

GASPP
Policies and Procedures Manual
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ARTICLE 1

EXECUTIVE BOARD MEMBERS

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

1.1 President

- a. Shall be the chief elected officer of the Association.
- b. Shall preside at all meetings and have general supervision of 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 that are not otherwise provided for by the Constitution, prior to 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 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:
 1. Parliamentarian
 2. 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 serves as Past President, immediately following the expiration of the Presidential term.
- o. Shall meet with the Executive Board at least four (4) times per year. 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.

1.2 VICE PRESIDENT

- a. Shall perform all of 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

1.3 PAST PRESIDENT

- 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 governing documents of the Association.

1.4 SECRETARY

- 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 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 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.

1.5 TREASURER

- a. Shall pay only bills supported with proper receipts. Payment vouchers, along with 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 serve on SAEOPP's Finance Committee.
- d. Shall serve as Chair of the Spring and Fall Conference Finance Committees.
- e. Shall keep available an updated ledger of all financial records of the Association.
- f. Shall be responsible for forwarding to successor all financial records of the Association within sixty (60) days after leaving office.
- g. Treasurer must be bonded.
- h. Shall provide the Executive Board and membership with a quarterly financial statement.
- i. Shall prepare all appropriate tax exempt and non-profit forms on an annual basis and provide copies to Executive Board prior to submission.

1.6 ASSISTANT TREASURER

- 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.

1.7 PARLIAMENTARIAN

- 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 principle 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, how to run for office, how to initiate changes in policy, and other similar matters.

- j. Shall serve as an active observer of the meeting process to ensure that the meeting and the membership is 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.

1.8 MEMBERS AT LARGE

- a. Shall provide assistance for GASPP members on an as needed basis.
- b. Shall assist with Archive Committee
- c. Shall assist the President with dissemination and retrieval of statewide information.
- d. Shall serve as the Fall Conference's Chair(s).
- e. Shall get approval of date, time, location, and cost of Fall Conference.
- f. Shall serve programs in their designated region, as assigned by the President.

ARTICLE 2

STANDING COMMITTEES

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

2.1 ARCHIVE COMMITTEE

- a. Shall collect key records of the Association from past and present to be placed in the Archive to include 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.

2.2 AWARD AND RECOGNITION COMMITTEE

- 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 presentation of awards at conferences.

2.3 COMMUNICATION / PUBLIC RELATION COMMITTEE

- 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:
 - i. News Releases
 - ii. Radio and Television Interviews
 - iii. Listserv
 - iv. Website
 - v. Direct Mail

- c. Shall establish communication links between all GASPP Committees.

2.4 CONFERENCE COMMITTEE

- a. Shall be responsible for the planning and coordination of the annual conference including such activities as specifying a theme, arranging for appropriate speakers and guests, registration, exhibits, hospitality, evaluation, and other activities as necessary.

2.5 CONSTITUTION AND LEGISLATIVE COMMITTEE

- a. Shall review Association's Constitution annually and report recommendations at annual meetings.
- b. Shall insure that the proper interpretation and understanding is provided to the members on constitutional matters.
- c. Shall insure that the Constitution and By-Laws are in compliance with the tax exempt requirements.
- d. The Three Year Member At Large, during the election year, will be the Board's Representative on this committee.

2.6 DEVELOPMENT COMMITTEE

- a. Shall be responsible for recommending and coordinating 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.

2.6 EDITORIAL AND PUBLICATION COMMITTEE

- a. Shall be responsible for facilitating the publication of at least three (3) issues of the GASPP Newsletter annually.
- b. Shall coordinate projects with the Communications / Public Relations Committee.
- c. Shall be aware of dates pertaining to deadlines, meetings or other activities.

2.7 FINANCE COMMITTEE

- 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 annual report to show all variances in budget.

2.8 LEADERSHIP DEVELOPMENT / EMERGING LEADERS COMMITTEE

- 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.

2.9 LEGISLATION, EDUCATION AND FISCAL CONCERNS

- 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 the coordination of the Policy Seminar.
- c. Shall keep members informed of legislative actions which affect educational opportunity programs.
- d. Serve as a clearinghouse to review legislation which affects educational opportunity programs.
- e. Shall keep members abreast of the status of relative legislation.
- f. Chairperson of this committee shall represent GASPP on SAEOPP's Constitution and Legislative Committee.

2.10 MEMBERSHIP MARKETING AND SERVICES COMMITTEE

- a. Shall promote membership in the Association.
- b. Shall assume direct responsibility for activity aimed at recruiting members to join the Association. Memberships shall be Active Professional, Associate or Affiliate.
- c. Assistant Treasurer shall chair the Membership Committee and maintain a full membership list.
- d. Chairperson shall work in conjunction with the Registration Committee for GASPP and SAEOPP.
- e. Chairperson shall serve on the Membership Committee for SAEOPP.

- f. Shall work in conjunction with the Secretary and the Publication Committee in assuring that members are listed in the GASPP Directory.

2.11 NOMINATING COMMITTEE

- 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 credentials of nominees and recommend a slate of officers to the Board for approval.
 - 3. Shall develop a ballot listing two persons for each office with the concurrence of the Executive Board.
 - 4. Shall develop a brochure indicating 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 which includes date for ballot return and announcement of election results to the Executive Board.
- c. 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 the discussion of the particular office.
- d. New Officers will be installed at the Spring Conference and will assume office at the close of the Annual Spring Conference.

2.12 RESEARCH COMMITTEE

- 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

2.13 SCHOLARSHIP COMMITTEE

- 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.

2.14 STRATEGIC PLANNING / EVALUATION COMMITTEE

- 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 Conferences 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 ways to improve future conferences.
- f. Shall evaluate the GASPP Executive Board.

2.15 STUDENT INATITIVE COMMITTEE

- a. Shall provide opportunities for TRIO participants to achieve success in post-secondary education and beyond.
- b. Shall be composed of the following:
 - i. Student Leadership Conference
 - ii. TRIO Day Committee

- iii. Scholars' Bowl Committee
- iv. Academic Bowl Committee
- v. SSS / McNair Debate Competition
- vi. International Access Opportunity

2.16 TECHNOLOGY COMMITTEE

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

2.17 TRIO ALUMNI COMMITTEE

- 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.

ARTICLE 3

SPECIAL COMMITTEES

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

ARTICLE 4

TRAVEL POLICY

- A. Any necessary travel expenses of any elected or appointed official to represent the association will be paid from 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. If necessary, the Executive Board meetings associated with the annual Spring and Fall conferences shall be subject to lodging and meals only.
- C. Travel to SAEOPP Board Meetings for the President and Representative will not exceed annual approved budgeted amount.
- D. Maximum rate to be reimbursed for transportation to SAEOPP Board Meetings will be the same as State Institutional rate for travel.
- E. Maximum rate to be reimbursed for meals (per-day) at SAEOPP Board Meetings will be the same as State Institutional rate for meals. (May pay 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 person providing transportation.
- G. Reimbursement will not be made without 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 as specified for SAEOPP Board members and only for 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 availability of funds.
- K. Other expenses may be approved by the Executive Board.

ARTICLE 5

CONFERENCE REFUNDS

- A. Cut off for refunds shall be three weeks prior to the conference.
- B. Conference chair should present a breakdown of Conference Registration Fees.
- C. Funds not encumbered may be refunded.

PROCEDURES FOR APPEAL

- A. Must submit a written request for refunds to Conference Chairperson, not later than two weeks following the annual conference.
- B. The Conference Chairperson will make a written recommendation to be presented to the Executive Board.
- C. Executive Board, upon recommendation of Conference Chair, will make final decision of the appeal. Person or institution will be notified of the decision within thirty (30) days of the appeal.

ARTICLE 6

NOMINATIONS OF GASPP MEMBERS AS OFFICERS TO SAEOPP

- A. At the GASPP Business Meeting prior to SAEOPP's election year of officers, an announcement will be made and nominees will be encouraged.
- B. Persons interested in running may request an official nomination form from the President and submit it not later than the close of the Executive Board Meeting.