

47 Chapter apart from membership in the Association. Membership in the Association will be of
48 seven types: Active Professional, Associate, Affiliate, Student, Institutional, Honorary, and
49 Honorary Active Professional.

50

51 **Section 3.2 ACTIVE PROFESSIONAL**

52 3.2.1) Active Professional Membership is restricted to (a) persons whose primary work (defined as
53 50 % or more) is in the administration or general operation, inclusive of counseling and instruction,
54 of educational opportunity programs and services, and (b) to other persons actively engaged in
55 promoting educational opportunity programs and services whose primary work is in a related field of
56 education that serves the goals and objectives of the Association, as delineated in Article 2 of this
57 Constitution and Bylaws. Active Professional Members must be members in good standing of a
58 recognized Chapter chartered by the Association, must reside or work within the Association's
59 borders and must pay the annual dues as established by the Board of Directors.

60

61 3.2.2) Each Active Professional Member is entitled to have voice and one vote in affairs of the
62 Association, and is eligible to hold office as delineated in Article 5, Section 5.1 of this Constitution
63 and Bylaws.

64

65 **Section 3.3 ASSOCIATE MEMBERSHIP**

66 3.3.1) Associate Membership is available to those persons who do not qualify for Active Professional
67 Membership as stated in Article 3, Section 3.2.1 but who otherwise actively support the purposes and
68 objectives of the Association, as herein expressed. Associate Membership is also an option for
69 persons who qualify for Active Professional Membership under Section 3.2.1 (b), but it is not an
70 option for persons who qualify under Section 3.2.1(a) with the exception of full-time TRIO clerical
71 support staff. Associate Members must be members in good standing of a recognized Chapter
72 chartered by the Association, must reside or work within the Association's borders and must pay the
73 annual dues as established by the Board of Directors.

74

75 3.3.2) Each Associate Member is entitled to have voice and one vote in the affairs of the Association,
76 but is not eligible to hold office.

77

78 **Section 3.4 AFFILIATE MEMBERSHIP**

79 3.4.1) Affiliate Membership is available to those persons who support the purposes and objectives of
80 the Association, as herein expressed, but are not engaged directly in educational opportunity
81 programs and services and who would rather make their contributions in other appropriate ways.
82 Affiliate Members must nevertheless be members in good standing of a recognized Chapter
83 chartered by the Association, need not reside or work within the Association's borders, and must pay
84 the annual dues as established by the Board of Directors.

85

86 3.4.2) Each Affiliate Member may have voice, but may not vote in affairs of the Association and is
87 not eligible to hold office.

88

89 **Section 3.5 STUDENT MEMBERSHIP**

90 3.5.1) Student Membership is available to those persons currently enrolled in TRIO/EOP-type
91 programs, or are students currently enrolled in high school or in institutions of higher education for
92 not less than a 50% academic load. Student Members must be members in good standing of a

93 recognized Chapter chartered by the Association, must reside or attend school within the
94 Association's borders and must pay the annual dues established by the Board of Directors.

95
96 3.5.2) Each Student Member may have voice, but may not vote in affairs of the Association and is
97 not eligible to hold office.

98
99 **Section 3.6 INSTITUTIONAL MEMBERSHIP**

100 3.6.1) Institutional Membership in the Association shall be open to institutions of postsecondary
101 education and organizations having an interest in promoting the goals of the Association. Institutional
102 Members must be members in good standing of a recognized Chapter chartered by the Association,
103 must be located within the Association's borders and must pay the annual dues as established by the
104 Board of Directors.

105
106 3.6.2) Each Institutional Member shall designate an individual to represent the institution at meetings
107 of, or otherwise in connection with the Association.

108
109 3.6.3) An Institutional Member representative may have voice and one vote in the affairs of the
110 Association, but may not hold office in the Association.

111
112 **Section 3.7 HONORARY MEMBERSHIP**

113 3.7.1) Honorary Membership may be conferred upon an individual, institution, organization,
114 foundation or business by a two-thirds vote of the Board of Directors in recognition of extraordinary
115 contributions to or support of the Association. Any Active Professional Member, Associate Member,
116 Association committee, or Chapter may submit a nomination for Honorary Membership for
117 consideration by the Board of Directors. Once conferred, Honorary Membership is perpetual unless
118 or until otherwise determined by the Board of Directors. Honorary Members need not be members of
119 a recognized Chapter chartered by the Association nor reside in or be employed within a chartered
120 Chapter's borders or those of the Association. Annual dues are waived for Honorary Members.

121
122 3.7.2) Honorary Members are to receive recognition by annual publication of a roster of such
123 members and by such other recognition as may be deemed appropriate by the Board of Directors.

124
125 3.7.3) Each Honorary Member may have voice, but may not vote in affairs of the Association, and is
126 not eligible to hold office.

127
128 **Section 3.8 HONORARY ACTIVE PROFESSIONAL MEMBERSHIP**

129 3.8.1) Honorary Active Professional Membership is limited to current Active Professionals in
130 recognition of extraordinary service to the Association. Any Active Professional Member, Associate
131 Member, Association committee, or Chapter may submit a nomination for Honorary Active
132 Professional Membership for consideration by the Board of Directors. Once conferred, Honorary
133 Active Professional Membership is perpetual unless or until otherwise determined by the Board of
134 Directors. Annual dues are waived for Honorary Active Professional Members.

135
136 3.8.2) a past president of the Association will, five years from the completion of their term, be
137 automatically recognized with an Honorary Active Professional Membership.

138

139 3.8.3) Honorary Active Professional Members are to receive recognition by annual publication of a
140 roster of such members and by such other recognition as may be deemed appropriate by the Board of
141 Directors.

142
143 3.8.4) Honorary Active Professional Members are entitled to both voice and vote in the affairs of
144 the Association and are eligible to hold office as delineated in Article 5, Section 5.1 of this
145 Constitution and Bylaws. However, Honorary Active Professional Members who wish to hold
146 office must reside or work within the Association's borders.

147 **Section 3.9 COMMITTEE SERVICE**

148 All Association members, regardless of category, are eligible to serve as chairs, conveners,
149 facilitators, or members of any Association committee, subject to the terms stipulated in Article 9.

150 **Section 3.10 ASSOCIATION DUES**

151 Annual Association dues for all members shall be established by action of the Board of Directors.

152 **Section 3.11 MEMBERSHIP YEAR**

153 The membership year shall begin at the point of receipt of an approved membership application
154 accompanied by the appropriate dues and shall extend for 12 months. The point of receipt of an
155 approved application establishes the anniversary and renewal date for each member, which shall
156 remain the same for so long as the member maintains affiliation with the Association.

157 Membership for both Honorary Members and Honorary Active Professional Members is
158 considered to be in perpetuity, unless or until otherwise determined by the Board of Directors.

159 **Section 3.12 COMPENSATION AND EXPENSES OF ASSOCIATION MEMBERS**

160 The members of the Association, as such, shall receive no compensation from the Association
161 for their services performed as Association members on behalf of the Association. Any travel or
162 related expenses incurred by the member in the conduct of Association affairs may be paid to the
163 extent as stipulated in the Association Fiscal Policies and Procedures and other appropriate
164 governing documents, or as otherwise approved by the Board of Directors.

165 3.12.1) Compensation as Employee of Association

166 Simultaneous service as a member and as an employee who is to receive compensation or salary
167 from the Association shall not be permitted.

168 **ARTICLE 4 The Association Chapters**

169 **Section 4.1 ORGANIZATION OF ASSOCIATION**

170 4.1.1) For purposes of this Constitution and Bylaws, the District of Columbia and United States
171 Territories shall be considered to be States.

172 4.1.2) The Association shall include state Chapters and/or combinations of states organized initially
173 into petitioning associations and subsequently admitted into the Association. Each petitioning
174 Chapter shall consist of at least 25 members in good standing at the time the petition is formally
175 certified to the Board of Directors and at the time the Board of Directors takes formal action.

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185 4.1.3) The purposes of all Chapters shall be in accord with those of the Association. No Chapter
186 shall be organized or operated in violation of the Constitution and Bylaws of the Association.
187

188 **Section 4.2 FORMATION OF CHAPTERS**

189 4.2.1) The Board of Directors shall have the power to grant charters to petitioning Chapters.
190

191 4.2.2) Only one Chapter shall be chartered in any state. No petition can be acted upon which comes
192 from a state which is already a member of the Association, or which comes from a state any portion
193 of which is a part of an Association chartered entity.
194

195 **Section 4.3 AMENDMENTS TO BASIC DOCUMENTS**

196 Amendments to any Chapter's Constitution and Bylaws or other basic documents shall be
197 reported in writing to the Association Board of Directors at least 30 days prior to a meeting of the
198 Board of Directors. Formal adoption by the Chapter is effective only after approval by the
199 Association Board of Directors.
200

201 **Section 4.4 CHAPTER REPORTS**

202 4.4.1) Annual Chapter election results shall be reported to the Association President within two
203 weeks of the completion of the election.
204

205 4.4.2) Written Annual Chapter Reports shall be submitted to the Association Board of Directors
206 thirty days prior to the Annual Meeting of the General Assembly. Annual Chapter Reports shall
207 include a summary of each Chapter's activities and accomplishments, reports or summaries of all
208 standing and special committees, and other activities, events and matters deemed appropriate by
209 the Board of Directors.
210

211 **Section 4.5 INVOLUNTARY DISSOLUTION OF AN ASSOCIATION CHAPTER**

212 4.5.1) When it is deemed in the best interests of the Association to do so, action to dissolve a Chapter
213 may be initiated by petition of 100 voting members of the Association or by recommendation of the
214 Board of Directors.
215

216 4.5.2) Before final action may be taken with respect to the dissolution of a Chapter, a notice of intent
217 to dissolve must first be passed by a majority of the members of the Board of Directors present and
218 voting and the Chapter must be advised in writing of the reasons for the proposed action. The
219 Chapter shall have until the next General Assembly of the Association (but in no case less than nine
220 months) to affect remedial measures or otherwise bring itself into compliance with the Constitution
221 and Bylaws of the Association.
222

223 4.5.3) A two-thirds vote of all members of the Board of Directors of record shall be necessary for a
224 recommendation to revoke the charter of a Chapter.
225

226 4.5.4) A two-thirds vote of the General Assembly shall be necessary to revoke the charter of a
227 Chapter.
228

229 **ARTICLE 5 Officers of the Association**

230

231 **Section 5.1 OFFICERS OF THE ASSOCIATION**

232 5.1.1) The officers of the Association shall be the President, the President-Elect, the Immediate
233 Past-President, the Treasurer, and the Secretary.

234

235 5.1.2) All officers of the Association shall be elected at large from among the Active Professional
236 and Honorary Active Professional members of the Association. An independent firm shall be used
237 to distribute, collect, and tabulate responses from the membership, and shall report the results to the
238 Association Board of Directors through the Nominations and Elections Chair.

239

240 5.1.3) The term of office of any elected officer of the Association shall begin immediately following
241 the closing of the Annual Meeting of the General Assembly and shall be a period of one year or until
242 a successor takes office.

243

244 5.1.4) In the event of the President's death, resignation, or impeachment, the office shall be filled by
245 the President Elect, who shall complete the presidential term with no prejudice to their anticipated
246 term as President under normal succession.

247

248 5.1.5) The President-Elect shall assume the Presidency of the Association upon the conclusion of the
249 President's term. In the event of the President-Elect's death, resignation, impeachment or ascension to
250 the presidency, the vacancy shall be filled by a special at-large election, providing there are six or
251 more months remaining in the normal term of office. If there are fewer than six months remaining in
252 the normal term of office, the position shall be entitled Vice- President, and the vacancy shall be
253 filled by a two-thirds vote of the Board of Directors upon nomination by the President. Such
254 appointment shall be on an interim basis until the next general election of officers and shall not
255 prejudice the election of the incumbent to a regular term of office.

256

257 5.1.6) In the event of the President-Elect's ascension to the presidency due to the President's death,
258 resignation, or impeachment, and there are fewer than six months remaining in the normal term of
259 office, the next general election will fill the vacancies of the offices of President and President Elect
260 simultaneously.

261

262 5.1.7) Upon the death, resignation, or impeachment of the Treasurer or Secretary, the vacancy will be
263 filled by the Board of Directors upon nomination by the President. Such appointment shall be on an
264 interim basis until the next general election of officers, and shall not prejudice the election of the
265 incumbent to a regular term of office.

266

267 5.1.8) Impeachment of elected officers may be effected by a two-thirds vote of the General
268 Assembly upon 1) recommendation of the Board of Directors, or 2) petition of 100 voting members
269 of the Association.

270

271 5.1.9) If any officer, during the course of the term of office fails to meet the membership
272 requirements in Article 3, the officer shall forfeit the right to such office. The officer is required
273 to provide written notification to the Board of Directors within two weeks of the change in
274 status. The Board of Directors shall fill the vacancy in accordance with the provisions prescribed

275 in Article 5, Sections 5.1.4, 5.1.5, 5.1.6, and 5.1.7.

276

277 **Section 5.2 DUTIES OF OFFICERS**

278 5.2.1) The President shall preside at all meetings of the Association and shall be Chairperson of and
279 preside at all meetings of the Board of Directors. The President, subject to confirmation by the Board
280 of Directors, shall nominate the chairs and members of all committees and shall be an ex-officio
281 member of all committees, unless otherwise specified in this Constitution and Bylaws. The President
282 shall perform the duties customary to that office and such additional duties as directed by the Board
283 of Directors. The President shall be an Association representative to the Council for Opportunity in
284 Education (COE) and such other organizations as may be appropriate or as directed by the Board of
285 Directors, unless otherwise specified in this Constitution and Bylaws. In the absence of the President,
286 either the President-Elect or the President's designee, as appropriate, shall serve in the capacity as an
287 Association representative. The Board of Directors shall confirm all designees. The President shall
288 submit a written report to the General Assembly at its Annual Meeting, the content of which will
289 include, but not necessarily be limited to, the Board of Directors' activities and accomplishments,
290 Chapter report summaries, reports of all standing and special committees, and such other activities
291 and events which may be of interest or concern to the membership regarding the concluding term of
292 office.

293

294 5.2.2) The President-Elect shall perform the duties of the President in the absence or incapacity of the
295 President as determined by the Board of Directors. The President-Elect shall serve as Chairperson of
296 the Membership and Credentials Committee, as a member of the Finance Committee and as one of
297 the Association representatives to the Council for Opportunity in Education. The President-Elect
298 shall also serve as a member of the Annual Conference Committee.

299

300 5.2.3) The Immediate Past-President shall serve as a member of the Special Concerns and
301 Affiliations Committee; as a member of the Association Planning and Development Committee; and
302 as one of the Association representatives to the Council for Opportunity in Education. Otherwise,
303 the Immediate Past-President shall perform the duties customary to the office.

304

305 5.2.4) The Treasurer shall represent the Association in assuring the receipt and expenditures of funds
306 in accordance with the Fiscal Policies and Procedures and the directives established by the Board of
307 Directors, and shall be under such bond as may be determined by the Board of Directors. The
308 Treasurer shall perform the duties customary to the office and such additional duties as may be
309 directed by the Board of Directors. The Treasurer shall submit an annual written report at least 30
310 days prior to the Annual Meeting. The Treasurer shall serve on the Finance Committee of The
311 Association. The Treasurer shall serve as a member of the Membership and Credentials Committee
312 and have primary responsibility for the processing of all membership applications. The Treasurer
313 shall be the agent of the Association responsible for credentialing members.

314

315 5.2.5) The Secretary shall perform the duties customary to the office and such additional duties as
316 may be directed by the Board of Directors. The Secretary shall be responsible for the minutes of all
317 Board of Directors' meetings and shall submit such minutes in writing no more than 30 days after
318 each meeting for approval by the Board of Directors. The Secretary shall also be responsible for the
319 minutes of the Annual Meeting of the General Assembly and shall submit such minutes in writing to
320 the Board of Directors no more than 30 days after the Annual Meeting for subsequent approval by

321 the General Assembly. The Secretary shall be responsible for maintaining all Association records as
322 stipulated in Article 10, Section 10.1.2.

323

324 **Section 5.3 COMPENSATION AND EXPENSES OF OFFICERS**

325 The officers of the Board, as such, shall receive no compensation from the Association for their
326 services performed as an officer on behalf of the Association. Any travel or related expenses
327 incurred by an elected or appointed Association officer, or official in the conduct of Association
328 affairs may be paid to the extent as stipulated in the Association Fiscal Policies and Procedures
329 and other appropriate governing documents, or as otherwise approved by the Board of Directors.

330

331 5.3.1) Compensation as Employee of Association

332 Simultaneous service as an officer and an employee who is to receive compensation or salary
333 from the Association shall not be permitted.

334

335 **ARTICLE 6 Board of Directors**

336

337 **Section 6.1 COMPOSITION**

338 6.1.1) The Board of Directors shall be comprised of the five officers of the Association and the
339 Presidents and Presidents - Elect of each of the Chapters.

340

341 6.1.2) An elected officer of the Association may not simultaneously serve as President or
342 President-Elect of a Chapter.

343

344 Section 6.1.3) Compensation and Expenses of Association Board of Directors

345 Members of the Board of Directors, as such, shall receive no compensation from the Association
346 for their services performed as a Board member on behalf of the Association. Any travel or
347 related expenses incurred by an elected or appointed Board member in the conduct of
348 Association affairs may be paid to the extent as stipulated in the Association Fiscal Policies and
349 Procedures and other appropriate governing documents, or as otherwise approved by the Board
350 of Directors.

351

352 6.1.3.1) Compensation as Employee of Association

353 Simultaneous service as a Board member and an employee who is to receive compensation or
354 salary from the Association shall not be permitted.

355

356 **Section 6.2 FUNCTION**

357 The Board of Directors shall have full authority to conduct the affairs of the Association during the
358 interim period between meetings of the General Assembly. Such authority must remain within the
359 provisions of this Constitution and Bylaws and must not conflict with or reverse decisions, actions, or
360 policies established by the General Assembly.

361

362 **Section 6.3 MEETINGS OF THE BOARD OF DIRECTORS**

363 6.3.1) Meetings and Notice

364

365 6.3.1.1) The Board of Directors shall convene immediately prior to annual meetings of the
366 Association and shall conclude when the new officers are sworn in. A calendar of other regular,

367 scheduled meetings shall be presented by the President and approved by the Board of Directors at
368 its first meeting each year. Written notice shall be given to all members of the Board of Directors
369 at least 30 days prior to any additional meetings.

370
371 6.3.1.2) Additional meetings of the Board of Directors may be called by a majority vote or petition of
372 the members of the Board of Directors or upon the call of the President. The President shall fix the
373 time and place of such additional meetings. Notice thereof shall be given to all members of the Board
374 of Directors at least 7 days prior to any such called meeting unless a majority vote of the members of
375 the Board of Directors establishes cause and waives this requirement.

376
377 6.3.2) The President shall be Chairperson and preside at meetings of the Board of Directors. In the
378 President's absence, the President-Elect shall preside.

379
380 6.3.3) A quorum shall consist of a simple majority of the Board of Directors which must include
381 at least 50 % of the chapters represented.

382
383 6.3.4) Each sitting member of the Board of Directors is entitled to one vote when present at a Board
384 meeting. Chapter Presidents and Presidents-Elect/Vice Presidents are the only Chapter
385 representatives who may be recognized for voting purposes in Board of Directors matters. At no
386 time is voting by proxy by any member of the Board of Directors permitted, nor may a Chapter
387 substitute representatives for its President or President-Elect/ Vice- President.

388

389 **ARTICLE 7 The General Assembly (Annual Meeting)**

390

391 **Section 7.1 AUTHORITY, TIME, AND PLACE OF MEETING**

392 The supreme authority of the Association shall be the General Assembly. The General
393 Assembly shall meet annually at a time and place fixed by the Board of Directors. Written
394 notices setting forth the place, date and time of the meeting must be sent by first class mail
395 and electronic media to the addresses of record of all members at least 30 days before the
396 meeting is held.

397

398 **Section 7.2 MEMBERSHIP AND VOTING ELIGIBILITY**

399 7.2.1) All categories of the Association membership are allowed to participate in General Assembly
400 meetings as stipulated in Article 3 of this Constitution.

401

402 7.2.2) Only Active Professional, Associate, Institutional, and Honorary Active Professional
403 members are permitted to vote on business of the Association.

404

405 7.2.3) At each meeting of the General Assembly the Membership and Credentials Committee
406 shall certify and designate the eligible voting members.

407

408 **ARTICLE 8 Business Affairs of the Association**

409

410 **Section 8.1 POLICIES, PROCEDURES, AND PRACTICES**

411 Except as otherwise provided for in this Constitution and Bylaws, the Board of Directors shall
412 develop a Policies, Procedures, and Practices Manual to govern the general operations of the

413 Association. The initial Policies, Procedures, and Practices Manual shall be approved by the Board of
414 Directors and submitted to the Chapters for ratification. Thereafter it may be amended by action of
415 the Board of Directors. It shall be the collective responsibility of the Association officers to maintain
416 the Policies, Procedures, and Practices Manual to ensure that it remains current.

417

418 **Section 8.2 FINANCIAL AFFAIRS**

419 Except as otherwise provided for in this Constitution and ByLaws, the Board of Directors shall
420 develop Fiscal Policies and Procedures to govern the general financial operations of the Association.
421 The initial Fiscal Policies and Procedures shall be approved by the Board of Directors and submitted
422 to the Chapters for ratification. Thereafter it may be amended by action of the Board of Directors.
423 The Finance Committee shall be responsible for maintaining the Fiscal Policies and Procedures to
424 ensure that it remains current.

425

426 8.2.1) Compensation of Officers, Board of Directors, and Members

427 No Officer, Board Member, or Member of the Association shall receive any compensation for
428 their services as such to the Association, except as provided in Sections 3.12, 5.3, or 6.1.3 of this
429 Constitution and By Laws.

430

431 **Section 8.3 EMPLOYMENT BY ASSOCIATION**

432 The Association may, from time to time, contract with or employ individuals or organizations to
433 perform the work of the Association. Compensation shall be governed by related sections of this
434 Constitution and by the Policies and Procedures of the Association.

435

436 **Section 8.4 CONFLICT OF INTEREST**

437 A conflict of interest, or the appearance of such, occurs when there is a divergence between an
438 individual's private, personal relationships, or interest and his/her professional obligations to the
439 Association such that an independent observer might reasonably question whether the
440 individual's professional actions or decisions are determined by considerations of personal
441 benefit, gain, or advantage.

442

443 8.4.1) Each member of the Board shall fully disclose to the Board of Directors any possible
444 conflict of interest pertaining to a matter being considered by the Board. Any member of the
445 Board having a conflict of interest on any matter may answer pertinent questions for other board
446 members, but shall not be counted in determining the quorum for the vote, and shall abstain from
447 voting on the matter.

448

449 8.4.2) Any member of the Association shall fully disclose to the membership any possible
450 conflict of interest pertaining to a matter being considered by the membership. Any member of
451 the Association having a conflict of interest on any matter may answer pertinent questions for
452 other members, but shall not be counted in determining the quorum for the vote, and shall abstain
453 from voting on the matter.

454

455 8.4.3) A roll call vote shall be conducted on any matter to which such conflict of interest
456 pertains. The minutes of the meeting involving any such situation shall reflect that a full
457 disclosure was made, the status of a quorum, and the abstention from voting.

458

459 **Section 8.5 SEVERABLE OR TRANSFERABLE**

460 No member shall have any severable or transferable interest in the property of the Association.

461

462 **Section 8.6 CONTROL AND MANAGEMENT**

463 All property of the Association shall be subject to the control and management of the Board of
464 Directors. The Board of Directors must approve in advance any accumulation or disposal of
465 property except, upon dissolution of the Association.

466

467 **Section 8.7 DISPOSAL UPON DISSOLUTION**

468 Upon dissolution of the Association, none of its property shall be distributed to any of the members
469 and all such property shall be transferred to such other organization or organizations as the Board of
470 Directors shall determine to have purposes and activities most nearly consonant with those of the
471 Association, provided that such other organizations shall be exempt under Section 501 (c) (3) of the
472 Internal Revenue Code or corresponding provisions of the Internal Revenue Laws.

473

474 **Section 8.8 APPROPRIATION OF ASSOCIATION FUNDS**

475 No appropriation of Association funds shall be made except pursuant to the authority of the Board
476 of Directors and as otherwise stipulated in the Fiscal Policies and Procedures.

477

478 **ARTICLE 9 Committees**

479

480 **Section 9.1 EXECUTIVE COMMITTEE**

481 9.1.1) The officers of the Association shall constitute the Executive Committee.

482

483 9.1.2) The Executive Committee, between meetings of the Board of Directors, shall have all the
484 powers and duties of the Board of Directors that may be lawfully delegated. The Executive
485 Committee may not modify any action taken by the Board of Directors.

486

487 9.1.3) The President shall call such meetings of the Executive Committee as the business of the
488 Association may require or as requested by three members of the Executive Committee. The
489 President shall fix the time and place of such meetings. Notice thereof shall be given to all members
490 of the Executive Committee at least 7 days prior to the meeting unless a majority vote of the
491 members of the Executive Committee establishes cause and waives this requirement.

492

493 9.1.4) A majority of the Executive Committee shall constitute a quorum at any duly called meeting of
494 the Committee. Minutes of such meetings shall be distributed to all members of the Board of
495 Directors by first class mail and electronic media within 10 days of the meeting. A vote to ratify
496 actions of the Executive Committee shall be taken at the next meeting of the Board of Directors.

497

498 **Section 9.2 APPOINTMENT OF COMMITTEES**

499 The President shall nominate the chairs and members of all standing committees and such special
500 committees as may be needed to conduct the affairs of the Association. Their appointment shall be
501 subject to confirmation by the Board of Directors.

502

503 **Section 9.3 STANDING COMMITTEES**

504 The Association and each of its Chapters shall have the following standing committees, which shall

505 be established as per the provisions of Article 9, Section 9.2 of this Constitution and Bylaws.

506

507 9.3.1) Membership and Credentials: The responsibility of the Membership and Credentials
508 Committee is to actively promote membership in the Association, to certify to the Association the
509 membership lists of Chapters and to generally determine membership class and eligibility for
510 purposes of participation in Association activities. The Membership and Credentials Committee
511 shall, for each General Assembly Meeting, certify to the Board of Directors the names of eligible
512 voters and shall be responsible for monitoring and tallying votes when necessary. The Association
513 and Chapter Presidents-Elect shall serve on this committee. The President-Elect shall serve as
514 Chairperson of the Membership and Credentials Committee.

515

516 9.3.2) Research and Evaluation: The responsibility of the Research and Evaluation Committee shall
517 include, but not be limited to, the research, evaluation, and planning related to the Association
518 purposes and goals delineated in Article 2 of this Constitution and Bylaws. This committee will be a
519 general resource to all Association committees. This committee shall take on the primary
520 responsibility to propose or present relevant evaluation models, and initiate research focused on the
521 development of Association wide data regarding students served, TRIO/Educational Opportunity
522 Programs in operation, and related matters. The Research and Evaluation Committee will also
523 perform such evaluations as are necessary and appropriate in concert with Association conferences,
524 workshops, and related matters, such as those developed by the Professional Development and
525 Annual Conference Committees. Otherwise, the Research and Evaluation Committee will address
526 the priorities established by the Board of Directors.

527

528 9.3.3) Special Concerns and Affiliations: The responsibility of the Special Concerns and
529 Affiliations Committee is to ensure the representation and/or input of special populations in
530 Association activities and decisions. It is further charged with the responsibility of ensuring the
531 input and affiliation of the Association with other organizations, which have purposes supportive
532 of or in harmony with Association concerns and objectives. The Special Concerns and
533 Affiliations Committee shall be chaired by a member of the Board of Directors and shall include
534 at minimum the Immediate Past President and a representative from each Chapter.

535

536 9.3.4) Legislation and Education: The responsibility of the Legislation and Education Committee is
537 to monitor federal, state, and local legislation, policies, and rules and regulations for both secondary
538 postsecondary and graduate education as they pertain to TRIO/EOP and related programs and
539 services. This committee will be responsible for initiating relevant research and developing
540 appropriate position statements. This committee will disseminate to the Association up-to-date
541 information related to the U.S. Department of Education and education issues in general that impact
542 TRIO/EOP programs. As appropriate, the Legislation and Education Committee shall conduct
543 training workshops and seminars on matters such as legislative activity and advocacy, coordinated
544 with the Association Professional Development Committee. Membership in this committee shall be
545 comprised of at least one representative from each of the Association Chapters.

546

547 9.3.5) Scholarships: The Scholarships Committee shall serve in the role of developing and
548 implementing the scholarship selection process for all awards provided through MAEOPP and
549 the MAEOPP Education Foundation. Except as otherwise stipulated in Article 12, the
550 scholarship amounts, eligibility criteria, scholarship renewability, determination of the rotation

551 of scholarship awards throughout the Chapters, and related matters shall be developed by the
552 Scholarships Committee in conjunction with the Education Foundation Board and must be
553 approved by the Board of Directors. The Committee shall consist of at least one representative
554 from each of the Association Chapters.

555
556 9.3.6) Editorial and Publications: The responsibility of the Editorial and Publications Committee is
557 the development and continuing publication of the Association Journal and the Association
558 Newsletter. The committee shall in other ways encourage scholarly efforts toward publication
559 related to, and supportive of Association philosophy and goals.

560
561 9.3.7) Professional Development: The responsibility of the Professional Development Committee is
562 to address Association membership matters pertaining to professional ethics and standards, and with
563 the responsibility of developing or otherwise providing professional development, training, and
564 advancement activities and opportunities which contribute to the competency, status, and image of
565 Association members. As such, the Professional Development Committee is expected to work
566 closely with other committees that have as a purpose the provision of training and development
567 activities for the membership. The Committee shall consist of at least one representative from each of
568 the Association Chapters and the Chair of the Association's conference committee.

569
570 9.3.8) Finance: The responsibility of the Finance Committee is to develop the annual budget for the
571 Association and to submit the proposed budget to the Board of Directors for approval. The Finance
572 Committee shall also be responsible for maintaining the Fiscal Policies and Procedures and for
573 monitoring all fiscal matters pertinent to the Association's activities. The Treasurer and the President-
574 Elect shall be members of this committee. Three additional persons must be nominated by the
575 President and confirmed by the Board of Directors.

576
577 9.3.9) Nominations and Elections:

578 9.3.9.1) The responsibility of the Nominations and Elections Committee is to develop and
579 implement a process for the selection of candidates for officers of the Association in accordance
580 with the guidelines set down in this Constitution and Bylaws. The committee is further charged
581 with conducting the election of the Association officers as stipulated in this Constitution and
582 Bylaws. The committee shall consist of three members nominated from among the Active
583 Professional Members by the President and confirmed by the Board of Directors. No member of
584 the Nominations and Elections Committee may serve for two consecutive years nor may any
585 member become a candidate for any office while a member of this committee.

586
587 9.3.9.2) The Nominations and Elections Committee shall poll each Chapter for the names of possible
588 candidates to be placed in nomination for the positions of President-Elect, Treasurer, and Secretary
589 and shall select appropriate candidates from among these nominees. No person nominated and
590 accepted as a candidate shall be placed in nomination for more than one office during the current
591 election.

592
593 9.3.9.3) The Nominations and Elections Committee shall conduct the election of officers by secret
594 ballot either 1) at a duly called meeting of the General Assembly or, 2) by first class mail and other
595 electronic media. In the first instance, the candidate receiving the most votes of those eligible
596 members registered and physically present at the meeting during the balloting will be elected. In the

597 second instance, the candidate receiving the most votes of those eligible members responding will
598 be elected. In no case will proxy voting be allowed.

599
600 9.3.9.4) The Nominations and Elections Committee shall submit to the Board of Directors for its
601 approval the proposed procedures for carrying out the annual elections.

602
603 9.3.9.5) All Chapter Presidents and Presidents-Elects must be elected to remain sitting members of
604 the Board of Directors during the period between Annual Meetings of the General Assembly.

605
606 **Section 9.4 SPECIAL STANDING COMMITTEES**

607 The following committees shall be designated Special Standing Committees of the Association;
608 however, it is not required that each of the Chapters make provisions for these committees. These
609 committees shall likewise be established in accordance with the provisions of Article 9, Section
610 9.2 of this Constitution and Bylaws.

611
612 9.4.1) Annual Conference: The responsibility of the Annual Conference Committee is to coordinate
613 all aspects of planning, implementing and evaluating for the Annual Professional Conference.
614 Responsibilities include, but are not limited to, program development, registration, budget, selection
615 of speakers, publicity, entertainment, transportation and all logistical arrangements. The Annual
616 Conference Committee chair shall also be a member of the Professional Development Committee.
617 The President-Elect shall be a member of the Annual Conference Committee.

618
619 9.4.2) Association Planning and Development: The responsibility of the Association Planning and
620 Development Committee is to serve as a resource to the Board of Directors and the Association
621 committees and Chapters. It is charged with the responsibility of assisting in planning the long range
622 development of the Association, including, but not limited to, the development and monitoring of
623 multiyear plans and activities, fundraising, and other planning which addresses the purposes and
624 objectives of the Association. Committee members will serve for two years following the initial year
625 of staggering appointments of half of the appointees to facilitate the limitation of committee turnover
626 to no more than half of the committee in any given year. Among the committee members shall be
627 one representative from each Association Chapter. Each year the Immediate Past-President will serve
628 as a member of this committee.

629
630 9.4.3) Legal Concerns and Constitutional Issues: The responsibility of the Legal Concerns and
631 Constitutional Issues Committee is to advise the Board of Directors regarding resolutions brought by
632 Association members, interpreting constitutional issues and concerns, maintaining and
633 recommending revisions of the Constitution and Bylaws and other Association documents, and
634 performing other related duties as assigned by the Board of Directors. A member of the Board of
635 Directors shall chair this committee and the Association Parliamentarian will be a committee
636 member.

637
638 9.4.4) Student Leadership Conference Committees: The responsibility of the Student Leadership
639 Conference Committees is to coordinate all aspects of planning, implementing and evaluating for
640 the Annual Student Leadership Conferences. Responsibilities include, but are not limited to,
641 program development, registration, budget, selection of speakers, publicity, entertainment,
642 transportation and all logistical arrangements. A member of the Board of Directors shall serve on

643 each of these committees.

644

645 **Section 9.5 AD HOC COMMITTEES**

646 Task-oriented special committees may be established from time to time as the President and Board of
647 Directors see fit. Such committees will operate within the purposes and objectives of the Association,
648 shall be specifically charged, and shall be automatically dismissed upon completion of their task.

649

650 **Section 9.6 REPORTS**

651 Each Committee and subcommittee shall make an annual written report of its accomplishments,
652 activities, and status, to the Board of Directors at least 30 days prior to the General Assembly
653 meeting, and shall report at any other time as requested to do so by the Board of Directors.

654

655 **ARTICLE 10 Association Records**

656

657 **Section 10.1 CURRENT RECORDS**

658 10.1.1) The Association records shall include all current records, documents, reports, correspondence
659 and related written information pertaining to Association affairs as indicated in Section 10.2.1,
660 including, but not limited to, the minutes of all meetings of the Board of Directors and the General
661 Assembly; resolutions, and voting records of General Assembly meetings; Association committee
662 reports and committee correspondence with the Board of Directors, Chapter reports and Chapter
663 correspondence with the Board of Directors; all general Board of Director's business and
664 correspondence; the Association Fiscal Policies and Procedures; the Association Policies,
665 Procedures, and Practices Manual; and such other documents and written records which are
666 customary and used by the Board of Directors and the General Assembly.

667

668 10.1.2) The Association Secretary is responsible for maintaining all such records. At the conclusion of
669 the term of office, the Secretary is responsible for submitting to the Archives all appropriate
670 Association records generated during the term.

671

672 **Section 10.2 ARCHIVAL RECORDS**

673 10.2.1) The Association archival records shall include the Association Constitution and Bylaws; the
674 Association Articles of Incorporation; minutes, resolutions, and voting records of General Assembly
675 meetings; Board of Directors meeting minutes, reports, and operations manuals and guides; Annual
676 Reports of the Board of Directors; records of agreements and arrangements with other organizations
677 and individuals; committee reports; Chapters' Annual Reports and related materials; financial records
678 and reports, tax records, and auditors' reports; reports of conferences, workshops, and seminars; lists
679 of awardees, honorees and related recognition; the Honorary and Honorary Active Professional
680 Membership rosters; appointments of any kind which are considered permanent; and such other
681 documents, records, and information as are directed by the Board of Directors.

682

683 10.2.2) All records and documents normally associated with the archives of an organization shall be
684 gathered and maintained in the Association Archives. The Board of Directors shall establish a
685 permanent location for the archives.

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687 10.2.3) The Board of Directors shall make whatever arrangements are appropriate and necessary to
688 facilitate the proper storage, maintenance, and security of Association records and documents.

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ARTICLE 11 Foundations

Section 11.1 EDUCATION FOUNDATION

The Association may establish a foundation, the purpose of which shall be in accordance with the aims and purposes set forth in this Constitution and Bylaws and as stipulated by the terms of Section 501 (c) (3) of the U.S. Internal Revenue Code or corresponding provisions of the Internal Revenue Laws.

11.1.1) There shall be established an Education Foundation, the purposes of which shall be broadly defined as supporting the purposes and aims of the Association as noted in Article 2, Sections 2.1, 2.2, 2.3, and 2.4.

11.1.2) The Education Foundation shall always be accountable to the Association Board of Directors. The administration of this Foundation may be separate from the Association as determined by The Board of Directors, but the governance shall be shared.

11.1.3.) Assignment of any funds from the Education Foundation must always be approved by the Association Board of Directors and in accordance with Fiscal Policies and Procedures.

ARTICLE 12 Scholarships and Internships

Section 12.1 SCHOLARSHIPS

12.1.1) General Scholarships: The Association may establish such student scholarships as it deems appropriate. The purposes of any scholarship shall be in accordance with the aims and purposes of the Association as set forth in this Constitution and Bylaws and as stipulated by the terms of Section 501 (c) (3) of the U.S. Internal Revenue Code or corresponding provisions of the Internal Revenue Laws.

12.1.1.1) The term student is defined in Section 3.5 of this Constitution and Bylaws; however, recipients of the Association awarded scholarships need not be members of the Association. All student recipients of any Association scholarship must meet the general criteria of financial need and disadvantaged as defined in Article 2 of this Constitution and Bylaws.

12.1.1.2) Scholarship amount, eligibility criteria not otherwise addressed herein, scholarship renewability, determination of rotation of scholarship awards throughout the Chapters, and related matters shall be developed and supervised by the Association Scholarships Committee and must be approved by the Board of Directors.

12.1.1.3) The establishment of a one-time only scholarship requires only the approval of the Board of Directors. The establishment of any permanent or renewable scholarship requires the approval of the Board of Directors and must be ratified by the Chapters. The expenditure of funds for the administration and awarding of any scholarships, including those awarded from the funds of an Association foundation, must be in accordance with standards established and governed by this Constitution and Bylaws and the Association Fiscal Policies and Procedures. Association fundraising activities must be recorded separately from Association general revenue monies in accordance with

735 standard practices.

736

737 12.1.2) Dr. Ralph T. Pruitt Memorial Scholarship: There shall be established an Association
738 scholarship entitled the Dr. Ralph L. Pruitt Memorial Scholarship, the function of which shall be to
739 award one or more annual scholarships to graduating high school seniors for the purpose of attending
740 postsecondary educational institutions. The Dr. Ralph L. Pruitt Memorial Scholarship shall be an
741 endowed or otherwise secured scholarship fund to ensure its being awarded in perpetuity on an
742 annual basis. Recipients shall be identified in accordance with the procedures and guidelines as
743 established by the Dr. Ralph L. Pruitt Memorial Scholarship Subcommittee and approved by the
744 Board of Directors.

745

746 12.1.2.1) Supervision of this scholarship award and other practices and procedures shall be the
747 responsibility of the Dr. Ralph L. Pruitt Memorial Scholarship Subcommittee as stipulated in
748 Sections 13.1.1 and 9.3.5.

749

750 12.1.2.2) Any other permanent scholarships established by the Association shall be administered by
751 the MAEOPP Education Foundation in accordance with Article 11.

752

753 **Section 12.2 INTERNSHIP**

754 12.2.1) General Internships: The Association may establish such student internships, as it deems
755 appropriate. The purposes of any internship shall be in accordance with the aims and purposes of
756 the Association as set forth in this Constitution and Bylaws and as stipulated by the terms of
757 Section 501 (c) (3) of the U.S. Internal Revenue Code or corresponding provisions of the Internal
758 Revenue Laws.

759

760 12.2.1.1) The term student is defined in Section 3.5 of this Constitution and Bylaws; however,
761 recipients of Association awarded internship need not be members of the Association. All student
762 recipients of any Association internship must meet the general criteria as defined in Article 2 of this
763 Constitution and Bylaws.

764

765 12.2.1.3) The establishment of a one-time-only internship requires only the approval of the Board of
766 Directors. The establishment of any permanent or recurring internship requires the approval of the
767 Board of Directors and must be ratified by the Chapters. The expenditure of funds for the
768 administration of the internship and the provision of any stipend must be in accordance with
769 standards established and governed by this Constitution and Bylaws and the Association Fiscal
770 Policies and Procedures.

771

772 12.2.2) TRIO Desk Director: There shall be established an Association internship entitled the TRIO
773 Desk Director. The Association may award one or more internships to current college/university
774 students for the purposes of learning and working on behalf of TRIO/EOP programs in an
775 appropriate Washington, DC office. The length of an internship term shall be limited to one
776 college/university semester or its equivalent unless otherwise approved by the Association Board of
777 Directors.

778

779 12.2.2.1) The development and implementation of the processes for the identification and selection,
780 orientation and preparation, placement, monitoring and supervision, and subsequent evaluation of

781 the TRIO Desk Director shall be the responsibility of the Chapter sponsoring the student and,
782 subject to the approval by the Board of Directors.

783
784 12.2.2.2) The duties and responsibilities of the TRIO Desk Director shall be determined by the
785 Association Board of Directors.

786
787 12.2.2.3) The Chapter assigned the TRIO Desk Director shall share responsibility for funding the
788 cost of the internship with the Association. The proportions to be paid by both the requisite Chapter
789 and the Association shall be set by the Board of Directors and shall remain in effect until each
790 Chapter has sponsored at least one internship.

791
792 12.2.2.4) The Association Board of Directors must approve each Chapter sponsored intern
793 prior to beginning the internship as the TRIO Desk Director. No Chapter may sponsor an
794 intern as the TRIO Desk Director except during its turn according to the rotation schedule
795 established by the Board of Directors. No Chapter may be required to sponsor an intern as the
796 TRIO Desk Director beyond the scheduled single semester or its equivalent unless the Chapter
797 so agrees and the Association Board of Directors approves. Should a Chapter determine that it
798 is unable to sponsor an intern at any point; the Chapter must give the Board of Directors 60
799 days notice in advance of the start of the internship to enable the Chapter next-in-line to
800 prepare its sponsorship of an intern.

801

802 **ARTICLE 13 Affiliation and Partnerships**

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804 The Association may affiliate or partner with other organizations committed to similar purposes
805 when it is in the interest of the Association to do so. The General Assembly may approve such
806 arrangements by a simple majority of those attending a meeting of the General Assembly where the
807 Board of Directors, by a simple majority of a quorum, had approved affiliation or partnership, and
808 where the General Assembly has received at least 30 days prior notice of the motion to affiliate or
809 partner.

810

811 **ARTICLE 14 Rules of Order**

812

813 **Section 14.1 PARLIAMENTARY PROCEDURE**

814 The current edition of Robert's Rules of Order shall be the parliamentary authority for all
815 proceedings of the Association unless otherwise specified in this Constitution and Bylaws.

816

817 **Section 14.2 PARLIAMENTARIAN**

818 The president shall appoint a Parliamentarian, subject to the confirmation of the Association Board
819 of Directors, who shall serve at all General Assembly meetings and, as required, meetings of the
820 Board of Directors. The Parliamentarian shall serve as a member of the Legal Concerns and
821 Constitutional Issues Committee.

822

823 **ARTICLE 15 Constitutional Amendments**

824

825 **Section 15.1 INITIATION**

826 Proposals to amend this Constitution and Bylaws may be initiated by the Board of Directors, a

827 majority recommendation of a standing or special committee, a Chapter or any Active Professional
828 Member. If a proposal to amend the Constitution and Bylaws is initiated by an individual member, a
829 petition signed by at least 50 Active Professional Members shall accompany it. A formal copy of any
830 proposed amendment must be received by the Secretary for certification at least 45 days before the
831 next scheduled meeting of the Board of Directors. The Secretary shall make a copy of such certified
832 proposed amendments available to the Board of Directors at least 30 days before expected action and
833 no vote shall be taken until at least 30 days after copies have been made available to the total
834 membership of record.

835

836 **Section 15.2 APPROVAL**

837 The Constitution and Bylaws may be amended by U.S. mail only. A majority vote of those eligible
838 members responding is required. In no case will proxy voting be allowed.

839 An independent firm shall be used to distribute, collect, and tabulate responses from the
840 membership, and shall report the results to the Association Board of Directors.

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846 Adopted, November 3, 1975; Amended, June 11, 1979; Amended, May 6, 1983;

847 Amended, November 15, 1989; Amended, October 21, 1991;

848 Amended August 25, 1998; Amended, February 15, 2002

849 Amended November 14, 2005