provide technical assistance for GASPP members on an as-needed basis. These persons will plan and implement the Annual Fall Conference. They also will assist the Archives Committee and disseminate and retrieve statewide information.
- H. The Past President will assist the President in all designated matters of the Association. He/she will serve as the chairperson of the Constitution and Legislative Committee. He/she also will serve on Strategic Planning / Evaluation Committee.

## **Section 2. COMPENSATIONS AND EXPENSES OF OFFICERS**

None of the elected or appointed officials of the Association will receive any compensation for their services, such as, to the Association. Any necessary travel expenses of an elected or appointed official to represent the Association will be paid from the Association based on the approval of the Executive Board. Additional expenses incurred by the President that pertains directly to the administration of the Association, such as hotel accommodations, meals, postage and duplication of materials will be paid from the Association funds. All expenses incurred must be approved by the Executive Board.

## **Section 3. VACANCIES IN OFFICE**

- A. A vacancy created by the resignation, or death of the President will be filled by Vice-President.
- B. A vacancy in any office other than that of the President will be filled by an Active Professional member in good standing of the Association to be appointed by majority vote of the Executive Board nominated by the President. Such appointments will be on an interim basis until the next general election of officers and will not prejudice the election of the incumbent to a regular term of office.

**ARTICLE III**  
***The Executive Board***

**Section 1. FUNCTIONS OF THE EXECUTIVE BOARD**

The Executive Board will have full authority to conduct the affairs of the Association and will perform the functions of the Association during the interim, between meetings of the Association. This authority will not allow the Board to modify or rescind any official action taken by the Association.

**Section 2. MEETINGS OF THE EXECUTIVE BOARD**

- A. The Executive Board will meet at least four (4) times per year. This will include meetings prior to the Fall and Spring Conference. Special meetings of the Executive Board may be called by the President or upon petition by two other members of the Executive Board, each which must be submitted in writing to the Board. The time and place of each meeting will be designated by the President.
- B. Five Executive Board members will constitute a quorum at any official meeting of the Executive Board. The minutes of these meetings will be made available by request in writing from any member in good standing of the Association.

**ARTICLE IV**  
***Committees***

**Section 1. STANDING COMMITTEES**

The Association will have the following standing committees; each of which will perform such functions as outlined by the Association, the Executive Board, or By-Laws of the Association. Unless otherwise specified in the Bylaws, members of the Standing Committees and the Chairpersons thereof, will be appointed by the President subject to the approval of the Executive Board.

- A. Archives Committee will collect key records of the organization, from past and present, to be placed in the Archives. For example: Minutes from the secretary, fiscal records from the finance chair and treasurer, conference memorabilia from the co-chairs, TRIO Achievers, scholarship recipients and photographs from the Editorial and Publications Committee. This committee will also maintain a record of data submitted to the archives.
- B. Award and Recognition Committee will establish and/or maintain procedures for GASPP Awards and Recognition; facilitate identification of honorees to be recognized in all categories approved by the Executive Board; maintain a record of GASPP honorees, by type of recognition and year awarded; and ensure presentation of awards at conferences.
- C. Communications/Public Relations Committee is responsible for keeping members informed by maintaining close contact via oral or written communication; publicize conference activities and special events of GASPP (News releases, radio and television

interviews, listserv, website, and direct mail); established communication link between the public relation committee and other GASPP committees such that will promote all activities of GASPP.

D. Conference Committee is responsible for the planning and coordination of the annual conference, including such activities as specifying a theme, arranging for appropriate speakers and guests, registration, exhibits, hospitality, evaluation and other activities as necessary. The conference site and date is selected by the Board, who also approves the recommended theme and sets the registration fee.

E. Constitution and Legislative Committee is responsible for upholding the Constitution and By-Laws of the Association. Other duties will be performed as outlined in the GASPP Policies and Procedures Manual

F. Development Committee is responsible for recommending fund-raising policies and procedures; cultivating gift prospects; identifying sources of support -individual, corporate, foundations.

G. Editorial and Publications Committee is responsible for facilitating the annually publication of the GASPP Newsletter.

H. Finance Committee will develop the annual budget, oversee budget appropriations as well as non-budget items, explore financial development opportunities and prepare relevant reports for distribution of the Association.

I. Leadership Development/Emerging Leaders Committee is responsible for fulfilling the organization's leadership development goals ensuring quality performance enhancing the continued self-growth and development of the membership. The committee will conduct activities including the Emerging Leaders Institute, workshops and seminars.

J. Legislation, Education and Fiscal Concerns Committee promotes planning and training generally seeking to educate TRIO personnel and other interested individuals. The committee will also maintain contact with important members of Congress and the Senate on both state and national levels and will assist with the coordination of the Policy Seminar.

K. Membership Marketing and Services Committee promotes membership III the Association.

L. Nominating Committee is responsible for executing and monitoring the election of officers. The committee shall review and refine nominating procedures as prescribed by the Constitution; review credentials of nominees and recommend a slate of officers for approval by the Board; supervise the election process; prepare a timeline and report election results to the Executive Board Meeting prior to the annual Spring Conference.

M. Research Committee is charged with generating standardized information for a state data base and engaging in and encouraging the pursuit of empirical investigations that provide feedback for the improvement of TRIO Programs and enhance the reputation of such programs as well as GASPP as a professional organization.



N. Scholarship Committee is responsible for disseminating and collecting scholarship criteria and other information to the membership; disseminate applications, read applications including the essays, select recipients, announce recipients and coordinate award procedures.

O. Strategic Planning/Evaluation Committee is responsible for ensuring the goals of the strategic plan of the Association are met. Furthermore, the committee will monitor and evaluate the progress of the Association; review the goals and activities of the strategic plan and provide guidance and direction to the Executive Board in making modifications to the plan.

P. Student Initiative Committee will provide opportunities for TRIO participants to achieve success in postsecondary education and beyond. The different committees include: a) Student Leadership Conference; b) TRIO Day Committee; c) Scholars' Bowl Committee; d) Academic Bowl Committee; and e) SSS/McNair Debate Team committee f) High-Q Committee.

Q. Technology Committee will bring GASPP TRIO Programs to state-of-the-art usage of educational technology in order to enhance the academic achievement of TRIO participants relative to postsecondary education.

R. TRIO Alumni Committee coordinates activities related to TRIO alumni. The committee will be responsible for soliciting members for the TRIO Alumni Association and recognizing outstanding TRIO alumni and overseeing the maintenance of the TRIO alumni database.

## **Section 2. SPECIAL COMMITTEES**

Special Committees may be created to promote the purpose(s) of the Association or to execute necessary functions of the Association. The creation of such committees, their jurisdiction, and the number, selection, and tenure of their members will be the responsibility of the President.

### ***ARTICLE V***

#### ***GASPP Representative to SAEOPP***

The GASPP Representative to SAEOPP will be appointed by the President. He/she will attend SAEOPP and GASPP Board meetings to provide information and updates on the SAEOPP Conference.

### ***ARTICLE VI***

#### ***Standing Rules***

## **Section 1. ADOPTION AND AMENDMENT**

Standing rules may be adopted or amended by the Association or the Executive Board by a majority vote of those present and in good standing at any meeting of either group.

## **Section 2. RECORDING AND DISTRIBUTION**

A record of the standing rules of the Association will be kept by the Secretary and will be made available to all Executive Board members, and upon request, to any member of the Association.

***ARTICLE VII***  
***Rules of Order***

The most up-to-date version of Robert's Rules of Order will govern the proceedings of the Association not otherwise specified in the Constitution and By-Laws

***ARTICLE VIII***  
***Amendment of By-Laws***

The By-Laws of the Association may be amended by a two-thirds (2/3) vote of those members in good standing. This amendment must be submitted in writing *at least thirty days prior to an official meeting*.