



CONSTITUTION AND BYLAWS

OF THE IOWA CHAPTER OF THE MID-AMERICA ASSOCIATION OF EDUCATIONAL OPPORTUNITY PROGRAM PERSONNEL

(REVISED 2004)

PUBLISHED April 1998

CONSTITUTION AND BYLAWS OF THE IOWA CHAPTER OF THE MID-AMERICA ASSOCIATION OF EDUCATIONAL OPPORTUNITY PROGRAM PERSONNEL (IA-MAEOPP) (October 2003) Published April 1998

ARTICLE 1 NAME

The name of this association shall be the Iowa Chapter of the Mid-America Association of Educational Opportunity Program Personnel (herein after referred to as IA-MAEOPP or the Chapter). It is one of the chapters of the Mid-America Association of Educational Opportunity Program Personnel (herein after referred to as the Association).

ARTICLE 2 PURPOSES AND OBJECTIVES

The purpose of this (IA-MAEOPP) shall be to bring together into a work and study community those persons who have an active interest in or who are professionally involved in broadening accessibility to success in formal postsecondary education. Major foci will be 1) those elements which prepare and condition students for postsecondary educational experiences and 2) institutional responses to the challenge of serving more diverse student populations. Although IA-MAEOPP will have a broad base of student concern, it will be particularly concerned about those students who by reason of socioeconomic station, ethnic definition, and/or restricted cultural and educational experiences find themselves in a position of disadvantage with traditional mainstream American students.

IA-MAEOPP will seek to accomplish its purpose(s) by:

- 2.1) Promoting research, evaluation, programmatic and fiscal planning, and training inclusive of, but not limited to, conducting workshops and seminars, and generally seeking to educate the public and public officials to the concerns of IA-MAEOPP;
- 2.2) Developing the capability to make timely and meaningful responses to issues and concerns affecting the educational resources and environments of non-traditional students;
- 2.3) Encouraging the development and expansion of a communications network—primarily for those persons professionally involved in educational opportunity program and services;
- 2.4) Engaging in the specific and general coordination of efforts with other organizations and persons having purposes supportive of or in harmony with IA-MAEOPP concerns;
- 2.5) Awarding scholarships and awards to students in accordance with the purposes of IA-MAEOPP and according to the qualifications established by the IA-MAEOPP Board of Directors.

ARTICLE 3 MEMBERSHIP

Section 3.1 TYPES OF MEMBERSHIP

Membership in the Chapter is initiated through MAEOPP. There will be no individual in IA-MAEOPP apart from membership in the MAEOPP Association. Membership in IA-MAEOPP will be seven (7) types:

- | | |
|------------------------|---------------------------------|
| 1) Active Professional | 4) Student |
| 2) Associate | 5) Institutional |
| 3) Affiliate | 6) Honorary |
| | 7) Honorary Active Professional |

Section 3.2 ACTIVE PROFESSIONAL MEMBERSHIP

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

3.2.2) Each Active Professional member is entitled to have voice and one vote and is eligible to hold office as delineated in Article 5, Section 5.1 of this Constitution and Bylaws.

Section 3.3 ASSOCIATE MEMBERSHIP

3.3.1) Associate Membership is available to those persons who do not qualify for Active Membership as stated in Article 3, Section 3.2.1 but who otherwise actively support the purposes objectives of IA-MAEOPP, as herein expressed. Associate Membership is also an option for persons who qualify for Active Professional Membership under

Section 3.2.1 (b), but it is not an option for persons who qualify under Section 3 2.1 (a), with the exception of full -time TRIO clerical support staff. Associate Members must be members in good standing of IA-MAEOPP, must reside or work within the state's borders and must pay the annual dues as established by the Board of Directors.

- 3.3.2) Each Associate member is entitled to voice and one vote but is not eligible to hold office.

Section 3.4 AFFILIATE MEMBERSHIP

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

- 3.4.2) Each Affiliate member has a voice but no vote in the Affairs of the Association and Chapter is not eligible to hold office.

Section 3.5 STUDENT MEMBERSHIP

3.5.1) Student Membership is available to those persons currently enrolled in TRIO/EOP type programs, or are students who are currently enrolled in high school or in institutions of higher education for not less than a 50% academic load. Student Members must be in good standing, must reside or attend school within the Association's borders and must pay the annual dues established by the MAEOPP Board of Directors.

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

Section 3.6 INSTITUTIONAL MEMBERSHIPS

3.6.1) Institutional Memberships in IA-MAEOPP shall be open to institutions of postsecondary education and organizations having an interest in promoting the goals of IA-MAEOPP. Institutional Members must be members in good standing, must be located within the state's borders and must pay the annual dues as established by the MAEOPP Board of Directors.

3.6.2) Each Institutional Member shall designate an individual to represent the institution at meetings of, or otherwise in connection with IA-MAEOPP.

- 3.6.3) An Institutional Member representative may have voice and one vote, but may not hold office.

Section 3.7 HONORARY MEMBERSHIPS

3.7.1) Honorary Memberships may be conferred upon an individual, institution, organization, foundation, or business by a two- thirds vote of the Association Board of Directors in recognition of extraordinary contributions or support of IA-MAEOPP. Once conferred, Honorary Membership is perpetual unless or until otherwise determined by the Board of Directors. Honorary Members need not be members of IA-MAEOPP nor reside in or be located within IA-MAEOPP's border. Annual dues are waived for Honorary Members.

- 3.7.2) Honorary members are to receive recognition by annual publication of a roster of such members and by such other recognition as may be deemed appropriate by the Board of Directors.
- 3.7.3) Each Honorary Member may have a voice but, may not vote in meetings of IA-MAEOPP and is not eligible to hold office.

Section 3.8 HONORARY ACTIVE PROFESSIONAL MEMBERSHIPS

- 3.8.1) Honorary Active Professional Membership is limited to current Active Professionals in recognition of extraordinary service to the Association. Any Active Professional Member, Associate Member, Association committee, or Chapter may submit a nomination for Honorary Active Professional Membership for consideration by the Board of Directors. Once conferred, Honorary Active Professional Membership is perpetual unless or until otherwise determined by the Board of Directors. Annual dues are waived for Honorary Active Professional Members.
- 3.8.2) Honorary Active Professional Members are to receive recognition by annual publication of a roster of such members and by such other recognition as may be deemed appropriate by the Board of Directors.
- 3.8.3) Honorary Active Professional Members are entitled to both voice and vote in the affairs of the Association and are eligible to hold office as delineated in Article 5, Section 5.1 of this Constitution and Bylaws. However, Honorary Active Professional Members who wish to hold office must reside or work within the Association's borders.

Section 3.9 COMMITTEE SERVICE

All IA-MAEOPP members, regardless of category, are eligible to serve as chairs, conveners, facilitators, or members of any IA-MAEOPP Committee, subject to the terms stipulated in Article 9.

Section 3.10 IA-MAEOPP DUES

Annual IA-MAEOPP dues for members shall be established by the action of the Association's Board of the Directors of the Mid-America of Educational Opportunity Program Personnel (MAEOPP).

Section 3.11 MEMBERSHIP YEAR

The membership year shall begin at the point of receipt of an approved membership application accompanied by the appropriate dues and shall extend 12 months. The point of receipt of an approved application establishes the anniversary and renewal date for each member, which shall remain the same for so long as the member maintains affiliation with IA-MAEOPP. Membership for both Honorary Members and Honorary Active Members is considered to be in perpetuity, unless or until otherwise determined by the Association's Board of Directors.

**ARTICLE 4
THE ASSOCIATION CHAPTER**

Section 4.1 ORGANIZATION OF IA-MAEOPP

4.1.1) For the purposes of this Constitution and Bylaws the IA-MAEOPP Chapter shall be in accord with those of the Constitution and Bylaws of the Regional Association (MAEOPP).

Section 4.2 AMENDMENTS TO BASIC DOCUMENTS

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

Section 4.3 CHAPTER REPORTS

4.3.1 Annual Chapter Reports. Written annual Chapter Reports shall be submitted to the IA-MAEOPP Board thirty-days (30) prior to the Annual Meeting. Reports shall include a summary of activities and accomplishments from all standing and special committees, and other activities deemed appropriate by the IA-MAEOPP Board of Directors.

**ARTICLE 5
OFFICERS OF IA-MAEOPP**

Section 5.1 OFFICERS OF IA-MAEOPP

- 5.1.1)** The officers of IA-MAEOPP shall be the President, the President-Elect, the Past President, the Treasurer, and the Secretary.
- 5.1.2)** All officers of IA-MAEOPP shall be elected at large from among the Active Professional and Honorary Active Members of IA-MAEOPP.
- 5.1.3)** The term of office of any elected officer of IA-MAEOPP shall begin immediately following the closing of the Annual Meeting of the Membership Assembly and shall be a period of one year or until a successor takes office.
- 5.1.4)** The President-Elect shall assume the Presidency of IA-MAEOPP upon the death, resignation, or impeachment of the President or upon the conclusion of the President's term. In the event of the President-Elect's death, resignation, impeachment or ascension to the presidency, the vacancy shall be filled by a special at-large election, providing there are six or more months remaining in the normal term of office. If there are fewer than 6 months remaining on the normal term of office, the position shall be entitled Vice President, and the vacancy shall be filled by a two-thirds vote of the IA-MAEOPP Board of Directors upon nomination by the President. Such appointment shall be on an interim basis until the next general election of officers and shall not prejudice the election of the incumbent to a regular term of office.
- 5.1.5)** Upon the death, resignation, or impeachment of the Treasurer or Secretary, the IA-MAEOPP Board of Directors upon nomination by the President will fill the vacancy. Such appointment shall be on an interim basis until the next general election of officers, and shall not prejudice the election of the incumbent to a regular term of office.
- 5.1.6)** Impeachment of elected officers may be affected by two-thirds vote of the Membership Assembly upon: 1) recommendation of the Board of Directors and 2) petition of two thirds of the voting members of IA-MAEOPP.

- 5.1.7) If any officer, during the course of the term of office fails to meet the membership requirements in Article 3, the officer shall forfeit the right to such office. The officer is required to provide written notification to the Board of Directors within two weeks of the change in status. The Board of Directors shall fill the vacancy in accordance with the provisions prescribed in Article 5, Sections 5.1.4 and 5.1.5.

Section 5.2 DUTIES OF THE OFFICERS

- 5.2.1) The President shall preside at all meetings of IA-MAEOPP and shall be Chairperson of and preside at meetings of the Board of Directors. The President, subject to confirmation by the Board of Directors, shall nominate the chairs and members of all committees and shall be an ex-officio member of all committees, unless otherwise specified in this Constitution and Bylaws. The President shall perform the duties customary to that office and such additional duties as directed by the Board of Directors. The President, or his/her designate, shall be an IA MAEOPP Board of Directors representative to the Association and such other organizations as may be appropriate or as directed by the Board of Directors unless otherwise specified in this Constitution and Bylaws. In the absence of the President, either the President- Elect or the President's designee, as appropriate, shall serve in the capacity as an IA MAEOPP representative. The Board of Directors shall confirm all designees. The President shall submit a written report to the IA and Regional Delegate Assembly at their Annual Meeting, the content of which will include, but not necessarily be limited to, the Board of Directors' activities and accomplishments, reports of all standing and special committees, and such other activities and events which may be of interest or concern to the membership regarding the concluding term of office.
- 5.2.2) The President-Elect shall perform the duties of the President of the absence or incapacity of the President as determined by the Board of Directors. The President-Elect shall serve as a MAEOPP state's chairperson on the Membership and Credentials committee, as a member of chapter's Finance committee and Annual Conference committee. The President- Elect shall also serve as one of the IA-MAEOPP representatives to the Regional MAEOPP Board of Directors.
- 5.2.3) The Immediate Past-President may serve as a member of the Special Concerns and Affiliations committee; as a member of the Planning and Development Committee. Otherwise, the Immediate Past-President shall perform the duties customary to the office.
- 5.2.4) The Treasurer shall represent IA-MAEOPP in assuring the receipt and expenditures of funds in accordance with the Fiscal Policies and Procedures and the directives established by the Board of Directors, and shall be under such bond as may be determined by the Board of Directors. The Treasurer shall perform the duties customary to the office and such additional duties as may be directed by the Board of Directors. The Treasurer shall submit an annual written report to the President at least 30 days prior to or at the annual meeting. The Treasurer shall serve as a member of the Finance committee of IA-MAEOPP and have primary responsibility for the processing of all membership applications and membership and credentials. The treasurer shall be the agent of IA-MAEOPP responsible for credentialing members.

- 5.2.5)** The Secretary shall perform the duties customary to the office and additional duties as may be directed by the Board of Directors. The Secretary shall also be responsible for the minutes of all board meetings and shall submit such minutes in writing to the Board of Directors no more than 30 days after each meeting for subsequent approval by the Membership Assembly. The Secretary shall be responsible for maintaining all IA-MAEOPP records as stipulated in Article 11, Section 11.1.

Section 5.3 COMPENSATION AND EXPENSES OF OFFICERS

None of the elected officers of IA-MAEOPP shall receive any compensation for their services as such to IA-MAEOPP. Any travel or related expenses incurred by an elected or appointed IA-MAEOPP officer or official in the conduct of IA MAEOPP affairs may be paid to the extent as stipulated in the IA-M.AEOPP Fiscal Policies and Procedures and other appropriate governing documents, or as otherwise approved by the Board of Directors.

ARTICLE 6 BOARD OF DIRECTORS

Section 6.1 COMPOSITION

- 6.1.1)** The Board of Directors shall be comprised of the five officers of IA MAEOPP: President, President-Elect, Past President, Treasurer, Secretary, and (3) at large members: Editorial Publications, Educational Concerns, Nominations and Elections.
- 6.1.2)** For the purposes of assuring the representation of viewpoints and concerns, there will be three at-large positions. The members at-large are to be assigned to fill the Chair positions of the following committees: 1) Nomination, 2) Scholarship, and, 3) Editorial and Publications. Members-at-large shall serve a one-year term. These positions will be filled when the President nominates qualified members, who are then approved by the Board of Directors. This should take place as soon as possible after the installation of officers, to ensure that the Member-at-Large has an opportunity to serve a complete one-year term.

Section 6.2 FUNCTIONS

The Board of Directors shall have full authority to conduct the affairs of IA MAEOPP during the interim periods between meetings of IA-MAEOPP membership. Such authority must remain within the provisions of this Constitution and must not conflict with, or reverse decisions, actions, or policies established by IA-MAEOPP Assembly and Bylaws.

Section 6.3 MEETINGS OF THE BOARD OF DIRECTORS

- 6.3.1)** The Board of Directors shall convene at the annual meeting of the Association. A calendar of other regular scheduled meetings shall be presented by the President and approved by the Board of Directors at its first meeting each year. Written notice shall be given. Additional meetings of the Board of Directors may be called by a majority vote or petition of the members of the Board of Directors or upon the call of the President. The President shall fix the time and place of such additional meetings. Notice thereof shall be given to all members of the Board of Directors at least seven

days prior to any such called meeting unless a majority vote of the members of the Board of Directors establishes cause and waives this requirement.

- 6.3.2)** The Board of Directors shall meet immediately prior to annual meetings of IA-MAEOPP. The Board needs to meet a minimum of five times: A) November-Transitional B) Early Winter, C) Late Winter, D) April-Conference, E) Early Fall, and F) November-Final/Transitional. A calendar of scheduled meetings shall be presented by the President and approved by the Board of Directors at its first meeting each year. Written notice shall be given to all members of the Board of Directors at least 14 days prior to regular scheduled meetings.
- 6.3.3)** The President shall be Chairperson and preside at all meetings of the Board of Directors. In the President's absence, the President-Elect shall preside.
- 6.3.4)** A quorum shall consist of a simple majority of the Board of Directors.
- 6.3.5)** Each sitting member of the Board of Directors is entitled to one vote when present at a Board meeting. At no time is voting by proxy by any member of the Board of Directors permitted, nor may another member be substituted for a board member.

**ARTICLE 7
THE MEMBERSHIP ASSEMBLY
(Annual Meeting)**

Section 7.1 AUTHORITY, TIME, AND PLACE OF MEETING

The supreme authority of The Chapter shall be the Membership Assembly. The Membership Assembly shall meet annually at a time and place fixed by the Board of Directors. Written notices setting forth the place, time, and date must be sent by first class mail to the addresses of record of all members at least 10 days but no more than 60 days before the meeting is held.

Section 7.2 MEMBERSHIP AND VOTING ELIGIBILITY

- 7.2.1)** All categories of The Chapter membership are allowed to participate in Membership Assembly meetings as stipulated in Article 3 of this Constitution.
- 7.2.2)** Only Active Professional, Associate, Institutional and Honorary and Honorary Active Professional members are permitted to vote on business of the Chapter.
- 7.2.3)** At each meeting of the Membership Assembly the Membership and Credentials Committee shall certify and designate the eligible voting members.

**ARTICLE 8
BUSINESS AFFAIRS OF THE CHAPTER**

Section 8.1 POLICIES, PROCEDURES, AND PRACTICES

Except as otherwise provided for in this Constitution and Bylaws, the Board of Directors shall develop a Policies, Procedures, and Practices Manual to govern the general operations of The Chapter. The initial Policies, Procedures, and Practices Manual shall be approved by the Board of Directors and submitted to the Chapter for ratification. Thereafter it may be amended by action of the Board of Directors. It shall be the collective responsibility of The Chapter officers to maintain the Policies, Procedures, and Practices Manual to ensure that it remains current.

Section 8.2 FINANCIAL AFFAIRS

Except as otherwise provided for in this Constitution and By-Laws, the Board of Directors shall develop a Fiscal Policies and Procedures to govern the general financial operations of The Chapter. The initial Fiscal Policies and Procedures shall be approved by the Board of Directors and submitted to the Chapters for ratification. Thereafter it may be amended by action of the Board of Directors. The Finance Committee shall be responsible for maintaining the Fiscal Policies and Procedures Manual to ensure that it remains current.

Section 8.3 SEVERABLE OR TRANSFERABLE

No member shall have any severable or transferable interest in the property of The Chapter.

Section 8.4 CONTROL AND MANAGEMENT

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

Section 8.5 DISPOSAL UPON DISSOLUTION

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

Section 8.6 APPROPRIATION OF ASSOCIATION FUNDS

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

ARTICLE 9 COMMITTEES

Section 9.1 EXECUTIVE COMMITTEE

- 9.1.1)** The officers of IA-MAEOPP shall constitute the Executive Committee.
- 9.1.2)** The Executive Committee shall, between meetings of the Board of Directors, have all the powers and duties that the Board of Directors lawfully delegated. The Executive Committee may not modify any action taken by the Board of Directors.
- 9.1.3)** The President shall call such meetings of the Executive Committee as the business of IA-MAEOPP may require or as requested by three members of the Executive Committee. The President shall fix the time and place of such meetings. Notice thereof shall be given to all members of the Executive Committee at least 7 days prior to the meeting unless a majority vote of the members of the Executive Committee establishes cause and waives this requirement.
- 9.1.4)** A majority of the Executive Committee shall constitute a quorum at any duly called meeting of the Committee. Minutes of such meetings shall be mailed to all members of the Board of Directors within 10 days of the meeting. A vote to ratify actions of the Executive Committee shall be taken at the next meeting of the Board of Directors.

Section 9.2 APPOINTMENT OF COMMITTEES

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

Section 9.3 STANDING COMMITTEES

The IA-MAEOPP Chapter shall have the following standing committees, which shall be established as per the provisions of Article 9, Section 9.2 of The Association Constitution and Bylaws and sub-sections 9.31 through 9.38 of the IA-MAEOPP Constitution and Bylaws.

- 9.3.1) Membership and Credentials:** It will be the responsibility of the Membership and Credentials Committee to actively promote membership in The Association and this chapter, to certify to The Association and the Board of Directors the membership lists of Chapter and to generally determine membership class and eligibility for purposes of participation in Association and chapter activities. The Membership and Credentials Committee shall, for each Membership Assembly Meeting, certify to the Board of Directors the names of eligible voters and shall be responsible for monitoring and tallying votes when necessary. The Chapter President Elect shall serve on this committee.
- 9.3.2) Research and Evaluation:** The responsibility of the Research and Evaluation Committee shall include, but not be limited to, the research, evaluation, and planning related to IA-MAEOPP purposes and goals delineated in Article 2 of this Constitution and Bylaws. This committee will be a general resource to all IA-MAEOPP committees; however, it is expected that specific assistance and collaboration will be performed with the Legislation and Education Committee in the development of IA-MAEOPP wide data regarding students served, TRIO/EOP programs in operation, and related matters. The Research and Evaluation Committee will also perform such evaluations as are necessary and appropriate in concert with Association IA-MAEOPP conferences, workshops, and related matters, such as those developed by the Professional Development and Conference Committees. Otherwise, the Research and Evaluation Committee will address the priorities established by the Board of Directors.
- 9.3.3) Special Concerns and Affiliations:** The responsibility of the Special Concerns and Affiliations Committee is to ensure representation and/or input of special populations in IA-MAEOPP activities and decisions. It is further charged with the responsibility of ensuring the input and affiliation of IA-MAEOPP with other organizations, which have purposes supportive of or in harmony with concerns and objectives. Specific matters that shall be addressed include, but are not IA-MAEOPP limited to, student financial aid and learning or physical disabilities. The Special Concerns and Affiliations Committee shall be chaired by a member of the Board of Directors and shall include the Immediate Past-President.
- 9.3.4) Legislation and Education:** The responsibility of the Legislation and Education Committee is to monitor federal, state, and local legislation, policies, and rules and regulations as they pertain to TRIO/EOP and related programs and services. This committee will be responsible for initiating relevant research and developing appropriate position statements. Additionally, the committee will be responsible for

dissemination of information and matters pertaining to the establishment, governance, monitoring, funding, and persistence of TRIO/EOP and related programs and services.

The Legislation and Education Committee shall have responsibility for the selection, orientation and preparation, placement, monitoring, and subsequent evaluation of IA-MAEOPP TRIO Desk Director. The TRIO Desk Director's role and function will be to serve an internship of a predetermined term in an appropriate Washington, DC, office. The purpose of the internship will be to learn about and work on behalf of TRIO programs, and to assume such responsibilities as directed by the Legislation and Education Committee upon the approval of the Board of Directors.

As appropriate, the Legislation and Education Committee shall conduct training workshops and seminars on matters such as TRIO/EOP proposal writing, site visit preparation, and legislative activity and advocacy, coordinated as much as possible with IA-MAEOPP Professional Development Committee.

- 9.3.5)** Educational Concerns: The responsibility of the Educational Concerns Committee is to address issues and matters at the secondary and post secondary levels as they pertain to the programs, students, and personnel represented by this chapter. The Educational Concerns Committee will otherwise assume an affirmative action role in recommending to the Board of Directors appropriate actions, programs and areas of concern.

The Educational Concerns Committee shall serve in the role of developing and implementing the scholarship selection process for all awards provided through MAEOPP and IA-MAEOPP. The chair of this committee will serve a one-year term as an at large member on the IA-MAEOPP Board. The Committee shall also address the following issues and matters at the secondary and postsecondary levels as they pertain to the programs, students and personnel represented by this Chapter:

- 1) The development and provision of skills and preparation at the secondary level to prevent dropouts and ensure graduation from secondary school;
- 2) The provision of student access and choice in the selection of and entrance into postsecondary educational institutions;
- 3) The development and provision of services to ensure that students make an appropriate transition from secondary to postsecondary education; and
- 4) The coordination and/or formation or partnerships between the contribution to the competency, status and image of IA-MAEOPP members. As such, the Professional Development Committee is expected to work closely with other committees that have secondary and postsecondary educational communities.

- 9.3.6)** Editorial and Publications: The responsibility of the Editorial and Publications committee is for the development and continuing publication of The IA-MAEOPP Newsletter and the committee shall in other ways encourage scholarly efforts toward publication related to, and supportive of, IA-MAEOPP philosophy and goals. This committee is to be chaired by an at large member who will serve a one-year term on the IA MAEOPP Board.

- 9.3.7)** Professional Development: The responsibility of the Professional Development Committee is to address IA-MAEOPP and membership matters pertaining to professional ethics and standards and with the responsibility of developing or otherwise providing professional development, training, and advancement activities and opportunities which contribute to the competency, status, and image of IA-MAEOPP members. As such, the Professional Development Committee is expected to work closely with other committees that have as a purpose the provision of training and development activities for the membership. The Professional Development Committee shall work with the Conference Committee chair.
- 9.3.8)** Finance: The responsibility of the Finance Committee is to develop the annual budget for The IA-MAEOPP and to submit the proposed budget to the Board of Directors for approval. The Finance Committee shall also be responsible for maintaining the Fiscal Policies and Procedures and for otherwise monitoring all fiscal matters pertinent to The IA-MAEOPP activities. The Treasurer and the President-Elect shall be members of the Committee. Three additional persons will be nominated by the President and confirmed by the Board of Directors.

9.3.9) NOMINATIONS AND ELECTIONS

- 9.3.9.1)** The responsibility of the Nominations and Elections Committee is to develop and implement a process for the selection of candidates for officers of IA MAEOPP in accordance with the guidelines set down in this Constitution and Bylaws. The Committee is further charged with conducting the election of IA MAEOPP officers as stipulated in this Constitution and Bylaws. The Committee shall consist of three members nominated from among the Active Professional Members by the President and confirmed by the Board of Directors. No member of the Nominations and Elections Committee may serve for two consecutive years nor may any member become a candidate for any office while a member of this Committee.
- 9.3.9.2)** The Nominations and Elections Committee shall poll IA-MAEOPP members for the names of possible candidates to be placed in nomination for the positions of President-Elect, Treasurer, and Secretary and shall select appropriate candidates from among these nominees. No person nominated and accepted as a candidate shall be placed in nomination for more than one office during the current election.
- 9.3.9.3)** The Nominations and Elections Committee shall conduct the election of officers by secret ballot either 1) at a duly called meeting of the Membership Assembly or, 2) by mail, or email. In the first instance, the candidate receiving the most votes of those eligible members registered and physically present at the meeting during the balloting will be elected. In the second instance, the candidate receiving the most votes of those eligible members responding will be elected. In no case will proxy voting be allowed.
- 9.3.9.4)** The Nominations and Elections Committee shall submit to the Board of Directors for its approval the proposed procedures for carrying out the annual elections. The chair of the Nominations and Elections Committee will serve a one-year term as an at large member to the IA MAEOPP Board.

Section 9.4 SPECIAL STANDING COMMITTEE

The following committees shall be designated Special Standing Committees of IA MAEOPP. The following committees shall likewise be established in accordance with the provisions of Article 9, Section 9.2 of this Constitution and Bylaws:

- 9.4.1)** Annual Conference: The responsibility of the Annual Conference Committee will be to coordinate all aspects of planning, implementing and evaluating the Annual Professional Conference. Responsibilities include, but are not limited to, program development, registration, budget, selection of speakers, publicity, entertainment, transportation and all logistical arrangements. The Annual Conference Committee chair shall also be a member of the Professional Development Committee. The Annual Conference Subcommittee chairs shall also be members of the Professional Development Committee. The President-Elect shall be a member of the Annual Conference Committee.
- 9.4.2)** Association Planning and Development: The responsibility of the Association Planning and Development Committee is to serve as a resource to the Board of Directors and The Association committees. It is charged with the responsibility of assisting in planning the long range development of the Association, including, but not limited to, the development and monitoring of multiyear plans and activities, fundraising, and other planning which addresses the purposes and objectives of the Association. Committee members will serve for two years following the initial year of staggering appointments of half of the appointees to facilitate the limitation of committee turnover to no more than half of the committee in any given year. Each year the Immediate Past-President of the Chapter will serve as a member of this committee.
- 9.4.3)** Legal Concerns and Constitutional Issues: The responsibility of the Legal Concerns and Constitutional Issues Committee is to advise the Board of Directors regarding resolutions brought by Association members, interpreting constitutional issues and concerns, maintaining and recommending revision of the IA-MAEOPP Constitution and Bylaws and other Association documents, and performing other related duties as assigned by the Board of Directors. A member of the Board of Directors shall chair the Committee and the Association Parliamentarian will be a committee member.

Section 9.5 AD HOC COMMITTEES

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

Section 9.6 REPORTS

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

ARTICLE 10 CHAPTER RECORDS

Section 11.1 CURRENT RECORDS

- 11.1.1) The Chapter records shall include all current records, documents, reports, correspondence and related written information pertaining to Chapter affairs, including, but not limited to, the minutes of all meetings of the Board of Directors and the Membership Assembly; Chapter committee reports and committee correspondence with the Board of Directors, Chapter reports and Chapter correspondence with the Board of Directors; all general Board of Director's business and correspondence; the Fiscal Policies and Procedures Manual; The Chapter Policies, Procedures, and Practices Manual; and such other documents and written records which are customary and used by the Board of Directors and the Membership Assembly.
- 11.1.2) The Chapter Secretary is responsible for maintaining all such records. At the conclusion of the term of office, the Secretary is responsible for submitting to the Archives all appropriate Chapter records, which were generated during the term.

Section 11.2 ARCHIVAL RECORDS

- 11.2.1) The Chapter archival records shall include the IA-MAEOPP Constitution and Bylaws; The Chapter Articles of Incorporation; minutes, resolutions, and voting records of Membership Assembly meetings; Board of Directors meeting minutes, reports, and operations manuals and guides; Annual Reports of the Board of Directors; records of agreements and arrangements with other organizations and individuals; committee reports; Chapters' Annual Reports and related materials; financial records and reports, tax records, and auditors' reports; reports of conferences, workshops, and seminars; lists of awardees, honorees and related recognition; the Honorary and Honorary Active Professional Membership rosters; appointments of any kind which are considered permanent; and such other documents, records, and information as are directed by the Board of Directors.
- 11.2.2) All records and documents normally associated with the archives of an organization shall be gathered and maintained in the Chapter Archives. The Board of Directors shall establish a permanent location for the archives.
- 11.2.3) The Board of Directors shall make whatever arrangements are appropriate and necessary to facilitate the proper storage, maintenance, and security of Chapter records and documents.

ARTICLE 12 SCHOLARSHIPS AND INTERNSHIPS

Section 12.1 SCHOLARSHIPS

- 12.1.1) General Scholarships: IA MAEOPP 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 Chapter 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 Chapter awarded scholarships need not be members of the Association. All student recipients of any Chapter scholarship must meet the general criteria of

financial need and disadvantaged as defined in Article 2 of the IA-MAEOPP Constitution and Bylaws.

- 12.1.1.2)** Scholarship amount, eligibility criteria otherwise not addressed herein, scholarship renew ability, and related matters shall be developed and supervised by the chapter Educational Concerns 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. The expenditure of funds for the administration and awarding of any scholarships must be in accordance with standards established and governed by this Constitution and Bylaws and the Chapter Fiscal Policies and Procedures Manual. IA MAEOPP fundraising activities must be recorded separately from IA MAEOPP general revenue monies in accordance with standard practices.

Section 12.2 INTERNSHIP

- 12.2.1)** General Internships: IA MAEOPP may establish such student internships, as it deems appropriate. The purposes of any internship shall be in accordance with the aims and purposes of IA MAEOPP 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.
 - 12.2.1.1)** The term student is defined in Section 3.5 of this Constitution and Bylaws; however, recipients of Chapter awarded internship need not be members of the Association. All student recipients of any Chapter internship must meet the general criteria as defined in Article 2 of this Constitution and Bylaws.
 - 12.2.1.2)** The length of an internship term, eligibility criteria not otherwise addressed herein, renew ability, determination of rotation of internship assignments throughout the Chapters, internship stipends, and related matters shall be developed by the appropriate IA MAEOPP committee or subcommittee designated by the Board of Directors and must be approved by the Board of Directors.
 - 12.2.1.3)** The establishment of a one-time-only internship requires only the approval of the Board of Directors. The establishment of any permanent or recurring internship requires the approval of the Board of Directors and must be ratified by the Chapter. The expenditure of funds for the administration of the internship and the provision of any stipend must be in accordance with standards established and governed by MAEOPP, this Constitution and Bylaws and the Fiscal Policies and Procedures Manual.
- 12.2.2)** TRIO Desk Director: There shall be established an Association internship entitled the TRIO Desk Director. The Association shall award one or more internships to current college/university students for the purposes of their learning and working on behalf of TRIO/EOP programs in an appropriate Washington, DC, office. The length of an internship term shall be limited to one college/university semester or its equivalent unless otherwise approved by the Board of Directors.

12.2.2.1) The development and implementation of the processes for the identification and selection, orientation and preparation, placement, monitoring and supervision, and subsequent evaluation of the TRIO Desk Director shall be the responsibility of the Legislation and Education Committee, subject to the approval by the Board of Directors.

ARTICLE 13 AFFILIATION

The IA-MAEOPP Chapter may affiliate with other organizations committed to similar purposes where it is in the interests of The Chapter to do so. The Membership Assembly may approve such arrangements by a simple majority of those attending a meeting of the Membership Assembly where the Board of Directors, by a simple majority of a quorum, had approved affiliation, and where the Membership Assembly has received at least 30 days prior notice of the motion to affiliate.

ARTICLE 14 RULES OF ORDER

Section 14.1) ROBERT’S RULES OF ORDER REVISED

The most current edition of Robert’s Rules of Order (by Sarah Corbin Robert, et.al.) shall be the parliamentary authority for all proceedings of IA-M.AEOPP unless otherwise specified in the Constitution.

Section 14.2) PARLIAMENTARIAN

The President may appoint a Parliamentarian, subject to the conformation of the Chapter Board of Directors, who shall serve at all Membership Assembly meetings and as required, meetings of the Board of Directors. The Parliamentarian shall serve as a member of the Legal Concerns and Constitutional Issues Committee.

ARTICLE 15 CONSTITUTIONAL AMENDMENTS

Section 15.1 INITIATION

Proposals to amend this Constitution and bylaws may be initiated by of the Board of Directors, a majority recommendation of a standing committee, or any active professional member. If a proposal to amend the constitution and bylaws is initiated by an individual member, a petition signed by two-thirds of the Active Professional shall accompany it. Nine copies of any proposed amendment will be certified to the Secretary at least forty-five days before action is expected or the next scheduled meeting of the board of directors. The Secretary shall make such certified proposed amendments available to the Board of Directors at least thirty days before expected action and no vote shall be taken until at least 30 days after copies have been made available to the total membership of record.

Section 15.2 APPROVAL

The IA-MAEOPP Constitution and Bylaws may be amended by: 1) a duly called meeting the Executive Committee of the Board of Directors, and 2) by mail. In the first instance, a majority vote of those eligible members registered and physically present during the ballot is required. In

the second instance, a majority vote of those eligible members responding is required. In no case will proxy voting be allowed.

Adopted, November 3, 1975

Amended, June 11, 1979

Amended May 26, 1983

Amended, November 15, 1989

Amended, October 21, 1991

Amended August 25, 1998

Ratified February 15, 1998

Amended 2003

Amended, April 28, 2004