



POLICIES & PROCEDURES MANUAL

Georgia Association of Special Programs Personnel (GASPP)
Last Updated: August 2024

POLICIES & PROCEDURES MANUAL

The GASPP Policies and Procedures Manual [PPM] describes the policies, procedures, and general practices of the Georgia Association of Special Programs Personnel [GASPP]. Distinct from the Constitution and Bylaws of The Association, it has been developed to provide the GASPP membership and future Boards with organizational guidance to assist them in conducting the affairs of The Association in an orderly, efficient, and effective manner. This Manual is not in conflict with or to be substituted for the GASPP Constitution and Bylaws or with decisions, actions, or policies established by the membership. It is intended to support and complement the Constitution and Bylaws. The latter document serves as the legal and final judgment in matters where a conflict appears between the Manual and the Constitution and Bylaws of The Association.

By contrast, the Constitution and Bylaws establish the broad purpose and mission of The Association, provide definitions for membership, describe the processes by which officers are elected and broadly outline the responsibilities of each officer, name the key committees of the Association, explain the process by which meetings are conducted, and addresses other issues relevant to incorporated organizations. Within this Manual, are policies, procedures, and protocols, which may also be referenced in other Association Manuals, such as the Fiscal Management Manual, or the Constitution and Bylaws, that are commonly associated with The Association's business affairs. This Manual will be kept on the GASPP website, and the Executive Board will be responsible for updating and approving the Manual.

This Manual may be amended by a majority vote of the Board present and voting at any regular or special meetings of the Board, except that amendment may not conflict with the Constitution and Bylaws or decisions, actions, or policies established by the membership. Specific policies or procedures may be waived for a specific period by a majority vote of the Board at any regular or special meetings of the Board, except that such waiver may not conflict with the Constitution and Bylaws or decisions, actions, or policies established by the membership.

GASPP HISTORY

The Georgia Association of Special Programs Personnel (GASPP) traces its origins to the pivotal social justice movements of the 1960s and President Lyndon B. Johnson's War on Poverty. A cornerstone of this era, the Higher Education Act of 1965, emerged from President Johnson's ambitious Great Society initiative, leading to the establishment of TRIO programs. These programs, beginning with Upward Bound and later expanding to include Educational Talent Search, Special Services for Disadvantaged Students (now Student Support Services), Educational Opportunity Centers, and the Ronald E. McNair Post-Baccalaureate Achievement Programs, were designed to address the overlooked and unmet needs of low-income youth across the United States, particularly in urban ghettos, rural and Appalachian areas, and other pockets of poverty. The mission of the TRIO programs was, and remains, to ensure that individuals from low-income backgrounds have equitable access to higher education.

In the late 1960s and early 1970s, TRIO personnel began to gather informally, laying the groundwork for a more structured organization. The first statewide meeting of TRIO programs in Georgia took place on May 11, 1972, in the conference room of Morris Brown College, with Nathaniel West presiding as President of the GSUB Association. On October 13, 1972, the first official statewide

meeting of the Georgia Statewide TRIO Program Association was held at Mercer University’s conference room in Macon, GA, led by President Bobby Jones. This meeting culminated years of discussions spearheaded by key figures like Ella Fisher and Bobby Jones. At this gathering, Georgia representatives Sam Hart and Ella Fisher presented a report from the Region IV Advisory Board meeting, which later evolved into the Southeastern Association of Educational Opportunity Program Personnel (SAEOPP), held in Atlanta on September 25-26, 1972.

On January 22, 1974, a significant TRIO Program Project Directors’ Meeting was convened in the Student Union Building Conference Room at Savannah State College (now University) in Savannah, GA, with Mrs. Ella Fisher presiding. This meeting saw the election of the association's first officers: Mrs. Ella Fisher as Chairperson, Mr. Benjamin Colbert as Vice Chairperson, Ms. Joyce Hairston as Secretary, Mr. Marshall Troupe as Corresponding Secretary, Mr. John Taylor as Treasurer, and Mr. Wasden Graydon as Assistant Treasurer. The attendees, representing various institutions, included key figures like Mrs. Ella Fisher, Mr. Benjamin Colbert, Mr. Marshall Troupe, Dr. Benjamin H. Grooms, Mr. Phillip Prim, Mr. William Wheeler, Mrs. Ruth Todd, Mr. Larry Sargent, Mr. Samuel Hart, Mr. John Taylor, Jr., Mr. Billy Watts, and Mr. Wasden Graydon. During this meeting, Mrs. Fisher called for a vote to formally establish the TRIO State Association. The motion, introduced by Mrs. Joyce Hairston and duly seconded, was unanimously approved, marking the official organization of the Association.

TIMELINE OF MAJOR MILESTONES IN THE ASSOCIATION:

February 1974	The Constitution for Georgia Association of Division of Student Support and Special Programs was ratified.
April 1974	The Constitution was adopted.
1979	The Association was renamed the Georgia Association of Special Programs Personnel (GASPP).
1980	GASPP was incorporated.
2001	GASPP held its first Student Initiatives in Macon, Georgia.

PAST PRESIDENTS OF THE ASSOCIATION:

1975-1976	Samuel F. Hart, Sr. Mr. Hart was elected as the first president of the Association. The state budget was \$900, and dues were \$10 yearly. He is a former President of the (COE) Council for Opportunity in Education.
	Larry Sargent
	Benjamin Groomes
	Aubrey Johnson
	Billy Watts (Sulaimann)
	James Barker
1980 – 1981	Marshall Troup Mr. Troup helped to establish our Association’s first Awards Committee in 1989.
	Earnestine Bell
1981 – 1984	Willie Mae Robinson
	Dr. Randy Gunter
1985 – 1987	In 1990, former Upward Bound participants at Georgia Southern University established an endowed scholarship, the Randolph Scott Gunter/TRIO Scholarship, to acknowledge his work.

1991 – 1993	Bobby Olive Mr. Olive is a former SAEOPP Board president.
	Doretha Tyson Ms. Tyson is a former SAEOPP Board president.
	Willetta Phillips
	John Spencer
	Dr. Rubye J. Byrd
2003 – 2005	Camille S. Zeigler Ms. Zeigler was the first non-director to serve as Association president. Under her tenure, the TRI-STATE Conference (Florida, Georgia, South Carolina) was established. A Walter O. Mason, Jr. Award recipient, she is a former SAEOPP Board President.
	Robert Reese During his tenure as GA TRIO President, we hosted the inaugural Student Leadership Conference, and the finance manual was completed. Mr. Reese is the first TRIO alumnus to serve as Association president.
	Dr. Brencleveton Truss
	Dr. Berenecea Johnson (Eanes) Dr. Johnson is a former SAEOPP Board president.
	Michael Maxwell During his presidency, a certificate of deposit was opened. Mr. Maxwell is a former SAEOPP Board president.
2009 – 2013	Sue Hawks-Foster
	Sherontae Maxwell During her tenure, Georgia TRIO Day was established. Mrs. Maxwell is currently serving as president of the SAEOPP Board.
2013 – 2017	William Troy Curry
2017 – 2019	Holly Lawrence During her presidency, the Emerging Leaders Institute was revamped and expanded to a year-long program. Professional scholarships were also established for GASPP members.
	Sonia Davis Ms. Davis guided our Association through the COVID-19 global pandemic. The Student Initiatives Conference was renamed after Rev. Marvin King.

MISSION

The mission of the Georgia Association of Special Programs Personnel (GASPP) is to proactively forge effective and innovative pathways for both its members and participants, nurturing a realm of educational possibilities that knows no bounds.

To fulfill this mission, GASPP is steadfastly committed to:

- Upholding the highest standards of professional preparation, thereby cultivating a reservoir of excellence.
- Architecting forward-thinking strategies for program implementation, harnessing the collective energy of college access professionals to yield positive outcomes.
- Encouraging interconnectedness between institutions and agencies that foster cooperation and mutual growth.
- Championing the cause of education equity, from middle school through post-graduate studies, ensuring that no student is left behind.

- Engaging in unwavering federal advocacy efforts by promoting policies that foster inclusivity, diversity, and accessibility in education.
- Unveiling new avenues to amplify college access, cultivate success, and celebrate graduation, thereby transforming aspirations into tangible achievements.

VISION

The Georgia Association of Special Programs Personnel (GASPP) strives to be the preeminent association for college access professionals by providing effective training and opportunities for its members and underrepresented participants by offering educational resources to enhance and develop future leaders and professionals.

CORE VALUES

GUIDANCE	We will provide accurate and timely information based on applicable regulations and/or appropriate policies.
	We will not set policies or procedures for individual programs. Members will be provided guidance with the presumption that final decisions or practices require institutional or agency approval.
EDUCATION	We will be committed to discovering and implementing new ideas and practices
	We will not be devoted to only considering past practices but embracing a promising future.
OPEN-MINDEDNESS	We will use a holistic approach when interacting with members of our organization by considering others' values and opinions, showing empathy, being inclusive with our services and programming, and providing equitable support for college access professionals alike.
	We will not allow any biases to interfere with the quality of our programming as an association or our services to college access professionals.
RESOURCEFUL	We will identify available resources that will help professionals solve problems and achieve goals.
	We will not withhold any public resource made available to the membership and/or its programs.
GROWTH	We will actively support and drive progress toward the organization's intended outcomes, goals, and benchmarks.
	We will not refrain from impeding these expectations, recognizing the significance of factors such as training, overcoming language barriers, and ensuring the availability of necessary resources.
IMPACT	We will actively promote strategies for recruitment and retention that foster professional development and engagement through enhanced technology.
	We will not overlook factors that could compromise the organization's integrity and ensure that the educational resources required are adequately supported.
ADVOCACY	We will equip professionals with the confidence and competence to engage stakeholders to advance the mission of TRIO further.
	We will not allow a lack of knowledge, doubt, or mediocrity to prevent access to resources for our professionals and participants.

OFFICIAL ADDRESS

The official address of The Association is:
GASPP
5744 Thomaston Road, Unit 12102
Macon, GA 31220

INCORPORATION

GASPP is incorporated in the State of Georgia.

EXECUTIVE BOARD POLICY

Composition

The Executive Board is composed of eleven members. The President serves as a non-voting member, casting a vote only in the event of a tie. GASPP covers the expenses for Executive Board members to attend board meetings and retreats.

Responsibilities of the President

The President is responsible for organizing board meetings, including selecting the location, site, and dates. The President may also invite other individuals to present reports during meetings.

New Board Member Orientation

An orientation session for new Executive Board members will be scheduled before the Fall Board Meeting. The Immediate Past President chairs the Orientation Committee and must obtain approval from the President regarding the orientation's format, content, and other details.

BOARD MEETINGS AND AGENDAS

Meeting Schedule

Board meetings are held four times yearly, including one before the annual conference. The typical agenda includes reports from the President, Treasurer, and Committee Chairs, followed by discussions on old and new business. Committee meetings are held before the start of the board meeting.

Agenda and Notification

The President is responsible for creating the agenda and facilitating the meeting. The President or Secretary must notify Board members of the meeting date, time, and location. The Secretary is responsible for distributing the minutes from the previous meeting and the agenda for the upcoming meeting at least two weeks in advance. If inclement weather conditions make travel unsafe, the Board

may opt to hold a conference call or virtual meeting, which will be treated as a regular Board meeting and require a quorum.

BOARD MEMBER EXPECTATIONS

Executive Board members are expected to fulfill the duties outlined in GASPP's Constitution and adhere to the guidelines outlined in this Policies and Procedures Manual. Attendance at all scheduled Board Meetings is mandatory.

Board members are expected to:

- Attend every meeting, arriving on time and staying for the entire duration.
 - Notify the President at least one week in advance if they cannot attend a meeting.
 - Committee Chairpersons must provide oral reports at each Board Meeting to update on committee activities and submit completed reports to the Secretary by the designated deadline for distribution. If a report is not submitted on time, the Chairperson must bring sufficient copies for distribution at the meeting.
 - Travel to meetings using the least expensive mode of transportation and coordinate travel with other Board members and committee members where possible.
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EXECUTIVE BOARD CODE OF CONDUCT

Board members must conduct themselves in a manner that fosters respect and professionalism. While debate and differing opinions are encouraged, they must be expressed with care and respect, avoiding any actions or words that could negatively impact the Board or its members.

Commitment to Integrity

The Executive Board is committed to fostering confidence and self-sufficiency and upholding GASPP's mission. Board members are expected to maintain a personal commitment to integrity, respect for one another, and GASPP's reputation while working to promote equal educational access and opportunity for the least advantaged.

Ethical Behavior

This Code of Conduct aims to promote ethical behavior in conducting GASPP business. Directors must discharge their duties on the Board and Committees with good faith business judgment and in the Association's best interests.

Each Board Member will:

- Act diligently, honestly, and in good faith.
 - Honor the privacy rights of all members.
 - Exhibit high standards of integrity, commitment, and independence of thought and judgment, setting an example of professionalism.
 - Ensure fairness and objectivity in all activities.
 - Respect and seek the truth, avoiding misrepresentation.
 - Dedicate sufficient time, energy, and attention to perform their duties diligently.
 - Be familiar with the Association's social and political environment and understand its financial position.
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FIDUCIARY RESPONSIBILITY

Overview

A crucial aspect of board service is that all board members must be aware of GASPP's financial situation and meet their fiduciary responsibilities. Each Board member is responsible for the stewardship of the Association, ensuring the proper management of resources and operations on behalf of the broader community.

Three Key Duties

1. Duty of Care: Board members must exercise the level of competence that an ordinarily prudent person would in similar circumstances, which includes:

- Attending meetings consistently.
- Staying informed about organizational issues and activities.
- Participating actively by asking questions and contributing to discussions.
- Using reliable information sources for decision-making.
- Delegating tasks only to responsible individuals and regularly following up.

2. Duty of Loyalty: Board members must prioritize GASPP's interests above their personal, family, or business interests.

3. Duty of Obedience: Board members must ensure that GASPP remains faithful to its central mission and purposes. They should not exceed their delegated authority or direct the Association beyond its mission as outlined in the Constitution and By-laws. Fulfilling this duty includes:

- Filing taxes annually.
 - Reviewing and maintaining the Articles of Incorporation each year.
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OFFICER RESPONSIBILITIES

PRESIDENT

Role:

The President is the chief elected officer of the GASPP Executive Board and presides over all Association meetings. With the advice and consent of the Executive Board, the president makes all appointments to standing and special committees and serves as an ex-officio member of all standing and special committees.

Duties of Office:

- a) Serve as the chief elected officer of the Association.
 - b) Preside over all meetings and supervise the Association's affairs.
 - c) Present and distribute a Plan of Action to GASPP members.
 - d) Appoint Chairpersons of Standing Committees, subject to the approval of the Executive Board, and meet with them annually.
 - e) Appoint Committee Members not otherwise provided for by the Constitution before the Fall Conference.
 - f) Submit an annual report to the Association at the Spring Conference.
 - g) Submit an annual budget to the Executive Board at the Board meeting before the annual Fall Conference and to the membership at the Fall Conference.
 - h) Call special or extra meetings as necessary, provided that every member of the Executive Board is notified in writing at least five (5) working days in advance.
 - i) Ensure that the Officers and Committee Chairs faithfully discharge their duties, as the Constitution outlines.
 - j) Approve by letter or signature the payment of money authorized by the Association for services rendered.
 - k) Appoint a member in good standing to the following offices:
 - a. Parliamentarian
 - b. Assistant Treasurer
 - l) Appoint a member in good standing as the SAEOPP Representative.
 - m) Assign the Members-At-Large to specific regions of the state.
 - n) Serve as Past President immediately following the expiration of the Presidential term.
 - o) Meet with the Executive Board at least four (4) times yearly, including meetings before the Spring and Fall Conferences.
 - p) Serve as the Georgia Delegate to the Southeastern Association of Educational Opportunity Programs Personnel Inc. (SAEOPP) Board.
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VICE-PRESIDENT

Role:

If the president becomes incapacitated or resigns, the vice president shall serve with the same powers and authority as the President. In the president's absence or incapacitation, the Vice President shall have the powers and shall perform all the duties of the President.

Duties of Office:

- a) Perform all duties of the President in the event of absence or incapacity.
 - b) Perform duties as assigned by the President and Executive Board.
 - c) Work closely with the President to handle the association's business, having approval power only in the President's absence.
 - d) Chair the Conference Committee during the first year of service, with the Co-chair or a Committee Member chairing the second year. Appoint all Conference Chairs for the first year.
 - e) Seek prior approval from the Executive Board for conference plans and commitments.
 - f) Serve as Executive Chair for all standing committees.
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SECRETARY

Role:

The Secretary records and manages correspondence for all Board and Association meetings. The Secretary is also responsible for incorporating the Treasurer's quarterly reports into the Association's official records.

Duties of Office:

- a) Disseminate minutes of Executive Board meetings to each member within thirty (30) days following the meeting for which the minutes were recorded.
 - b) Disseminate minutes of the GASPP Business Meeting to each member of the Association within thirty (30) days following the meeting for which the minutes were recorded.
 - c) Maintain an updated ledger of all Association minutes for the current term of office, including an itemized list of all policies adopted with dates and details.
 - d) Forward all records of the Association to the successor and Archive Committee chair within thirty (30) days of leaving the office.
 - e) Maintain file copies of all bulletins and correspondence.
 - f) Maintain, update, and disseminate an Association Directory annually.
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TREASURER

Role:

The Treasurer is responsible for receiving and disbursing funds per policies established by the Executive Board and outlined in the Fiscal Management Manual. The Treasurer must maintain accurate financial records and be prepared to surrender such records and monies to the Executive Board or the succeeding Treasurer. The Treasurer must be bonded and obtain approval from the President for all expenditures.

Duties of Office:

- a) Pay only bills supported with proper receipts. Payment vouchers and Authorization Forms must be completed and supported by receipts for each request.
 - b) Notify Institutions that Purchase Orders must be paid within thirty (30) days following receipt of the invoice.
 - c) Maintain an updated ledger of all the Association's financial records.
 - d) Forward all financial records of the Association to the successor within sixty (60) days after leaving office.
 - e) Ensure that the Treasurer is bonded.
 - f) Provide the Executive Board and membership with a quarterly financial statement.
 - g) Prepare all appropriate tax-exempt and non-profit forms annually and provide copies to the Executive Board before submission.
 - h) Promote positive public relations to increase the visibility of GASPP and all TRIO programs whenever possible.
 - i) Understand the Association's accounting policies and practices thoroughly.
 - j) Advise the Executive Board regarding the banks where the Association maintains its accounts and the use or investment of surplus funds.
 - k) Assist the President in ensuring the budget reflects the Association's priorities and the needs of various committees and programs.
 - l) Work with the President and Finance Committee to prepare budget projections for the ensuing fiscal year.
 - m) Maintain accurate and official financial records and promptly forward said materials to the next Treasurer.
 - n) Provide documents to assist with the GASPP annual audit.
 - o) Assist with conference registration receipts.
 - p) Collect and have custody of all dues and other funds.
 - q) Request checks for all GASPP-approved expenditures.
 - r) Serve as an ex officio member of the Finance Committee.
 - s) Assist the President and perform other duties as assigned.
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IMMEDIATE PAST PRESIDENT

Role:

The Immediate Past President serves as the transition leader with the new GASPP Executive Board, provides guidance to the President and the Board, chairs the new Board's orientation committee, and represents the Council for Opportunity in Education.

Duties of Office:

- a) Assist the President in all designated matters of the Association.
 - b) Serve immediately following his/her presidential term.
 - c) Serve on the Strategic Planning/Evaluation Committee.
 - d) Chair the Constitution and Legislative Committee.
 - e) Review, update, and recommend changes to the Association's governing documents.
 - f) Advise and support the Executive Board members on matters related to the position.
 - g) Attend all scheduled and called Executive Committee and Board meetings; if unable to attend, notify the President.
 - h) Coordinating the new board orientation as the transition leader with the new Executive Board.
 - i) Guide the President and the Executive Board.
 - j) Attend state meetings and other ceremonial functions as delegated if the President cannot attend.
 - k) Chair committees or task forces, as may be delegated by the President.
 - l) Encourage members with the potential to serve as officers or become more involved in the Association.
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ASSISTANT TREASURER

Role:

The Assistant Treasurer performs the duties of the Treasurer in the event of the Treasurer's absence or incapacity and serves as the Membership Chair.

Duties of Office:

- a) Be appointed by the President.
 - b) Serve as Chair of the Membership Committee.
 - c) Perform the duties of the Treasurer in the event of the Treasurer's absence or incapacity.
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PARLIAMENTARIAN

Role:

The Parliamentarian is the Director of Protocol for the Association, ensuring that all Association and Executive Board proceedings are conducted according to the most up-to-date Robert's Rules of Order.

Duties of Office:

- a) Be appointed by the President.
 - b) Serve on the Policies and Procedures Committee.
 - c) Keep a copy of the most recent edition of Robert's Rules of Order at all Executive Board and Business Meetings.
 - d) Indicate briefly, at the beginning of each Executive Board and Business Meeting, the procedures to be followed during the session.
 - e) Rule on procedural questions.
 - f) Serve as Director of Protocol for the Association.
 - g) Use the most recent edition of Robert's Rules of Order as the principal source for governing the Association in all cases consistent with the by-laws and special rules adopted and used by the Association.
 - h) Advise the President on rules of order and procedural conduct during meetings.
 - i) Provide detailed advice on changing and amending by-laws, running for office, initiating policy changes, and other similar matters.
 - j) Serve as an active observer of the meeting process to ensure that the meeting and membership are served most positively and beneficially possible. Impartiality must be a hallmark of this position.
 - k) Hear and resolve any disputes concerning processes. Major disputes shall be referred to the Board.
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MEMBERS-AT-LARGE

Role:

The Members-At-Large provides technical assistance to GASPP members as needed and works with the Vice President to plan and implement the Annual Fall Staff Development Training.

Duties of Office:

- a) Aid GASPP members on an as-needed basis.
 - b) Assist the President with disseminating and retrieving statewide information.
 - c) Assist the Vice President in planning and implementing the Fall Staff Development Training.
 - d) Approve the date, time, location, and cost of Fall Staff Development Training.
 - e) Serve programs in their designated region, as assigned by the President.
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FISCAL MATTERS

(For more details on Association fiscal matters, please refer to the Fiscal Management Manual.)

ANNUAL EXPENSES AND RENEWALS

- Corporation Fee [State of Georgia]
 - SAEOPP Dues
 - Auditor Fees
 - Accountant Fees
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ROUTING PROCEDURES FOR CHECK PROCESSING AND REIMBURSEMENT

STEP 1	<ul style="list-style-type: none">• Voucher Request is submitted
STEP 2	<ul style="list-style-type: none">• Treasurer verifies appropriate account number and funds availability• The Finance Committee reviews the voucher if the request is >125% of the budget and recommends it to the Board.
STEP 3	<ul style="list-style-type: none">• President approved expenditure and signed voucher.
STEP 4	<ul style="list-style-type: none">• Treasurer writes checks and sends them to submittal.

ANNUAL AUDIT

The Association's fiscal records will be audited annually by an individual or firm approved by the Executive Board. The following documents may be requested from the appropriate officers and the GASPP Center for the audit. The Finance Chair will present the audit report to the membership during the state meeting at the Fall Staff Development Training.

- Copy of Budget
- Adjusted trial balance
- Copy of the prior year's 990 business tax return
- Schedule of accounts receivable
- Schedule of accounts payable
- Copy of Minutes of Governing Board Meetings for the complete fiscal year
- Functional Expense Schedule by Program
- Copy of all Grant Agreements
- Copy of all Lease Agreements
- Copy of all other contracts
- 1st, 2nd, 3rd, and 4th quarter payroll tax reports
- Depreciation Schedule
- Cash Disbursement Journal for the period October 1 through October 31

- Cash Receipts Journal for the period October 1 through October 31
 - Copy of all Bank Statements and reconciliations for the month of September 30
 - List of Association officers and Executive Board
 - Copy of all notes payable and long-term debt
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ASSOCIATION CREDIT CARDS

The Treasurer will secure and issue Association credit cards to the GASPP Board President and Vice President. These cards will be used for lodging, meals, and other allowable expenses related to the official GASPP and SAEOPP business. The Finance Committee will set the card limit, and expenses will be applied to the officers or the appropriate budget category. The Treasurer will reconcile credit card statements with the monthly receipts submitted by the officers and request further clarification on any transactions to ensure proper designation to the appropriate budget category.

BONDING

All officers handling money, especially the Treasurer and President, shall be bonded in an amount set by the Finance Committee, with a minimum of \$250,000.00. The Treasurer shall be bonded within 90 days of officially assuming the duties related to that office.

BUDGET CATEGORIES

Budget categories (line items) reflect the Mission and Purpose of the Association. These categories may change as the Association's needs and priorities evolve. A detailed description of the current budget categories and related account numbers is available in the Fiscal Management Manual. The Finance Committee will recommend specific amounts for each budget category for Board approval.

PREPARATION OF AN ANNUAL BUDGET

The GASPP Fiscal Year begins on October 1 and ends on September 30. The Board and Committee Chairs will itemize and provide the rationale for their annual budget requests. The Finance Committee will compile these requests and prepare an annual budget, which the Board will approve at the Fall (October) Board meeting. The Executive Board must approve anticipated and unanticipated expenditures exceeding 25% of the original budgeted amount.

STALE DATED CHECKS

Effective September 20, 2007, all checks issued by GASPP or the GASPP Center shall be valid for ninety (90) days from the issue date. If a payee fails to cash a check within ninety (90) days, the check will be rendered "void." Persons seeking to have a "stale dated" check reissued will be assessed a \$50.00 processing fee. Any check not reissued within 120 days of the original issue date will be deemed null and void and will not be eligible for reissue without the approval of the GASPP Executive Committee.

STANDING COMMITTEES

Standing Committees will receive their charge from the President immediately upon being appointed. Committees must adhere to all the Constitution and Policies and Procedures Manual guidelines. The Constitution and Bylaws list the standing committees necessary to further the GASPP Mission and Strategic Plan. Committee membership will be composed of professional or associate members with a specific interest in the committee's assigned business. The President may appoint committee chairs from the Board or the larger Association community.

Committee membership allows individuals to become familiar with the organization, particularly if they are interested in board positions. Committee chairpersons will provide a written report of accomplishments and activities at each Board Meeting. They will also submit committee budget requests to the Finance Committee chairperson by the Fall Board (October) meeting for the upcoming fiscal year. The business of the Association is generally accomplished through committee work. Specific responsibilities are assigned to each committee, as listed below.

ARCHIVE COMMITTEE

The Archives Committee is responsible for collecting and organizing the Association's official records. The Committee encourages GASPP officers past and present, Committee chairs, and other relevant members to continuously transfer essential records to the Archives.

- Collect key records of the Association from past and present to be placed in the Archive, including minutes from the Secretary, fiscal records from the Finance Chair and Treasurer, conference memorabilia, TRIO Achievers, scholarship recipients, and photographs from the Editorial and Publications committee.
 - Maintain a record of data submitted to the Archives.
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AWARD AND RECOGNITION COMMITTEE

The Awards and Recognition Committee is responsible for planning and coordinating all activities related to The Association's formal recognition of contributions to the mission and goals of GASPP made by the membership and Friends of TRIO.

- Establish and/or maintain procedures for GASPP Awards and Recognition.
 - Facilitate identifying 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.
 - Ensure the presentation of awards at conferences.
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COMMUNICATION / PUBLIC RELATIONS COMMITTEE

The Communications/Public Relations Committee is responsible for informing the membership of pertinent issues and events affecting TRIO by maintaining close contact via oral, electronic, and/or written communication. It also publicizes GASPP activities throughout the region.

- Keep members informed by maintaining close contact via oral or written communication.
 - Publicize conference activities and special events of GASPP.
 - Establish communication links between all GASPP Committees.
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CONFERENCE COMMITTEE

- Plan and coordinate the annual conference, including specifying a theme, arranging for appropriate speakers and guests, registration, exhibits, hospitality, evaluation, and other necessary activities.
 - Ensure quality programming and workshops for attendees.
 - Review records of previous years' conferences, specifically concerning budgetary concerns and participants' evaluations.
 - Determine the theme [unless prescribed by the President].
 - Arrange for appropriate speakers and guests.
 - Plan and conduct the annual conference according to the procedures/activities/timelines outlined in the Conference Planning Guide (updated by the previous conference chair(s)).
 - Confer with the President to determine specific objectives to be advanced.
 - Prepare a committee report for each Board meeting.
 - Generate revenue for the Association.
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CONSTITUTION AND LEGISLATIVE COMMITTEE

The Constitution and Bylaws Committee is responsible for maintaining the Association's Constitution and Bylaws as a functional guideline for observing the organization's mission and goals.

- Review the Association's Constitution annually and report recommendations at annual meetings.
- Ensure proper interpretation and understanding is provided to members on constitutional matters.
- Ensure that the Constitution and Bylaws comply with tax-exempt requirements.

DEVELOPMENT COMMITTEE

The Development Committee is responsible for identifying sources of alternative support from external entities, such as individuals, corporations, and foundations; recommending fundraising policies and procedures; and cultivating donors to The Association.

- Recommend and coordinate all fundraising policies, procedures, and activities (excluding ad sales).
- Cultivate gift prospects.
- Identify sources of support—individual, corporate, and foundations.

FAIR SHARE COMMITTEE

The Fair Share Committee supports the campaign, an annual fundraising effort to support the work of the Council for Opportunity in Education [COE] to advance the TRIO Movement, which begins July 1 and concludes June 30. Fair Share Representatives in each state solicit their membership to contribute that state's "fair share," as determined by COE. The designated amount for each state is based on institutional memberships and personal contributions expected from each state.

- Increase awareness of COE and the annual giving campaign.
- Assist Georgia in achieving 100% Fair Share.

FINANCE COMMITTEE

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

- Assist in the development of the annual budget.
- Oversee budget appropriations and approve non-budgeted expenditures.
- Explore financial development possibilities (investments, etc.).
- Oversee any fundraising efforts of the Association.
- Assist the Treasurer at the Annual Conference as needed.
- Prepare an annual report to show all variances in the budget.

LEADERSHIP DEVELOPMENT / EMERGING LEADERS COMMITTEE

The Leadership Development/Emerging Leaders Committee is responsible for fulfilling the organization's leadership development goals, ensuring quality performance, and the continued growth and development of the membership.

- Fulfill the organization's leadership development goals while ensuring quality performance and enhancing the continued self-growth and development of the membership.
 - Conduct activities, including Emerging Leaders Institute workshops and seminars.
-

LEGISLATION, EDUCATION, AND FISCAL CONCERNS COMMITTEE

The Legislation, Education, and Fiscal Concerns Committee will keep TRIO personnel and other interested individuals abreast of issues and concerns in the political arena that can positively or negatively impact TRIO's funding and advocacy.

- Promote planning and training generally seeking to educate TRIO personnel and other interested individuals.
 - Maintain contact with important members of the U.S. Congress and the State Legislature and assist with coordinating the Policy Seminar.
 - Keep members informed of legislative actions that affect educational opportunity programs.
 - Serve as a clearinghouse to review legislation that affects educational opportunity programs.
 - Keep members abreast of the status of relevant legislation.
-

MEMBERSHIP MARKETING AND SERVICES COMMITTEE

The Membership Committee will promote membership in the Association, nurture new members, and conduct other activities to meet the membership's needs.

- Promote membership in the Association.
 - Assume direct responsibility for recruiting members to join the Association.
 - The Assistant Treasurer shall chair the Membership Committee and maintain a full membership list.
 - The chairperson shall work with the Registration Committee for GASPP and SAEOPP.
 - Work with the Secretary to ensure members are listed in the GASPP Directory.
-

NOMINATING COMMITTEE

The Nominating Committee is responsible for executing and monitoring the election of officers.

- Execute and monitor the election of officers.
- Review and refine nominating procedures as prescribed by the Constitution:
 - Solicit the names and résumés of nominees for all open positions to the GASPP Executive Board at least 90 days prior to the Spring meeting.
 - Review nominees' credentials and recommend a slate of officers to the Board for approval.
 - Develop a ballot listing two people for each office with the concurrence of the Executive Board.

- Develop a brochure indicating the qualifications of nominees to be mailed and sent to all members thirty (30) days prior to the Spring meeting.
 - Supervise the election process.
 - Prepare and submit a timeline that includes the date for ballot return and announcement of election results to the Executive Board.
 - A person serving on the Nomination and Election Committee and interested in a specific office of the Association should declare a conflict of interest and excuse themselves from discussing the office.
 - New Officers will be installed at the Spring Conference and assume offices at the end of the Annual Spring Conference.
-

RESEARCH COMMITTEE

The Research Committee is responsible for generating standardized information for a state database and engaging in and encouraging the pursuit of empirical investigations that provide feedback for the improvement of TRIO Programs and GASPP as a professional organization.

- Generate standardized information for a state database and engage in empirical investigations that provide feedback for the improvement of TRIO Programs.
-

SCHOLARSHIP COMMITTEE

The Scholarship Committee is responsible for disseminating and collecting scholarship criteria and other information to the membership, disseminating applications, reading applications (including the essays), selecting recipients, announcing recipients, and coordinating award procedures.

- Disseminate and collect scholarship criteria and other information to the membership.
 - Disseminate applications, read applications (including the essays), select recipients, announce recipients, and coordinate award procedures.
-

STRATEGIC PLANNING / EVALUATION COMMITTEE

The Strategic Planning/Evaluation Committee is responsible for ensuring the Board develops, monitors, reviews, evaluates, and updates the Association's Strategic Plan.

- Ensure the goals of the Strategic Plan of the Association are met.
- Monitor and evaluate the process of the Association.
- Review the strategic plan's goals and activities and provide guidance and direction to the Executive Board regarding modifications to the plan.
- Evaluate all GASPP events and report findings to the Executive Board within thirty (30) days following the conference.

- Make specific recommendations to the Executive Board regarding improving future conferences.
 - Evaluate the GASPP Executive Board.
-

STUDENT LEADERSHIP CONFERENCE COMMITTEE

The Student Leadership Conference Committee coordinates activities that advance the association's mission of involving the individuals served in the programs.

- Provide TRIO participants with opportunities to succeed in post-secondary education and beyond.
 - Organize and oversee the following activities:
 - Student Leadership Sessions
 - Scholars' Bowl Competition
 - Academic Bowl Competition
 - SSS / McNair Debate Competition
 - Bridge Builders Competition
-

TECHNOLOGY COMMITTEE

The Technology Committee will promote and advance the use of technology to achieve Association goals and positively impact student outcomes.

- Facilitate using state-of-the-art educational technology in GASPP TRIO Programs to enhance academic achievement relative to post-secondary education.
 - Maintain the GASPP website.
 - Assist in the development of TRIO Think Quest teams.
 - Collaborate closely with the Conference Committee for the integration of technology.
 - Serve on the SAEOPP Technology Committee.
-

TRIO ALUMNI COMMITTEE

The TRIO Alumni Committee will coordinate activities to establish and maintain a GASPP state database of TRIO alumni.

- Coordinate activities related to TRIO Alumni.
- Solicit members for the TRIO Alumni Association.
- Recognize outstanding TRIO Alumni.
- Oversee the maintenance of the TRIO Alumni database.

SPECIAL COMMITTEES

Purpose:

Special Committees may be created to promote the Association's purpose(s) or execute necessary functions.

Formation:

The President will create such committees, define their jurisdiction, and determine the members' number, selection, and tenure.

TRAVEL POLICY

(More details of Association fiscal matters are available in the Fiscal Management Manual)

- Any necessary travel expenses for any elected or appointed official representing the Association will be reimbursed by the Association upon the approval of the Executive Board. Reimbursement shall not exceed \$100.00.
 - Travel expenses for Executive Board members attending the two Board meetings not associated with the annual Spring or Fall conferences will be reimbursed, with a maximum reimbursement of \$100.00. Only lodging and meal expenses will be covered for Executive Board meetings associated with the annual Spring and Fall conferences if necessary.
 - Travel expenses for the President and Representative attending SAEOPP Board Meetings will not exceed the annual approved budgeted amount.
 - The maximum rate for transportation reimbursement to SAEOPP Board Meetings will match the State Institutional rate for travel.
 - The maximum daily rate for meal reimbursement at SAEOPP Board Meetings will be the same as the State Institutional meal rate. A higher rate may be paid with justification.
 - If the President and SAEOPP Representative travel by car to a SAEOPP Board Meeting, the driver's reimbursement will be provided only.
 - Reimbursement will only be made with proper forms and receipts.
 - Requests for reimbursement must be submitted within 30 days of travel. Receipts older than 30 days will not be rewarded.
 - Reimbursement for lodging will be paid at the single room rate specified for SAEOPP Board members and only for the relevant day(s) of meetings.
 - The President and the Legislation, Education, and Fiscal Concerns Committee Chairperson will be reimbursed for travel to the COE Policy Seminar based on the availability of funds.
 - The Executive Board may approve other expenses.
-

SCHOLARSHIP POLICY

The Scholarship Committee shall administer the GASPP Scholarship Program. The Committee intends to award deserving candidates the Doretha Tyson, Academic, and Need-Based Awards each year. These awards will be considered based on criteria established by the Scholarship Committee and approved by the GASPP Executive Committee. The Scholarship Committee will develop an application incorporating the award criteria, and the GASPP Executive Committee will approve it.

Amount of Award:

- The amount for each award shall be determined annually after the Association's annual budget is approved.
- Students' awards are for the next academic year and can be claimed at the beginning of the fall or spring semester. If a student does not enroll/attend, the next eligible student will be notified, and the award will be reassigned.
- If an award funded by private money cannot be awarded due to specific criteria (e.g., state, pre-college), the Committee will contact the donor to seek permission to award it to a different type of student.

SUNSHINE POLICY

GASPP is committed to fostering a caring and supportive community. In times of joy and sorrow, we extend our heartfelt condolences and congratulations to our members. This Sunshine Policy outlines our guidelines for acknowledging life events within our association.

Section 1: GASPP Founder

- **1.1** In the event of the passing of the GASPP Founder, upon notice of death:
 - **1.1.1** The association shall provide a floral arrangement not exceeding \$150.

Section 2: Active Paid Members

- **2.1** In the event of the death of an active paid member:
 - **2.1.1** The association shall provide a floral arrangement not exceeding \$100.
- **2.2** In the event of hospitalization or death of a spouse or child of an active paid member:
 - **2.2.1** The Secretary shall send a personalized card on behalf of the association.

Section 3: General Membership

- **3.1** In the event of hospitalization or death of a spouse or child of a general member:
 - **3.1.1** The Secretary shall send a personalized card on behalf of the association.

Section 4: Board Members

- **4.1** In the event of hospitalization or death of a spouse or child of a board member:

- 4.1.1 The association shall provide a floral arrangement or gift card not exceeding \$100.
- 4.2 In the event of the death of an active paid board member:
 - 4.2.1 The association shall provide a floral arrangement not exceeding \$150.

Section 5: Acknowledgment of Life Events

- 5.1 For active paid members celebrating significant life events such as degrees, marriages, or the birth of a child:
 - 5.1.1 The association shall publicly acknowledge the achievement.
- 5.2 For board members celebrating significant life events such as degrees, marriages, or the birth of a child:
 - 5.2.1 The association shall provide a gift card not exceeding \$100.

This Sunshine Policy reflects our commitment to supporting our members during times of need and celebrating their milestones. Additional recognitions may be made at the president's discretion. The policy may be reviewed and updated periodically to ensure alignment with GASPP's values and resources.

ANNUAL EVENTS AND INITIATIVES

Fair Share Campaign

- An annual fundraising effort to support the work of the Council for Opportunity in Education (COE) to advance the TRIO Movement begins July 1 and concludes June 30. Fair Share Chairs in each state solicit contributions to meet their state's "fair share," as determined by COE. The amount for each state is based on institutional memberships and expected personal contributions.

Membership Campaign

- An annual individual membership campaign is conducted each year by the Membership Marketing and Services Committee. Membership types include (1) Professional, (2) Affiliate, and (3) Lifetime Membership. Dues are payable on October 1, with a late fee imposed after October 31, as set by the Executive Board.
- Institutional memberships are also available for TRIO programs.

Public Relations

- The Association logo must be used on all official documents and when corresponding as a representative of The Association.
- GASPP uses its website, www.georgiatrio.com, to share its mission, activities, and other information with members, potential members, and the public. The President will designate someone to work with the webmaster and monitor the site to keep it current.

Spring Conference

- The Spring Conference is the primary revenue-generating activity for The Association, subsidizing various activities. The Board will aim to have executed hotel contracts at least three years before the conference. At least three potential conference sites will be considered, and the President will present a comparison of sites to the Executive Committee for review.

Goals of the Annual Conference:

- Provide an opportunity for GASPP members to attend an annual meeting to discuss constitutional and financial matters.
- Offer workshops to enhance professional skills and understanding.
- Create a forum to discuss significant issues affecting TRIO.
- Facilitate networking and information exchange.
- Celebrate TRIO Achievers and Professionals for Years of Service.
- Generate additional revenue to support ongoing educational programs and operations.

SAEOPP REGIONAL ACADEMIC COMPETITION PARTICIPATION POLICY

The SAEOPP Regional Academic Competitions provide a valuable experience for participants. Georgia TRIO will cover the total event registration cost for competing participants and up to two chaperones from eligible institutions or agencies.

Responsibility for Additional Costs:

- Participating institutions or agencies are responsible for managing and covering their participants' transportation, accommodation, and meal costs.

Reimbursement Guidelines:

- Georgia TRIO will not reimburse transportation, hotel, or meal expenses.

Cancellation and Non-Attendance Policy:

- If an institution or agency cancels participation or does not attend, and no replacement team is found, they must repay Georgia TRIO for the event registration expenses. Failure to repay may result in ineligibility for future events.
-

EMERGING LEADERS PROGRAM POLICY

Georgia TRIO Emerging Leaders Institute

- The Emerging Leaders Institute is a year-long commitment designed to fulfill GASPP's leadership development goals and ensure the continued growth and development of the membership.

Annual Selection Process:

- The Emerging Leaders Committee will meet each year before the Fall semester to review and update materials for the upcoming cohort.
- The GASPP President will submit names of those to be included in the cohort based on their current position with the GASPP Executive Board. All Executive Committee members should have completed the GA ELI process either prior to serving or concurrently with the first available cohort.
- A Call for Nominations will be made at the Annual Fall Staff Development Training.
- The ELI Committee will review applications, rank applicants, and present the final list to the GASPP President by December 31st.
- The President will select the members of the new cohort, who will be notified by February 5th.
- The cohort will begin in February with a virtual Meet-and-Greet and meet monthly throughout the year, concluding in December.
- The GA ELI Cohort will receive professional development throughout the year and assist with the Annual Fall Staff Development Training.

SAEOPP/COE Emerging Leadership Programs

- At the call for nominations for the SAEOPP Emerging Leaders Program or COE Executive Leadership Institute, the GASPP President will make the appointments and notify the Executive Board and general membership.

AWARDS AND RECOGNITION POLICY

The Awards and Recognition Committee is responsible for planning and coordinating all activities related to the Association's formal recognition of contributions to the mission and goals of GASPP made by the membership and Friends of TRIO.

Fall Staff Development Training Recognitions

The Executive Committee authorizes the Awards and Recognition Committee to purchase personalized plaques or related tokens yearly for the Conference Committee, expressing appreciation for efforts toward a successful Fall Staff Development Training. The President provides a gift for the

Conference Committee Chair(s) in appreciation for their coordination of the Conference Committee. These awards are presented at the Fall Training.

Additional Award Recipients

- Keynote Speaker – Certificate with sleeve
- Workshop Presenters – Certificate with sleeve
- Moderators – Certificate with sleeve
- TRIO Achiever – Trophy only
- Vendor Spotlights – Framed certificate
- Community Service Representatives – Certificate with sleeve

Spring Conference Recognitions

The Executive Committee authorizes the Awards and Recognition Committee to purchase personalized plaques or related tokens yearly for the Conference Committee, expressing appreciation for efforts toward a successful annual conference. The President provides a gift for the Conference Committee Chair(s) in appreciation for their coordination of the Conference Committee. These awards are presented at the Spring Conference.

Additional Award Recipients

- ELI Participants – Certificate with sleeve
- ELI Graduates – Framed certificate
- GA Conference Committee Members – Gift will be emailed; GA Conference Committee members will receive a certificate with a sleeve
- GA Executive Board Members – Trophy or plaque in Year 2 of service
- GA Standing Committee Members – Framed certificate in Year 2 of service
- TRIO Achiever – Trophy only
- Vendor Spotlights – Framed certificate
- Community Service Representatives – Certificate with sleeve

President Samuel F. Hart, Sr. Exemplary Leadership Award

An award to an individual(s) selected by the President who has contributed to the Association's goals and growth. This award is presented at the president's discretion at the annual conference. The President will notify the Award and Recognition Committee chair of the recipient(s) ahead of the Spring Conference.

Award: A plaque or trophy with an appropriate inscription will be the standard award.

Special Recognition Awards

Special recognition awards recognize deserving individuals for their dedicated and exceptional service to the Association. The President presents the award at the annual conference, ending their two-year term.

Years of Service Award

The Association will present an award to active members who have completed 5, 10, 15, 20, 25, 30, 35, 40, etc., years of cumulative service in TRIO programs and/or to the Association during scheduled times at the Spring Conference. The academic year (9/1-8/31) will be used to select recipients for recognition. This means that members must have achieved or will complete their cumulative service by August 31st of the current fiscal year.

Awards:

- 5 Years – Medium Wooden Plaque
- 10 Years – Large Acrylic Plaque
- 15 Years – Crystal Bowl/Cup
- 20 Years – Personalized Desk Name Plate
- 25 Years – Personalized Crystal Clock
- 30 Years – Personalized Plate with Stand
- 35 Years – Engraved Georgia Cutting Board
- 40 Years – Golden Peach
- 45 Years – Customized Ice Cube Mole
- 50 Years – Platinum Record

PROCEDURES FOR COORDINATORS OF STATEWIDE GA TRIO EVENTS

As a coordinator for a statewide Georgia TRIO event, your responsibilities include:

1. Coordinate and plan the state event in collaboration with the host agency/institution.
2. Maintain and update rules and procedures documents associated with the state event.
3. Prepare a budget detailing all expenses and submit it to the GASPP Board through the GASPP President for approval.
4. Conduct a state briefing with chaperones before the event to provide event details and answer any questions.
5. Solicit additional volunteers and support needed for the event from chaperones and personnel at the host location.

1. Expense Reimbursement:

- a. All pre-approved expenses must have a valid receipt and be submitted to the GASPP President and Treasurer within ten days after the event has concluded.
- b. Expenses must fall within the approved budget for the state event.
- c. Any surplus event materials are the property of Georgia TRIO and should be turned over to the GASPP President or his/her designee after the event.

2. Travel Expenses:

- a. Coordinators must complete the GA TRIO Travel Request and Authorization form 14 days before travel for mileage reimbursement, etc.
- b. Georgia TRIO does not cover rental costs for state events unless an extenuating circumstance requires rental cost coverage.

3. Hotel Accommodations:

- a. Coordinators must provide details of hotel accommodations before booking for approval.
- b. Utilize third-party services like Hopper to make travel accommodations for state events.

4. Communication and Reporting:

- a. Maintain open and clear communication with the GASPP Board, host agency/institution, chaperones, and participants throughout the planning and execution of the event.
- b. Submit a post-event evaluation to the GASPP Board, including feedback and recommendations for future events.

By following these guidelines and reviewing the GASPP Fiscal Manual, statewide GA TRIO events coordinators can ensure the successful planning and execution of events while upholding GA TRIO's standards and values.

EVENT REGISTRATION POLICY

Registration Policy

- To receive the regular registration fee at the member or institutional member rate, the specified deadlines and the following must postmark all checks:
 - For professional development training and conferences, the individual membership must be paid.
 - For student and participant events, the institutional membership must be paid.
- If your name or institution/agency is not on the membership roster at the time of registration, the non-member registration fee will apply.
- Registration is not considered complete until all payments have been cleared. The deadline for full payment receipt of registration fees is three weeks before the event.

Event Registration Gifts/Mementos

- Event Registration Gifts/Mementos are part of the registration package. They are limited to one per attendee and available to attendees on a first-come, first-served basis.
- Materials will not be stored or shipped to non-attendees, and replacements for lost or stolen items will not be provided.
- If registration is canceled and the event is not attended, materials will not be mailed.

Cancellation/Refund Policy

- A 30% processing fee will be assessed for any written or e-mailed refund request received by the GASPP President at president@georgiatrio.com no later than two weeks before the event.
- No refunds will be given for requests received a week before the event unless they are accompanied by documented evidence of a serious medical condition or family emergency.
- Refunds will be processed after the event.

- No refunds will be issued for no-shows or partial payments.

Acts of God

- Refund requests due to "Acts of God" will be granted with proper documentation.

Payment Information

- Please make checks payable to GASPP, noting the event name on the memo line.
- Mail payments to:

Sabrina Stubbs
Georgia State University
75 Piedmont Ave. NE
Atlanta, GA 30303

If you have questions about registration, don't hesitate to contact us at georgiatrrio@gmail.com. For payment-related queries, contact the GASPP Treasurer at treasurer@georgiatrrio.com.

APPENDIX A

Oaths of Office

The order of oaths, depending on eligibility, is the following:

- Treasurer
 - Secretary
 - Immediate Past President
 - Vice President
 - President (acceptance speech is given)
-

TREASURER

"Will the newly elected Treasurer please rise and approach the podium?"

The membership has elected you to serve as the Treasurer of The Association. It will be your responsibility to maintain financial records appropriately, provide an accurate and complete report of the Association's financial matters when requested by the Board or Executive Committee, and serve as the credentialing agent of the Membership Committee. You will serve as a member of the Finance Committee, represent the Board, and be responsible for the receipt and expenditure of funds per the directives established by the Board of Directors.

You should become familiar with The Association's By-Laws, Roberts Rules of Order, and sound accounting and financial procedures. You should also be watchful for activities, projects, and programs that could benefit The Association and/or the employees and students served and work passionately for equal access, educational opportunity, and the interests of The Association.

In the presence of honored guests and the members here assembled, please raise your right hand and repeat after me:

I, [state your name], acknowledge the faith and trust exhibited by the membership in electing me to the office of Treasurer. I hereby promise that as a member of the Southeastern Association of Educational Opportunity Program Personnel, I will execute the duties of my office to the best of my abilities in guiding this Association toward fulfilling its goals.

Congratulations."

SECRETARY

"Will the newly elected Secretary please rise and approach the podium?"

The membership has elected you to serve as the Secretary of The Association. It will be your responsibility to document the presence of Board members at all meetings of the Board and the Executive Committee and record in minutes the discussions, motions, and actions of the Board and the Executive Committee. You will maintain the minutes in a permanent and digital binder and furnish them to a successor upon completion of the term. You will maintain all the Association records, including those of the Board and the Executive Committee (financial information notwithstanding). You will email notices of meetings and other communications as needed to Board members and perform other duties assigned by the President or the Executive Committee.

You should become familiar with the Association's Constitution and By-Laws, Roberts Rules of Order, and sound documentation procedures. It would be best if you also were watchful for activities, projects, and programs that could benefit the Association and/or the employees and students we serve and work passionately for equal access to equal educational opportunity and the interests of the Association.

In the presence of honored guests and the members here assembled, please raise your right hand and repeat after me:

I, [state your name], acknowledge the faith and trust exhibited by the membership in electing me to the office of Secretary. I hereby promise that as a member of the Southeastern Association of Educational Opportunity Program Personnel, I will execute the duties of my office to the best of my abilities in guiding this Association toward fulfilling its goals.

Congratulations."

IMMEDIATE PAST PRESIDENT

"Will the Immediate Past President please rise and approach the podium?"

You will serve as the Immediate Past-President of The Association. It will be your responsibility to Chair the Nominating Committee, serve as a delegate to the Council for Opportunity in Education, and perform other duties assigned by the President or the Executive Committee. You should continue to be watchful for activities, projects, and programs that could benefit The Association and/or the employees and students we serve and continue to work passionately for equal access, educational opportunity, and the interests of The Association.

In the presence of honored guests and the members here assembled, please raise your right hand and repeat after me:

I, [state your name], acknowledge the faith and trust exhibited by the membership in electing me to the office of Immediate Past-President. I hereby promise that as a member of the Southeastern Association of Educational Opportunity Program Personnel, I will execute the duties of my office to the best of my abilities in guiding this Association toward fulfilling its goals.

Congratulations."

VICE PRESIDENT

"Will the newly elected Vice President please rise and approach the podium?"

The membership has elected you to serve as the Vice President of The Association. You will chair the Legislation, Education, and Fiscal Concerns Committee and serve as a member of the Finance Committee. You will also serve as chairperson of any meeting of the Executive Committee at which the President is absent, serve as a delegate to the Council for Opportunity in Education, and perform other duties assigned by the President or the Executive Committee.

You should become familiar with the Association's By-Laws, Roberts' Rules of Order, and rich history. It would be best if you also watched for activities, projects, and programs that could benefit the Association and/or the employees and students we serve and worked passionately for equal access to equal educational opportunity and the interests of the Association.

In the presence of honored guests and the members here assembled, please raise your right hand and repeat after me:

I, [state your name], acknowledge the faith and trust exhibited by the membership in electing me to the office of President-elect. I hereby promise that as a member of the Southeastern Association of Educational Opportunity Program Personnel, I will execute the duties of my office to the best of my abilities in guiding this Association toward fulfilling its goals.

Congratulations."

PRESIDENT

"Will the President please rise and approach the podium?"

The membership has elected you to serve as the President of The Association. It will be your responsibility to preside at all meetings of The Association, serve as chairperson and preside at all meetings of the Board of Directors and the Executive Committee, appoint a parliamentarian and chairpersons of all standing committees, serve as an ex-officio member of all standing and ad hoc committees, submit an annual report, and report on the status of The Association at the Delegate Assembly.

As President, you will serve as a delegate to the Council for Opportunity in Education and perform other duties requisite of The Association President. You should become familiar with The Association's Constitution and By-Laws, Roberts Rules of Order, and rich history. It would be best if you always were watchful for activities, projects, and programs that could benefit The Association and/or the employees and students we serve and work passionately for equal access, educational opportunity, and the interests of The Association.

In the presence of honored guests and the members here assembled, please raise your right hand and repeat after me:

I, [state your name], acknowledge the faith and trust exhibited by the membership in electing me to the office of President. I hereby promise that as a member of the Southeastern Association of Educational Opportunity Program Personnel, I will execute the duties of my office to the best of my abilities in guiding this Association toward fulfilling its goals.

Congratulations."