

GEORGIA ASSOCIATION OF SPECIAL PROGRAMS PERSONNEL



POLICIES & PROCEDURES MANUAL

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 with the goal of providing 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. In matters where a conflict appears between the Manual and the Constitution and Bylaws of The Association, the latter document serves as the legal and final judgment.

By contrast, the Constitution and Bylaws establish the broad purpose and mission of The Association, provides 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 in 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) grew out of the social justice era of the 1960s and President Lyndon Baines Johnson's *War on Poverty*. The Higher Education Act of 1965 was a product of President Johnson's *Great Society*. It was through this legislation that TRIO programs were born, beginning with Upward Bound and adding at intervals the Educational Talent Search, Special Services for Disadvantaged Students (now Student Support Services), Educational Opportunity Centers, and Ronald E. McNair Post Baccalaureate Achievement Programs were created to meet neglected and unmet needs of low-income youth "in the nation's ghettos, rural and Appalachian areas and the pockets of poverty found throughout the nation." In essence, TRIO programs were designed to give low-income individuals equal access to higher education.

TRIO Personnel began to meet informally in the late sixties and early seventies. The first statewide meeting of the TRIO Programs was held on Thursday, May 11, 1972, in the conference room of Morris Brown College. The President of the GSUB Association was Nathaniel West. October 13, 1972, the 1st statewide meeting of the Georgia State-wide TRIO Program Association met at Mercer University's Conference room in Macon, GA. Mr. Bobby Jones, President of the GSTP Association, called the meeting to order. Ella Fisher and Bobby Jones laid the foundation for this meeting, with discussions taking place years before. A report from the Region IV Advisory Board (which eventually became known as SAEOPP) meeting held in Atlanta, September 25-26, was given by Georgia representatives Mr. Sam Hart, and Ms. Ella Fisher.

A TRIO Program Project Director's Meeting was held on January 22, 1974, in the Student Union Building Conference Room at Savannah State College (University), Savannah, GA, with Mrs. Ella Fisher presiding. The first officers included Chairperson — Mrs. Fisher, Vice Chair- Mr. Colbert, Sec. Ms. J. Hairston, Corresponding Sec- Mr. Marshall Troupe, Treasurer- Mr. John Taylor, Asst. Treasurer- Mr. Wasden Graydon. Those present at the meeting included: Mrs. Ella Fisher, Savannah State College, Mr. Benjamin Colbert- NSSFNS Atlanta, Mr. Marshal Troup- Albany Urban League, Mrs. Joyce Hairston- Dekalb Community College, Dr. Benjamin H. Grooms- Albany State College, Mr. Phillip Prim-Albany Junior College, Mr. William Wheeler- Abraham Baldwin College, Mrs. Ruth Todd-Piedmont College, Mr. Larry Sargent- Paine College, Mr. Samuel Hart- Mercer University, Mr. John Taylor, Jr- Fort Valley State College (University), Mr. Billy Watts — Clark Atlanta College Consortia and Mr. Wasden Graydon- Paine College. Mrs. Fisher asked for a vote on establishing the TRIO State Association. Mrs. Joyce Hairston made a motion, and it was properly moved and seconded that the Association be organized. The motion carried.

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	<p>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.</p>
	Larry Sargent
	Benjamin Groomes
	Aubrey Johnson
	Billy Watts (Sulaimann)
	James Barker
	Marshall Troup
1980 – 1981	Mr. Troup helped to establish our Association’s first Awards Committee in 1989.
1981 – 1984	Earnestine Bell
	Willie Mae Robinson
	Dr. Randy Gunter
1985 – 1987	In 1990, an endowed scholarship, the Randolph Scott Gunter/TRIO Scholarship, was established by former Upward Bound participants at Georgia Southern University to acknowledge his work.
	Bobby Olive
	Mr. Olive is a former SAEOPP Board president.
	Doretha Tyson
	Ms. Tyson is a former SAEOPP Board president.
1991 – 1993	Willetta Phillips
	John Spencer
	Dr. Rubye J. Byrd
	Camille S. Zeigler
	Ms. Zeigler was the first non-director to serve as Association president. Under her tenure as president, 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.
2003 – 2005	Dr. Brenclveton 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.
	Sue Hawks-Foster
	Sherontae Maxwell
2009 – 2013	During her tenure, Georgia TRIO Day was established. Mrs. Maxwell is currently serving as SAEOPP Board president.
2013 – 2017	William Troy Curry
2017 – 2019	Holly Lawrence

2019 – 2023

Ms. Lawrence guided our Association through the COVID-19 global pandemic. The Emerging Leaders Institute was revamped and expanded to a year-long program during her presidency. Professional scholarships were also established for GASPP members.

Sonia Davis

MISSION

The Mission of the Southeastern Association of Educational Opportunity Program Personnel, Inc. (GASPP) is to promote and support equal educational opportunity and access to postsecondary education. Through professional development, networking, research, and advocacy, GASPP provides TRIO personnel and others with the necessary skills and techniques to assure that the least advantaged have equal access to higher education.

VISION

The Association Vision is to be a leader in professional development, networking, research, advocacy, and training for TRIO personnel and others interested in efficiently and effectively assisting the least advantaged individuals enter and complete postsecondary education-

OFFICIAL ADDRESS

The official address of The Association is:

GASPP

5744 Thomaston Road, Unit 12102

Macon, GA 31220

(478) 731-49382 Phone

GASPP is incorporated in the State of Georgia.

EXECUTIVE BOARD

The Executive Board is composed of eleven members. The President is a non-voting member unless he/she must break a tie. GASPP covers the expenses of the Executive Board to attend board meetings and retreats.

The President is responsible for the board meeting and will choose the meeting location, site, and dates. The President can invite other individuals who will report during the meeting.

An orientation will be scheduled prior to the Fall Board Meeting for new Executive Board members. The Past President will chair the Orientation committee and acquire approval from the President regarding the orientation format, content, etc., for the orientation.

BOARD MEETINGS AND AGENDAS

Board meetings are generally held four times yearly, including the meeting preceding the annual conference. The agenda of a typical Board meeting includes reports from the President, Treasurer, and Committee Chairs. Old and new business is entertained at the conclusion of the meeting. Committee meetings precede the start of the board meeting.

While the President is responsible for creating the agenda and facilitating the meeting, it is the President's or Secretary's responsibility to notify Board members of the meeting date, time, and place. The Secretary will distribute the minutes from the previous meeting and the board meeting agenda at least two weeks before the Board meeting. If weather conditions prohibit safe travel, the Board may decide to hold a conference call or ZOOM call to discuss Association business. Any conference or ZOOM call will be treated as a regular Board meeting, with a quorum still required.

BOARD MEETING ATTENDANCE

Board members are expected to attend each meeting. In addition, Board members are asked to abide by the following expectations:

All Board members are expected to arrive on time and are expected to stay for the duration of each Board meeting. If, for some reason, full attendance is not possible, the President should be notified one week prior to the meeting. Committee chairmen are also expected to make an oral report at each Board Meeting to update the Board on their respective committee activities. Completed reports are to be submitted by a designated deadline to the Secretary, who will compile the reports for distribution prior to the meeting. If the completed report form is not submitted, it is the committee chair's responsibility to bring sufficient copies of their report to distribute.

When traveling to the board meeting, every effort is expected to be made to use the least expensive form of transportation. Board members should coordinate travel with other Board members and committee chairs/members to the greatest extent possible.

The conduct of Board members is very important. Words and actions that negatively impact an individual and/or Board members must be avoided. Debate and differing points of view are encouraged; however, it must be done with care and respect.

OFFICERS' EXPECTATIONS & DUTIES **[Oaths of Office appear in the Appendix]**

GASPP's Constitution outlines the general duties and responsibilities of Executive Board Members. Members are expected to attend all scheduled Board Meetings. Additionally, Executive Board Members should serve in accordance with all guidelines set forth in the Constitution and the Policies and Procedures Manual.

EXECUTIVE BOARD CODE OF CONDUCT

The Executive Board is committed to creating a vision of confidence and self-sufficiency and providing the means for making the Mission a reality. Mindful of respect for one another, regard for the reputation of GASPP, pride in our personal and professional standing, and our obligation to work for equal educational access and opportunity for the least advantaged, it is expected that the GASPP Executive Board will maintain a personal commitment to integrity in all circumstances, which benefits each Board member, as well as the Association.

This Code of Conduct is intended to foster an environment that promotes ethical behavior in the conduct of GASPP business. As such, in performing Board and Committee functions, the Directors will discharge their duties as members of the Board and Committees on which they serve, in accordance with their good faith business judgment and in the Association's best interests.

Each Board Member will:

- Act diligently, honestly, and in good faith
- Honor the right of privacy of all members.
- Set an example for high standards of professionalism by exhibiting high standards of integrity, commitment, and independence of thought and judgment.
- Ensure fairness and objectivity in all activities.
- Respect and seek out the truth and avoid misrepresentation.
- Dedicate sufficient time, energy, and attention to ensure the diligent performance of their duties.
- Be familiar with the Association's social and political environment in which it operates and understand the Association's financial position.

FIDUCIARY RESPONSIBILITY

All Board members are responsible for being aware of The Association's financial situation. All members **MUST** meet certain fiduciary responsibilities, the **MOST** important part of Board service. Every Board member should explicitly assume responsibility for the stewardship of The Association. Fiduciary responsibility involves a trust held for the greater community; it describes individuals in the community that have been selected to be custodians of The Association. Board Members make and enforce policy, budget, and authorize the expenditure of funds, establish and affect the operation of programs, and protect the organization's integrity - on behalf of and in service to the greater community.

Three duties board members must honor:

The Duty of Care relates to the level of competence required of each Board member. It is what an ordinarily prudent person would exercise in a like position and under similar circumstances. The Duty of Care requires that a board member:

- Attend meetings consistently.
- Be informed about issues and organizational activities.
- Participate: ask questions and contribute.
- Utilize trustworthy sources of information in making decisions.
- Delegate only to responsible people and follow up regularly.

The Duty of Loyalty is a standard of faithfulness to the organization. Board Members should not place personal, family, or related business interests above The Association.

The Duty of Obedience ensures that The Association remains faithful to its central mission and purposes. Board members should not exceed their delegated authority or direct The Association beyond its purpose or mission set forth by the Constitution and By-laws. Such actions violate the trust invested by those who hold membership and can imperil The Association's tax-exempt status. However, board members may exercise reasonable judgment in determining how The Association can best fulfill its purposes. Fulfillment of this duty requires that:

- Taxes must be filed each year.
- Articles of incorporation must be reviewed each year and be in proper order.

PRESIDENT

The President is the chief elected officer of the GASPP Executive Board and presides at all Association meetings. The President, with the advice and consent of the Executive Board, makes all appointments to both standing and special committees and is an ex-officio member of all standing and special committees.

Duties of Office

- a) Shall be the chief elected officer of the Association.
- b) Shall preside over all meetings and supervise the Association's affairs.
- c) Shall present and distribute a Plan of Action to GASPP members.
- d) Shall appoint Chairpersons of Standing committees, subject to the approval of the Executive Board, and shall meet with them annually.
- e) Shall appoint Committee Members not otherwise provided for by the Constitution before the Fall Conference.
- f) Shall submit an annual report to the Association at the annual Spring Conference.
- g) Shall submit an annual budget to the Executive Board at the Board meeting prior to the annual Fall Conference and to the membership at the Fall Conference.
- h) Shall have the power to call special or extra meetings when he/she considers necessary provided that in such a case, every member of the Executive Board is notified in writing at least five (5) working days in advance.
- i) Shall see that the Officers and Committee Chairs discharge their duties faithfully, as set out in the Constitution.
- j) Shall approve by letter or signature payment of money authorized by the Association for services rendered.
- k) Shall appoint a member in good standing to the following offices:
 - a. Parliamentarian
 - b. Assistant Treasurer
- l) Shall appoint a member in good standing as the SAEOPP Representative.
- m) Shall assign the Members At Large regions of the state to work with.
- n) Shall serve as Past President immediately following the expiration of the Presidential term.
- o) Shall meet with the Executive Board at least four (4) times yearly. This will include a meeting prior to the Spring and Fall Conferences.
- p) The President will be the Georgia Delegate to the Southeastern Association of Educational Opportunity Programs Personnel Inc. (SAEOPP) Board.

VICE-PRESIDENT

The Vice-President shall serve with the same powers and authority as the President if the President becomes incapacitated or resigns. In the absence or incapacitation of the President, the Vice-President shall have the powers and shall perform all the duties of the President.

Duties of Office

- a) Shall perform all the duties of the President in the event of absence or incapacity.
- b) Shall perform such duties as may be assigned by the President and Executive Board.
- c) Shall work closely with the President in handling the business of the Association but have the approval power only in the absence of the President.
- d) Shall chair the Conference Committee the first year of service, with the Co-chair or a Conference Committee Member chairing the second year. Shall appoint all Conference Chairs for the first year.

- e) Shall seek prior approval from the Executive Board for conference plans and commitment.
- f) Shall serve as Executive Chair for all standing committees.

SECRETARY

The Secretary shall have recorded and correspondence responsibilities for all Board and Association meetings. The Secretary shall be responsible for incorporating the Treasurer's quarterly reports into the Association's official records.

Duties of Office

- a) Shall disseminate minutes of Executive Board meetings to each Board member within thirty (30) days following the meeting for which the minutes were recorded.
- b) Shall 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) Shall keep available an updated ledger of all minutes of the Association for his/her current term of office, including an itemized list of all policies adopted with dates and details.
- d) Shall be responsible for forwarding to the successor and Archive Committee chair all records of the Association within thirty (30) days of leaving office.
- e) Shall maintain file copies of all bulletins and correspondence.
- f) Shall maintain, update, and disseminate an Association Directory annually.

TREASURER

The Treasurer shall be responsible for the receipt and disbursement of funds in accordance with policies established by the Executive Board and outlined in the Fiscal Management Manual. The treasurer shall maintain appropriate, accurate financial records and be prepared to surrender such records and monies to the Executive Board or to the succeeding Treasurer. The Treasurer shall be under such bond as may be determined by the Board and must obtain approval from the President for all expenditures.

Duties of Office

- a) Shall pay only bills supported with proper receipts. Payment vouchers and Authorization Forms must be completed and supported by receipts for each request.
- b) Shall notify Institutions that payment of Purchase Orders must be made within thirty (30) days following receipt of invoice.
- c) Shall keep available an updated ledger of all financial records of the Association.
- d) Shall be responsible for forwarding to the successor all financial records of the Association within sixty (60) days after leaving office.
- e) Treasurer must be bonded.
- f) Shall provide the Executive Board and membership with a quarterly financial statement.
- g) Shall prepare all appropriate tax-exempt and non-profit forms annually and provide copies to the Executive Board before submission.
- h) Promote positive public relations, which increases the visibility of GASPP and all TRIO programs whenever possible.
- i) Thoroughly understand the Association's accounting policies and practices.
- j) Advise the Executive Board regarding the banks in which 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 needs of the 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 forward said materials to the next Treasurer in a timely manner.
- 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 on the Finance Committee
- s) Assist the President and perform other duties as assigned.

PAST PRESIDENT

The Past President shall serve as the transition leader with the new GASPP Executive Board; provide guidance to the President and the Board; chair the Orientation Committee of the new Board; provide a link and continuity from the previous Board to the new Executive Board; and serve as a representative to the Council for Opportunity in Education.

Duties of Office

- a) Shall assist the President in all designated matters of the Association.
- b) Shall serve immediately following his/her presidential term.
- c) Shall serve on the Strategic Planning / Evaluation Committee.
- d) Shall chair the Constitution and Legislative Committee.
- e) Shall 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 in advance.
- h) Serve as the transition leader with the new Executive Board, coordinating the new board Orientation.
- i) Provide guidance to 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 who have the potential to serve as an officer or to become more involved in the Association.

ASSISTANT TREASURER

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.

Duties of Office

- a) Shall be appointed by the President.
- b) Shall serve as Chair of the Membership Committee.
- c) Shall perform the duties of the Treasurer in the event of the absence or incapacity of the Treasurer.

PARLIAMENTARIAN

The Parliamentarian will serve as the Director of Protocol for the Association. He/she will ensure all Association and Executive Board proceedings are conducted per the most up-to-date Robert's Rules of Order.

Duties of Office

- a) Shall be appointed by the President.
- b) Shall serve on the Policies and Procedures committee.
- c) Shall have a copy of the most recent edition of Robert's Rule of Order at all Executive Board and Business Meetings.
- d) Shall indicate briefly, at the beginning of each Executive Board and Business Meeting, procedures to be followed during the session.
- e) Shall rule on procedural questions.
- f) Shall serve as Director of Protocol for the Association.
- g) Shall use the most recent edition of Robert's Rule of Order as the principal source of governing the Association in all cases where there is consistency with the by-laws and special rules adopted and used by the Association.
- h) Shall advise the President on rules of order and procedural conduct during meetings. Additionally, he/she is also charged with acting in a positive way to advise and assist Members, Officers, Committee Members, Directors, et al. in observing the by-laws, policies, and appropriate meeting processes.
- i) Shall be able to give detailed advice on how to change and amend by-laws, run for office, initiate policy changes, and other similar matters.
- j) Shall serve as an active observer of the meeting process to ensure that the meeting and the membership are being served in the most positive and beneficial manner possible. Impartiality must be a hallmark of this position.
- k) Shall hear and resolve any disputes concerning processes. Major disputes shall be referred to the Board.

MEMBERS-AT-LARGE

The Members-At-Large will provide technical assistance for GASPP members as needed. These persons will work with the Vice President to plan and implement the Annual Fall Staff Development Training.

Duties of Office

- a) Shall aid GASPP members on an as-needed basis.
- b) Shall assist the President with disseminating and retrieving statewide information.
- c) Shall assist the Vice President in planning and implementing the Fall Staff Development Training.
- d) Shall approve the date, time, location, and cost of Fall Staff Development Training.
- e) Shall serve programs in their designated region, as assigned by the President.

FISCAL MATTERS

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

ANNUAL EXPENSES AND RENEWALS

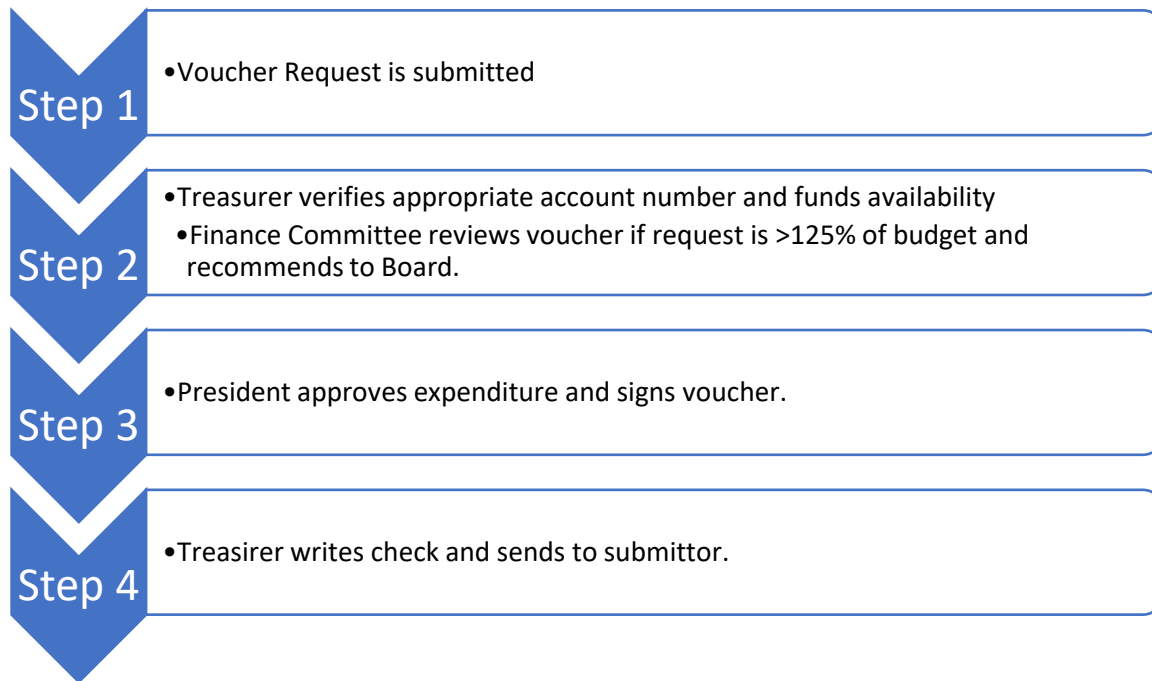
Corporation fee [State of Georgia]

SAEOPP Dues

Auditor Fees

Accountant Fees

ROUTING PROCEDURES FOR CHECK PROCESSING AND REIMBURSEMENT



ANNUAL AUDIT

The Association's fiscal records will be audited annually by an individual/firm approved by the Executive Board. The following list [not all inclusive] of documents may be requested from the appropriate officers and GASPP Center as needed for the audit.

The Finance Chair presents 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 period October 1 through September 30
- 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 thru October 31
- Cash Receipts Journal for the period October 1 thru 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

ASSOCIATION CREDIT CARDS

The Treasurer will secure and issue Association credit cards to the GASPP Board President and Vice President. The 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 charged will be applied to the officers' budget or to the appropriate budget category. The Treasurer will reconcile credit card statements with the receipts submitted by the officers monthly. The Treasurer will ask for 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, but at least the minimum amount 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, at a glance, the Mission and Purpose of the Association. These categories will likely change as the Association's needs and priorities change. The list of the current budget categories [and related account numbers] are described in more detail in the Fiscal Management Manual. The Finance Committee recommends for Board approval specific amounts for the budget categories.

PREPARATION OF AN ANNUAL BUDGET

The GASPP Fiscal Year begins October 1 and ends September 30. The Board and Committee Chairs will itemize and provide the rationale for annual budget requests. The Finance Committee will compile the requests and prepare an annual budget to be approved by the Board at the Fall [October] meeting of the Board. Anticipated and unanticipated expenditures in excess of 25% of the original budgeted amount must be approved by the Executive Board.

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. Failure of a payee to cash a check within ninety (90) days will render the check "void." Thereafter, persons seeking to have a "stale dated" check re-issued shall be assessed a \$50.00 processing fee. Any check that is not reissued within 120 days of the original issue date shall be deemed null and void, and the check shall not be eligible for reissue without the approval of the GASPP Executive Committee.

STANDING COMMITTEES

Standing Committees will receive charge from the President immediately upon being appointed. Additionally, committees should serve per all guidelines set forth in the Constitution and the Policies

and Procedures Manual—the Constitution and Bylaws list 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 assigned business of the committee. The President may appoint committee chairs from the Board or the larger Association community. Committee membership allows individuals to become familiar with an organization, particularly if interested in board positions. Committee chairpersons will provide a written report of accomplishments/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. As such, specific responsibilities are assigned to each committee; they are listed below.

ARCHIVE COMMITTEE

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

- a. Shall 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.
- b. Shall maintain a record of data submitted to the Archives.

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.

- a. Shall establish and/or maintain procedures for GASPP Awards and Recognition.
- b. Shall facilitate all identification of honorees to be recognized in all categories approved by the Executive Board.
- c. Shall maintain a record of GASPP honorees by type of recognition and year awarded.
- d. Shall ensure the presentation of awards at conferences.

COMMUNICATION / PUBLIC RELATION COMMITTEE

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

- a. Shall be responsible for keeping members informed by maintaining close contact via oral or written communication.
- b. Shall publicize conference activities and special events of GASPP.
- c. Shall establish communication links between all GASPP Committees.

CONFERENCE COMMITTEE

- a. Shall be responsible for planning and coordinating the annual conference, including activities such as specifying a theme, arranging for appropriate speakers and guests, registration, exhibits, hospitality, evaluation, and other activities as necessary.
- b. Ensure quality programming and workshops for attendees.
- c. Review records of previous years' conferences with specific attention to budgetary concerns

- and participants' evaluations
- d. Determine the theme [unless prescribed by the President]
- e. Arrange for appropriate speakers and guests.
- f. 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))
- g. Confer with the President to determine specific objectives to be advanced.
- h. Convene at the scheduled board meetings and present Committee progress reports to the Board.
- i. Prepare a committee report for each Board meeting.
- j. Generate revenue for the Association.

CONSTITUTION AND LEGISLATIVE COMMITTEE

The Constitution and Bylaws Committee is responsible for maintaining the Constitution and Bylaws of The Association to be a functional guideline for observing the mission and goals of the organization.

- a. Shall review Association's Constitution annually and report recommendations at annual meetings.
- b. Shall ensure that the proper interpretation and understanding is provided to the members on constitutional matters.
- c. Shall ensure that the Constitution and By-Laws are in compliance with the 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.

- a. Shall recommend and coordinate all fundraising policies, procedures and activities. Ad sales shall be excluded.
- b. Shall be responsible for cultivating gift prospects.
- c. Shall identify sources of support – individual, corporate, and foundations.

FAIR SHARE COMMITTEE

The Fair Share Committee aims in support of the campaign, an annual fund-raising 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 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.

- a. Increase awareness of COE and annual giving campaign
- b. Assist Georgia to achieve 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.

- a. Shall assist in the development of the annual budget.
- b. Shall oversee budget appropriations and approve non-budgeted expenditures.
- c. Shall explore financial development possibilities (investments, etc.).

- d. Shall oversee any fundraising efforts of the Association.
- e. Shall assist the Treasurer at the Annual Conference as needed.
- f. Shall prepare an annual report to show all the 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.

- a. Shall be responsible for fulfilling the organization's leadership development goals while ensuring quality performance and enhancing the continued self-growth and development of the membership.
- b. Shall 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 and negatively impact the funding and advocacy of TRIO.

- a. Shall promote planning and training generally seeking to educate TRIO personnel and other interested individuals.
- b. Shall maintain contact with important members of the U.S. Congress and the State Legislature and will assist with coordinating the Policy Seminar.
- c. Shall keep members informed of legislative actions which affect educational opportunity programs.
- d. Serve as a clearinghouse to review legislation that affects educational opportunity programs.
- e. Shall keep members abreast of the status of relative 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 needs.

- a. Shall promote membership in the Association.
- b. Shall assume direct responsibility for activity aimed at recruiting members to join the Association.
- c. Assistant Treasurer shall chair the Membership Committee and maintain a full membership list.
- d. The chairperson shall work in conjunction with the Registration Committee for GASPP and SAEOPP.
- e. Shall 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.

- a. Shall be responsible for executing and monitoring the election of officers.
- b. Shall review and refine nominating procedures as prescribed by the Constitution:
 - 1. Shall 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.
 - 2. Shall review nominees' credentials and recommend a slate of officers to the Board for approval.
 - 3. Shall develop a ballot listing two people for each office with the concurrence of the Executive Board.

4. Shall develop a brochure indicating the qualifications of nominees that will be mailed and sent to all members thirty (30) days prior to the Spring meeting.
5. Shall supervise the election process.
6. Shall prepare and submit a timeline that includes the date for ballot return and announcement of election results to the Executive Board.
7. 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 him/herself from discussing the office.
8. 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.

- a. Shall be charged with generating standardized information for a state database and engaging in the pursuit of 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.

- a. Shall be responsible for disseminating and collecting scholarship criteria and other information to the membership.
- b. Shall 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 engages in developing, monitoring, reviewing, evaluating, and updating the Strategic Plan of The Association.

- a. Shall be responsible for ensuring the goals of the Strategic Plan of the Association are met.
- b. Shall monitor and evaluate the process of the Association.
- c. Shall review the goals and activities of the Strategic Plan and provide guidance and direction to the Executive Board in making modifications to the plan.
- d. Shall evaluate all GASPP events and report their findings to the Executive Board within thirty (30) days following the conference.
- e. Shall make specific recommendations to the Executive Board regarding improving future conferences.
- f. Shall evaluate the GASPP Executive Board.

STUDENT INITIATIVES COMMITTEE

The Student Initiatives Committee is responsible for coordinating activities that advance the Association's mission while involving the individuals served in the programs.

- a. Shall provide TRIO participants opportunities to succeed in post-secondary education and beyond.

- b. Shall be composed of the following:
 - a. Student Leadership Sessions
 - b. Scholars' Bowl Competition
 - c. Academic Bowl Competition
 - d. SSS / McNair Debate Competition
 - e. Bridge Builders Competition

TECHNOLOGY COMMITTEE

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

- a. Shall bring GASPP TRIO Programs to state-of-the-art usage of educational technology to enhance the academic achievement of TRIO participants relative to post-secondary education.
- b. Shall maintain the GASPP website.
- c. Shall assist the program with the development of TRIO Think Quest teams.
- d. Shall work closely with the conference committee for the integration of technology.
- e. Shall serve on the SAEOPP Technology Committee.

TRIO ALUMNI COMMITTEE

The TRIO Alumni Committee will coordinate activities related to the infrastructure for a GASPP state database of TRIO alumni.

- a. Shall coordinate activities related to TRIO Alumni.
- b. Shall be responsible for soliciting members for the TRIO Alumni Association.
- c. Shall recognize outstanding TRIO Alumni.
- d. Shall oversee the maintenance of the TRIO Alumni database.

SPECIAL COMMITTEES

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

TRAVEL POLICY

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

- A. Any necessary travel expenses of any elected or appointed official to represent the Association will be paid by the Association based on the approval of the Executive Board. This reimbursement shall not exceed one hundred (\$100.00) dollars.
- B. Travel for Executive Board members will be reimbursed for the two Board meetings not associated with the annual Spring or Fall conferences. This reimbursement shall not exceed one hundred (\$100.00) dollars. The Executive Board meetings associated with the annual Spring and Fall conferences shall be subject to lodging and meals only if necessary.
- C. Travel to SAEOPP Board Meetings for the President and Representative will not exceed the annual approved budgeted amount.
- D. The maximum rate to be reimbursed for transportation to SAEOPP Board Meetings will be the same as the State Institutional rate for travel.

- E. The maximum rate to be reimbursed for meals (per day) at SAEOPP Board Meetings will be the same as the State Institutional rate for meals. (May pay a higher rate with justification.)
- F. Should the President and SAEOPP Representative travel together via car to SAEOPP Board Meeting, reimbursement will only be paid to the transportation person.
- G. Reimbursement will only be made with proper forms and receipts.
- H. Requests for reimbursement must be submitted within 30 days of travel. Receipts over 30 days will not be honored.
- I. 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.
- J. President and the Legislation, Education and Fiscal Concerns Committee Chairperson will be reimbursed for travel to COE Policy Seminar based on the availability of funds.
- K. The Executive Board may approve other expenses.

SCHOLARSHIP POLICY

The GASPP Scholarship Program shall be administered by the Scholarship Committee. It is the intent of the Committee to award the Doretha Tyson Award, Academic Award, and Need-Based Award each year to the selected and deserving candidate(s). Consideration for this award shall be based on the criteria established by the Scholarship Committee and approved by the GASPP Executive Committee. The Scholarship Committee will develop an application that incorporates the concepts of the award criteria, and that has been approved by the GASPP Executive Committee.

AMOUNT OF AWARD

The amount of each award shall be determined annually after the approval of the annual budget for the Association.

Awards for students are made for the next academic year and can be claimed at the beginning of the fall or spring semester. If a student earns an Association-sponsored award and does not enroll/attend, the next student who could have won the award will be notified, and the award will go to that student.

If an award was made from private money and cannot be made because it was directed to go to a specific type of student (from a specific state, pre-college, etc.), then the committee will contact the donor to see if it is allowable to give the award to a different type of student. Donated money will be given to the type of student that the donor specifies.

ANNUAL EVENTS AND INITIATIVES

FAIR SHARE CAMPAIGN

An annual fund-raising 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 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.

MEMBERSHIP CAMPAIGN

An annual individual membership campaign is conducted each year by the Membership Marketing and Services Committee. Membership will be of three types: (1) Professional (2) Affiliate, and (3) Lifetime Membership. Dues are payable on October 1, and dues not paid by October 31 of each year will incur an increased fee for membership that the Executive Board sets.

Institutional memberships are also available for TRIO programs.

PUBLIC RELATIONS

The Association logo is to be used on all official documents. It should be used 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 to monitor the site, making sure that it is kept current.

SPRING CONFERENCE

The conference is the primary revenue-generating activity for The Association. As such, conference revenue subsidizes funding of various activities of The Association. The Board will attempt to have executed hotel contracts for the conferences at least three years prior to a conference. At least three potential conference sites that meet The Association's meeting and lodging needs will be considered before selecting any one site. 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 related to the Association.
- Provide workshops that enhance the professional skills and understanding of conference attendees.
- Make available a forum for the discussion of significant issues affecting TRIO now and in the future.
- Offer time for conference participants to network and exchange information on an informal basis.
- Celebrate TRIO Achievers and Professionals for Years of Service
- Generate additional revenue to support ongoing educational programs and operations of GASPP.

APPENDIX

Oaths of Office

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

- ❖ Member-at-Large
- ❖ Treasurer
- ❖ Secretary
- ❖ Immediate Past President
- ❖ Vice President
- ❖ President (acceptance speech is given)

MEMBERS-AT-LARGE

Will the newly elected Treasurer please rise and approach the podium? You have been elected by the membership to serve as the Members-at-Large of The Association. It will be your responsibility to assist the membership of the Association while disseminating and retrieving statewide information. You will also be responsible for planning professional development opportunities for our 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) do hereby acknowledge --- the faith and trust exhibited by the membership --- in electing me to the office of Member-at-Large ---. I hereby promise --- that as a member of the Georgia Association of Special Programs Personnel--- I will execute the duties of my office to the best of my abilities --- in guiding this Association --- toward the fulfillment of its goals.”

Congratulations.

TREASURER

Will the newly elected **Treasurer** please rise and approach the podium? You have been elected by the membership to serve as the Treasurer of The Association. It will be your responsibility to maintain financial records in an appropriate fashion, 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 in accordance with the directives established by the Executive Board.

You should become familiar with The Association's By-Laws, with Roberts Rules of Order and sound accounting and financial procedures. You should always be watchful for activities, projects and programs which could benefit The Association and/or the employees and students served, and work passionately for equal access and 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) do hereby 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 Georgia Association of Special Programs Personnel--- I will execute the duties of my office to the best of my abilities --- in guiding this Association --- toward the fulfillment of its goals.”

Congratulations.

SECRETARY

Will the newly elected **Secretary** please rise and approach the podium? You have been elected by the membership 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" form the discussions, motions, and actions of the Board and the Executive Committee. You will maintain the minutes in a permanent binder, digital, and furnish such to a successor upon completion of the term, and you will maintain all 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 Board. You should become familiar with The Association's Constitution and By-Laws, with Roberts Rules of Order and sound documentation procedures. You should always be watchful for activities, projects, and programs which could benefit The Association and/or the employees and students we serve, and work passionately for equal access and 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) do hereby 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 Georgia Association of Special Programs Personnel--- I will execute the duties of my office to the best of my abilities --- in guiding this Association --- toward the fulfillment of 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. You should continue to be watchful for activities, projects, and programs which could benefit The Association and/or the employees and students we serve and continue to work passionately for equal access and 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) do hereby 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 Georgia Association of Special Programs Personnel--- I will execute the duties of my office --- to the best of my abilities --- in guiding this Association -- - toward fulfillment of its goals."

Congratulations.

VICE PRESIDENT

Will the newly elected **Vice President** please rise and approach the podium? You have been elected by the membership to serve as the Vice President of The Association. You will serve as chairperson of any meeting of the Executive Committee at which the President is absent 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 the Association's rich history. You should always be watchful for activities, projects, and programs which could benefit The Association and/or the employees and students we serve, and work passionately for equal access and 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) do hereby 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 Georgia Association of Special Programs Personnel--- I will execute the duties of my office to the best of my abilities --- in guiding this Association --- toward the fulfillment of its goals.”

Congratulations.

PRESIDENT

Will the **President** please rise and approach the podium? You have been elected by the membership to serve as the President of The Association. It will be your responsibility to preside over all meetings of The Association, serve as chairperson and preside at all meetings of the Executive Board and the Executive Committee. You will appoint a parliamentarian, Assistant Treasurer, and chairpersons of all standing committees. You will serve as an ex-officio member of all standing and ad hoc committees. You should become familiar with The Association's Constitution and By-Laws, with Roberts Rules of Order, and The Association's rich history. You should always be watchful for activities, projects, and programs which could benefit The Association and/or the employees and students we serve, and work passionately for equal access and 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) do hereby 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 Georgia Association of Special Programs Personnel--- I will execute the duties of my office ---to the best of my abilities --- in guiding this Association --- toward fulfillment of its goals.”

Congratulations.