

CONSTITUTION AND BYLAWS OF THE OHIO ASSOCIATION OF EDUCATIONAL OPPORTUNITY PROGRAM PERSONNEL

ARTICLE 1

Name

The name of this association shall be the Ohio Association of Education Opportunity Program Personnel.

ARTICLE 2

Purposes and Objectives

The purpose of the Ohio Association of Education Opportunity Program Personnel (hereinafter referred to as The Association) shall be to bring together into a work and study those persons who have active interest or who are professionally involved in broadening accessibility to and success in formal postsecondary education. Major foci will be 1) those elements which prepare and condition students for postsecondary educational experiences and 2) institutions responses to the challenges of serving more diverse students populations. Although the Ohio Association will have a broad base of student concerns, it will particularly be concerned about those students who by reason of socioeconomic station, ethnic definition, physical handicap, and/or restricted cultural educational experiences find themselves in a position of disadvantage with traditional mainstream American students.

The Ohio Association will seek to accomplish its purpose(s) by:

2.1) Promoting research, evaluation, programmatic and fiscal planning and remaining inclusive of, but not limited to, conducting workshops and seminars, and

generally seeking to educate the public and public officials to the concerns of The Ohio Association

2.2) Developing the capability to make timely and meaningful responses to issues and concerns affecting the educational resources and environments of nontraditional students.

2.3) Encouraging the development and expansion of a community of network primarily for those person professionally involved in educational opportunity programs 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 Association concerns.

ARTICLE 3

Membership

Section 3.1 TYPES OF MEMBERSHIP

Membership in The Ohio Association is initiated through the Chapter. There will be no individual membership in a Chapter apart from membership in the MAEOPP Association. Membership in The Ohio Association will be of six types:

Active Professional
Associate
Affiliate
Student
Institutional
Honorary

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 of 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 the Association as delineated in Article 2 of the Constitution and Bylaws . Active Professional Members must be members in good standing of a recognized Chapter chartered by The MAEOPP Association, must reside or work within the Association's borders and must pay the annual dues established by the Board of Directors.

3.2.2) Each Active Professional is entitled to have a 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 Professional Membership as stated in Article 3 Section 3.2.1 but who otherwise actively support the purposes and objectives of The Association, 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 off full-time TRIO clerical support staff. Associate Members must be members in good standing of a recognized Chapter chartered by The MAEOPP Association, must reside or work within the Association's borders and must pay the annual dues as established by the board of Directors.

Section 3.4 AFFILIATE MEMBERSHIP

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

3.4.2) Each Affiliate Member may have voice but may not vote in meetings of The Association and 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, e.g., participants in Education Talent Search, project Upward Bound, Education Opportunity Centers and Student Support Services. Student Membership is also available to those persons who are currently enrolled in high school or as undergraduates in institutions of higher education for not less than a 50% academic load. Student Members must be in good standing of a recognized Chapter chartered by The MAEOPP Association, must reside or attend within The Association's borders and must pay the dues established by the Board of Directors.

3.5.2) Each Student Member may have voice but may not vote in meetings of The Association, and is not eligible to hold office.

Section 3.6 INSTITUTIONAL MEMBERSHIP

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

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

Section 3.7 HONORARY MEMBERSHIP

3.7.1) Nomination to Honorary Membership may be made by any Active Professional Member, Associate Member, Association Committee, or Chapter for consideration by the Board of Directors. Honorary membership may be conferred upon an individual, institution, organization, foundation, or business by two-thirds vote by the Board of Directors in recognition of extraordinary contributions or support for The Association. Once conferred, Honorary Membership is perpetual unless or until otherwise determined by the Board of Directors. Honorary Membership need not be members of a recognized chapter chartered by The MAEOPP Association. They do not need to reside in or be located within a chartered Chapter's border or those of The Association. 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) Honorary Members are entitled to voice but may not vote in Association affairs or hold office.

Section 3.8 COMMITTEE SERVICE

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

Section 3.9 ASSOCIATION DUES

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

Section 3.10 MEMBERSHIP YEAR

The Membership year shall begin at the point of receipt of an approved membership accompanied by the appropriate dues and shall extend for 12 months. The point of receipt of an approved application establishes the anniversary and renewal date for each particular member, which shall remain the same for so long the member maintains affiliation with the Association. Membership for all Honorary Members is considered perpetual, subject to terms stipulated in 3.7.1

ARTICLE 4

The Association Chapters

Section 4.1 ORGANIZATION OF ASSOCIATION CHAPTERS

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

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

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

Section 4.2 FORMATION OF CHAPTERS

4.2.1) The Board of Directors shall have the power to grant charters to petitioning states.

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

Section 4.3 AMENDMENTS TO BASIC DOCUMENTS

Amendments to any Chapter's Constitution and Bylaws or other basic documents shall be reported in writing to the 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 Board of Directors.

Section 4.4 REPORTS

4.4.1) Annual Chapter Election Result
Within two weeks of completion of its annual elections, each Chapter shall report election results in writing to the Board of Directors.

4.4.2) Annual Chapter Reports
Thirty days prior to the Annual Meeting of the Delegate Assembly, each Chapter shall submit a written annual Chapter report to the MAEOPP Board of Director. Annual Chapter reports shall include a summary of each Chapter's activities and accomplishment, reports or summaries of all standing and special committees, and other activities, events and matters deemed appropriate by the Board of Directors.

Section 4.5 INVOLUNATRY DISSOLUTION OF ASSOCIATION CHAPTER

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

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

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

4.5.4) A two-thirds vote of the Delegate Assembly shall be necessary to revoke the charter of a Chapter.

ARTICLE 5

Officers of the Association

Section 5.1 OFFICERS OF THE ASSOCIATION

5.1.1) The officers of The Association shall be the President, the President elect, the Immediate past President, the Treasurer and the Secretary.

5.1.2) All officers of The Association shall be elected at large from among the Active Professional members of the Association.

5.1.3) The term of office of an elected officer of The Association shall begin immediately following the closing of the Annual Meeting of the Delegate 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 The Association 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 six months remaining in the normal term of office, the position shall be entitles Vice President and the vacancy shall be filled by a two-thirds vote of the 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 vacancy will be filled by the 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 regular term of office.

5.1.6) Impeachment of elected officers may be effective by two-thirds vote of the Delegate Assembly upon 1) recommendation of the Board of Directors or 2) petition of 51% majority vote of the Association.

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

Section 5.2 DUTIES OF OFFICERS

5.2.1) The President shall preside in all meetings of The Association and shall be Chairperson of and preside at all 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 any additional duties directed by the Board of Directors. The President shall be an Association representative to the National Council of Educational Opportunity Associations (NCEOA) 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 designated, as appropriate, shall serve in the capacity as an Association representative. The Board of Directors shall confirm all designees. The president shall submit a written report to the Delegate Assembly at its Annual Meeting, the content of which

will include but not necessarily be limited to, the Board of Directors' activities and accomplishments, Chapter report summaries, 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 in the absence or incapacity of the President as determined by the Board of Directors. The President-Elect shall serve as Chairperson of the Membership and Credentials Committee, as a member of the Finance Committee. The President-elect shall also serve as a member of the Annual Conference Committee.

5.2.3) The Immediate Past-President shall serve as a member of the Special Concerns and Affiliation Committee; as a member of the Association Planning and Development Committee. The Immediate Past-President shall perform the duties customary to the office.

5.2.4) The Treasurer shall represent The Association in assuring the receipt and expenditures of funds in accordance with the Financial Affairs Manual guidelines 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 as least 30 days prior to the Annual Meeting. The Treasurer shall serve on the Finance Committee of the Association. The Treasurer shall serve as a member of the Membership and Credentials Committee and have primary responsibility for the processing of all membership applications. The Treasurer shall be the agent of The Association responsible for credentialing members.

5.2.5) The Secretary shall perform duties customary to the office and such additional duties as may be directed by the Board of Directors. The Secretary shall be responsible for the minutes of all Board of Directors' meeting and shall submit such minutes in writing no more than 30 days after each meeting for approval by the Board of Directors. The Secretary shall also be responsible for the minutes of the annual meeting of the Delegate Assembly and shall submit such minutes in writing to the Board of Directors no more than 30 days after the Annual Meeting for subsequent approval by the Delegate Assembly. The Secretary shall be responsible for maintaining all Association records as stipulated in Article 11 Section 11.1.

Section 5.3 COMPENSATION AND EXPENSES OF OFFICERS

None of the elected officers of The Association shall receive any compensation for their services as such to The Association. Any travel or related expenses incurred by and elected or appointed Association officer or official in the conduct of Association affairs may be paid to the extent as stipulated in The Association Financial Affairs Manual 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 The Association and the Presidents and Presidents-Elect of each of the Chapters.

6.1.2) An elected officer of The Association may not simultaneously serve as President and President-Elect of a Chapter.

Section 6.2 FUNCTION

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

Section 6.3 MEETINGS OF THE BOARD OF DIRECTORS

6.3.1) Meetings and Notice

6.3.1.1) The Board of Directors shall convene immediately prior to 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 of each year. Written notice shall be given to all members of the Board of Directors at least 30 days prior to any additional meetings.

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

6.3.2) 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.

6.3.3) A quorum shall consist of a sample majority of the Board of Directors.

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

ARTICLE 7

The Delegate assembly (Annual Meeting)

Section 7.1 AUTHORITY, TIME AND PLACE OF MEETING

The supreme authority of The Association shall be the Delegate Assembly. The Delegate Assembly shall meet annually at a time and place fixed by the Board of Directors. Written notices must be mailed to the addresses of record of all members at least 60 days before the meeting is held.

Section 7.2 MEMBERSHIP AND VOTING ELIGIBILITY

7.2.1) All categories of The Association membership are allowed to participate in Delegate Assembly meetings as stipulated in Article 3 of this Constitution.

7.2.2) At each meeting of the Delegate Assembly the Membership and Credentials Committee shall certify and designate the eligible voting members.

ARTICLE 8

Business Affairs of The Association

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 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. It shall be the collective responsibility of The Association 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 Bylaws, the Board of Directors shall develop a Financial Affairs Manual to govern the general financial operations of The Association. The initial Financial Affairs 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. The Finance Committee shall be responsible for maintaining the Financial Affairs Manual to ensure that it remains current.

Section 8.3 SEVERABLE OR TRANSFERABLE INTEREST

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

Section 8.4 CONTROL AND MANAGEMENT

All property of The Association shall be subject to the control and management of the Board of Directors. Any accumulation or disposal of property except upon dissolution

of The Association must be approved in advance by the Board of Directors.

Section 8.5 DISPOSAL UPON DISSOLUTION

Upon dissolution of The Association, 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 The Association, provided that such other organizations shall be exempt under Section 501 (e)(3) of the Internal Revenue Code or corresponding provisions of the Internal Revenue Laws.

Section 8.6 APPROPRIATION OF ASSOCIATION FUNDS

No appropriation of Association funds shall be made except pursuant to the authority of the Board of Directors and as otherwise stipulated in the Financial Affairs Manual.

ARTICLE 9

Committees

Section 9.1 EXECUTIVE COMMITTEE

9.1.1) The officers of The Association 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 may be lawfully delegated. The Executive Committee cannot modify an action taken by the Board of Directors.

9.1.3) The President shall call such meeting of the Executive Committee as the business of The Association may require or as requested by three members of the Executive Committee. The time and place of such meetings shall be fixed by the President. 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 meeting 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 The Association. Their appointment shall be subject to confirmation by the Board of Directors.

Section 9.3 STANDING COMMITTEES

The Association and each of its Chapters shall have the following standing committees, which shall be established as per the provisions of Article 9, Section 9.2 of this 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, to certify The Association membership lists of Chapters and to generally determine membership class and eligibility for purposes of participation in Association activities. The Membership and Credentials Committee shall for each Delegate 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 Association and Chapter Treasurers 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 The Association purposes and goals delineated in Article 2 of this Constitution and Bylaws. This committee will be a general resource to all Association committees; however, it is expected that specific assistance and collaboration will be performed with the Legislation and Education Committee in the development of Association 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 conferences, workshops, and related matter, such as those developed by the Professional Development and Annual 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: This committee is charged with the responsibility of ensuring the representation and/or input of special populations in Association activities and decisions. It is further charged with the responsibility of ensuring the input and affiliation of The Association with other organizations, which have purposes supportive of or in harmony with Association concerns and objectives. Specific matters, which shall be addressed, include, but are not limited to, student financial aids and learning or physical disabilities. The Special Concerns and Affiliation Committee shall be chaired by a member of the Board of Directors and shall include at minimum the Immediate Past President.

9.3.4) Legislation and Education: The Legislation and Education Committee will address Association purposes and goals through the monitoring of federal, state and local legislation, policies, and rules and

regulations as they pertain the 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 in concert with its Chapter counterparts, for the selection, orientation, and preparation, placement, monitoring, and subsequent evaluation of The Association 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 legislation activity and advocacy, coordinated as much as possible with The Association Professional Development Committee. Membership in this committee shall be comprised of at least one representative from each of The Association Chapters.

9.3.5) Educational Concerns: The Education Concerns Committee shall address the following issues and matters at the secondary and postsecondary level as they pertain to the programs, students and personnel represented by this Association.

- 1) The development and provisions of skills and preparations 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 provisions 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 secondary and postsecondary educational communities.

The Educational Concerns Committee will otherwise assume an affirmative action role in recommending to the Board of concern.

9.3.6) Editorial and Publications: The Editorial and Publications Committee will have responsibility for the development and continuing publication of The Association Journal and The Association Newsletter and shall in other ways encourage scholarly efforts toward publications related to and supportive of, Association philosophy and goals. Two co-chairpersons shall be appointed to conduct the activities of this committee, with one co-chair assuming primary responsibility for the journal and the other co-chair assuming primary responsibility for the newsletter.

9.3.7) Professional Development: The Professional Development Committee shall be charged with the responsibility of addressing Association 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 Association 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.

9.3.8) Finance: The Finance Committee shall be responsible for The Association and sub-committing the proposed budget to the Board of Directors for approval. The Finance Committee shall also be responsible for maintaining the Financial Affairs Manual and for otherwise monitoring all fiscal matters pertinent to The Association's activities. The Treasurer and the President-Elect shall be members of this 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) There shall be established a Nominations and Elections Committee responsible for the development and implementation of a process for the selection of candidates for officers of The Association in accordance with the guidelines set down in this Constitution and Bylaws. The committee is further charged with conducting the election of Association 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 members 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 conduct the elections of officers by secret ballot either 1) at a duly called meeting of the Delegate Assembly or 2) by mail. In the first instance, a majority vote is required of those eligible members registered and physically present at the meeting during the balloting. In the second instance, a majority vote of those eligible members responding is required. In no case will proxy voting be allowed.

9.3.9.3) The Nominations and Elections Committee shall submit to the Board of Directors for its approval the proposed

procedures for carrying out the annual elections.

9.3.9.4) All Chapters are required to select Presidents and Presidents-Elect in a manner which ensures that those same officers remain sitting members of the Board of Directors during the period between Annual Meetings of the Delegate Assembly.

Section 9.4) SPECIAL STANDING COMMITTEES

The following committees shall be designated standing committees of The Association; however, it is not required that each of the Chapters must also make provisions for these committees. These 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: This committee shall consist of two subcommittees: The Program Development Subcommittee and the Registration and OnSite Arrangements Subcommittee. The Program Development Subcommittee is responsible for the development of the conference theme: determination of all plenary and concurrent sessions: selections of speakers, presenters and moderators: and other matters normally associated with the conference program. The Registration and OnSite Arrangement Subcommittee is responsible for conference advertising and publicity, pre-registration and onsite registration, transportation, entertainment, menu development and related services and similar matters pertaining to arrangements. The Annual Conference subcommittee chairs shall also be members of the Professional Development Committee. The President-Elect is to be a member of the Annual Conference Committee.

9.4.2) Association Planning and Development: This committee will serve as a resource to the Board of Directors and The Association Committees and Chapters. It is charged with the responsibility of assisting

and 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 purpose and objectives of The Association. Committee members will serve for two years following the initial year of staggering appointments of half of the committee in any given year. Each year the Immediate Past-President will serve as a member of this committee.

9.4.3) Legal Concerns and Constitutional Issues: This committee shall be chaired by a member of the Board of Directors and The Association Parliamentarian will be a committee member. The committee is responsible for matters such as advising the Board of Directors regarding resolutions brought by Association members, interpreting constitutional issues and concerns, maintaining and recommending revisions of the Constitution and Bylaws and other Association documents, and performing other related duties as assigned by the Board of Directors.

Section 9.5 SPECIAL 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 Association, shall be specifically charged and shall automatically be dismissed upon completion of their task.

9.5.1) Parliamentarian: the President shall appoint a Parliamentarian who shall serve at all Delegate Assemble 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.

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 Annual Meeting and shall report at any other time as requested to do so by the Board of Directors.

ARTICLE 10

Advisory Council

The Association may establish an Advisory-Council of no more than 100 persons, including an appropriate number of student representatives selected on the basis of geographical location, age, ethnicity, and program involvement. The President shall nominate the chairpersons and all members of the Advisory Council subject to confirmation by the Board of Directors. All Advisory Council members must be members of The Association and should have staggered year terms subject to unlimited renewal. In the initial year of establishment of the Advisory Council the appointments shall be staggered such that no more than one-half of the Council membership will turn over in any given year,

ARTICLE 11

Association Records

Section 11.1 CURRENT RECORDS

11.1.1) The Association records shall include all current records, documents, reports, correspondence and related written information pertaining to Association affairs, including, but not limited to the minutes of all meetings of the Board of Directors and the Delegate Assemble; Association committee reports and committee correspondence with the Board of Directors, Chapter reports and Chapter correspondence. The Associate Financial Affairs Manual; The Association Policies and Procedures and Practices Manual; and such other documents and written records which are customary and used by the Board of Directors and the Delegate Assembly.

11.1.2) The Association 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 Association records, which were generated during the term.

Section 11.2 ARCHIVAL RECORDS

11.2.1) The Association archival records shall include The Association Constitution and Bylaws; The Association Article of Incorporation; minutes, resolutions, and voting records of Delegate 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; Chapter's 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 recognitions; the Honorary Membership roster; 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 Association Archives. A permanent location for The Archives shall be established by the Board of Directors.

11.2.3) The Board of Directors shall make whatever arrangements are appropriate and necessary to facilitate the proper storage, maintenance, and security of Association records and documents, including the bonding of the Archives.

ARTICLE 12

Foundations

Section 12.1 GENERAL 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 Laws. Any such foundation shall initially be approved by the Board of Directors and must be ratified by the Delegate Assembly. Any funds generated through contributions or Association fundraising activities must be recorded separately from Association general revenue moneys in accordance with standard practices. The expenditure of funds or awarding of scholarships from any foundation must be in accordance with standards established and governed by this Constitution and Bylaws and The Association Financial Affairs Manual.

Section 12.2 EDUCATION FOUNDATION

12.2.1) 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 2.2, 2.3 and 2.4.

12.2.2) 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 and in accordance with the Financial Affairs Manual.

ARTICLE 13

Scholarship and Internships

13.1.1) General Scholarships: The Association may establish such student scholarships, as it deems appropriate. The purposes of any scholarships 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.

13.1.1.1) The term student is defined in Section 3.4 of this Constitution and Bylaws; however, recipients of Association awarded scholarships need not be members of The Association. All student recipients of any Association scholarships must meet the general criteria of financial need and disadvantage as defined in Article 2 of this Constitution and Bylaws.

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

13.1.1.3) 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 a scholarship must be in accordance with standards established and governed by this Constitution and Bylaws and The Association Financial Affairs Manual.

13.1.2) Dr. Ralph L. Pruitt Memorial Scholarship: There shall be established an Association scholarship entitles the Dr. Ralph L. Pruitt Memorial Scholarship, the function of which shall be to award one or more annual scholarships to graduating high school seniors for the purpose of attending postsecondary educational institutions. The Dr. Ralph L. Pruitt Memorial Scholarship shall be an endowed or otherwise secured scholarship fund to ensure its being awarded in perpetuity on an annual basis.

13.1.2.1) The first recipient of a scholarship awarded through the Dr. Ralph L. Pruitt Memorial Scholarship shall be a resident of the state of Ohio in honor of Dr. Ralph L. Pruitt who lived and worked in Ohio. Thereafter, recipients shall be identified in accordance with the procedures and guidelines as established by the Ralph L. Pruitt Memorial Scholarship Subcommittee and approved by the Board of Directors.

13.1.2.2) Supervision of this scholarship, awards made and other practices and procedures shall be the responsibility of the Dr. Ralph L. Pruitt Memorial Scholarship Subcommittee as stipulated in sections 13.1.1 and 9.3.3

Section 13 INTERNSHIPS

13.2.1.1) General Internships: The Association may establish such student internships, as it deems appropriate. The purposes of any internship 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.

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

13.2.1.2) The length of an internship term, eligibility criteria not otherwise addressed herein, renewability, determination of rotation of internships assignments throughout the Chapters, internship stipends, and related matter shall be developed by the appropriate Association committee or subcommittee designated by the Board of

Directors and must be approved by the Board of Directors.

13.2.1.3) 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 Chapters. The expenditure of funds for the administration of the internship and the provision of any stipend must be in accordance with the standards established and governed by this Constitution and Bylaws and The Association Financial Affairs.

13.2.2) TRIO Desk Director: There shall be established an Association internship entitled 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 programs in an appropriate Washington, D.C. office. The length of an internship shall be limited to one college/ university semester or its equivalent unless otherwise approved by the Board of Directors.

13.2.2.1) 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.

13.2.2.2) The Chapter by which the TRIO Desk Director is sponsored shall share responsibility for generating the cost of the internship with The Association. The proportions to be paid by both the requisite Chapter and The Association shall be set by the Board of Directors and shall remain in effect until one entire cycle of Chapters has sponsored at least one internship.

13.2.2.3) Each Chapter sponsored intern must first be approved by the Board of Directors prior to beginning the internship as the TRIO Desk Director. No Chapter may sponsor an intern as the TRIO Desk Director except during its turn according to the rotation schedule established by the Board of Directors. No Chapter may be required to sponsor an intern as the TRIO Desk Director beyond the scheduled single semester or it's equivalent unless the Chapter so agrees and it is approved by the Board of Directors. Should a Chapter determine that it is unable to sponsor an intern at any point the Chapter must give the Board of Directors 45 days notice in advance of the start of the internship to enable the Chapter next in line to prepare its sponsorship of an intern.

ARTICLE 14

Affiliation

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

ARTICLE 15

Rules of Order

Section 15.1 ROBERTS RULES OF ORDER REVISED

The current edition of *Robert's Rules of Order* (by Sarah Corbin Robert, et al) shall be the parliamentary authority for all proceedings of The Association unless otherwise specified in this Constitution and Bylaws.

Section 15.2 PARLIAMENTARIAN

The president shall appoint a Parliamentarian who shall serve at all Delegate 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 16

Constitutional Amendments

Proposals to amend this Constitution and Bylaws may be initiated by the Board of Directors, unanimous recommendations of a standing or special committee a Chapter or any Active Professional Member.

If a proposal to amend the Constitutions and Bylaws is initiated by an individual member, it shall be accompanied by a petition signed by at least 50 Active Professional Members. Twenty-Two copies of any proposed amendment must be certified to the Secretary at least 45 days before 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 30 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 16.2 APPROVAL

The Constitution and Bylaws may be amended by mail only. 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 April 22, 1998