

Northwest Association of Special Programs, Inc.
Constitution and By-Laws (Adopted 12/6/89, Revised 12/7/90, 4/94, 12/5/2001, 11/24/2003)

Preamble

Inherent in the philosophy of ***NASP*** is the recognition of the contribution to our nation that low income, first generation students and students with disabilities may make if they become well educated. This Association is organized to provide educational services and activities to further its goals of:

1. Improving the quality of education for low income, first generation students and students with disabilities, encouraging their enrollment and retention in, and graduation from post-secondary education, thus enhancing their dignity and self-worth;
2. Providing opportunities to develop the full potential of each project participant as a unique person;
3. Providing support services and opportunities for growth and development to professional persons engaged in the operation of ***TRIO*** programs.

Article I—Name

The name of this association will be ***The Northwest Association of Special Programs, Inc. (NASP)***, hereafter referred to as the Association.

Article II—Purpose of the Association

The Association is organized to:

Section I: Provide a vehicle through which all ***TRIO*** and similar programs can aid low income, first generation students and students with disabilities to obtain a quality education by promoting program development, collecting and disseminating data on their specific education needs, and sponsoring research.

Section II: Provide opportunities for professional growth and development of persons engaged in the operation of ***TRIO*** and/or other programs having similar educational objectives.

Section III: Serve as a liaison for Association members by:

- a. Sponsoring professional conferences/meetings and other educational forums as specified herein (Article VII Meeting and Voting), and /or as required.
- b. Disseminating pertinent information in a timely fashion to Association members including but not limited to: minutes form meetings of Association officers,

articles and other educational materials regarding pertinent Federal legislation which might affect Association members.

- c. Providing other information as specified herein.

Section IV: Ensure that the goals, objectives, duties, and responsibilities of the Association members, officers, and/or their representatives are perpetuated.

Article III—Membership

Membership within the Association shall be granted to personnel of any **TRIO** or similar program and to other persons upon payment of the membership fee specified in Section #3 of this Article. Membership also is granted to **TRIO** projects and other institutions, projects, agencies, etc., upon payment of the membership fee specified in Section #3 of this Article. Members will be categorized as follows:

1. Voting Members:
 - a. Active **TRIO** members (AT)
 - b. Active non – **TRIO** members (ANT)
2. Project Members (PM)

Section I: Categories of Membership

1. Voting Members

- a. ***Active TRIO Members (AT)***

Active TRIO members shall be personnel employed by projects authorized by the Title IV of the Higher Education Act of 1965 (including subsequent re-authorizations or other Acts designed to perpetuate TRIO services).

- b. ***Active Non-TRIO Members (ANT)***

Active Non-TRIO members shall be persons whose purpose, goals, and objectives are consistent with those of the Association as specified in Article I of this Constitution.

2. Project Members (PM)

Project members shall be Title IV funded TRIO programs that operate within the geographical boundaries of the Association (Alaska, Idaho, Oregon and Washington). Project members are eligible for NASP project benefits, including peer review, student and alumni travel, and other awards as defined by the board.

Section II: Voting Privileges

- a. Each active **TRIO** member and each active non-**TRIO** member in good standing shall be entitled to one vote.

- b. Non-member representatives of *TRIO* projects shall enjoy the privileges of participants in all phases of debate and may be recognized by the chair; however, such representatives shall not be entitled to cast a vote

Section III: Membership Fees

- a. Membership fees shall be set by the Board of Directors. The Board of Directors will inform the Association membership of fees for any given year no later than 30 days prior to the annual fall conference. An individual eligible for membership according to Section I shall be considered a member in good standing upon receipt of one of the following:
 - 1. Fall or Spring Conference Fee
 - 2. Individual payment of the membership fee as set by the board.
- b. Payment of membership fees shall be made by cash, personal check, purchase order, or money order, payable to *NASP*.
- c. The term of membership shall begin on the first day of the annual fall conference and expire on the day prior to the first day of the next annual fall conference. Fees must be paid in full in order to exercise voting privileges.

Article IV—Finance

- Section I:** The fiscal year of the Association shall be January 1 through December 31.
- Section II:** Income shall be derived from membership fees as described in Article III, Section 3 as well as funds derived from other sources.
- Section III:** The Treasurer shall be charged with maintaining financial records for the Association, settling accounts, and preparing financial reports for the membership. Each check or draft written on behalf of the Association shall require the signature of at least two authorized persons. Authorized person shall be limited to the President, President-Elect, Treasurer, or a proxy appointed by the Board of Directors.
- Section IV:** No persons may enter into or in any way commit the Association to contractual agreements without the written consent of the President and one other officer of the Association.
- Section V:** A standing Finance Committee shall be created to review financial plans and supervise fiscal activities and records.

Article V Board of Directors

Section I: Composition

The Board of Directors shall consist of the President, President-Elect, Past President, Secretary, Treasurer, State Presidents, a Pre-College Representative, a College Representative, and an Active non-TRIO representative.

Section II: Function

In Accordance with the provisions of the By-Laws of the Association, the Board of Directors shall have full authority to conduct the business and affairs of the Association.

Section III: Eligibility

Any AT or ANT in good standing shall be eligible to hold office.

Section IV: Tenure

- a. The President, President-Elect, Past President, and appointed officers of the Association shall serve for one year commencing at the completion of the annual fall conference at which each was elected, assumed the office, and/or appointed.
- b. The Secretary, State Presidents, and Constituency Representatives shall serve a two-year term commencing at the completion of the annual fall conference. Each may be re-elected at the pleasure of the membership.
- c. The Treasurer shall be elected to a two-year term of office at the annual fall conference and such term shall commence at the termination of the first Board of Directors meeting held after the beginning of the following calendar year. Both the outgoing and incoming treasurers will attend the February board meeting to ensure effective transfer of duties and responsibilities.

Section V: Quorum

A quorum shall consist of a majority of the Board of Directors or their alternates. A quorum must be present to conduct official business.

Section VI: Duties of Board of Directors

- a. In his/her absence or when deemed appropriate, a member must appoint an alternate to represent him/her at all Board meetings for the purpose of conducting official association business. This will be done by a letter which will be presented at the Board meeting.
- b. Each representative shall be responsible for ensuring that his/her constituency is informed of significant actions taken and/or under consideration by the Board.
- c. The President shall:
 1. Be the chief elected officer of the Association.
 2. Preside at all business meetings.
 3. Serve as the chairperson of the Board of Directors.
 4. Serve on the COE Board of Directors.
 5. Serve as an advisory or consulting member to all committees.
 6. Make appointments to all standing and special committees.
 7. Appoint the Association Parliamentarian.
 8. Represent or appoint a designee to represent the Association at all Council for Opportunity in Education meetings.
- d. The President-Elect shall:
 1. Serve as the Vice Chairman of the Board of Directors.
 2. Serve on COE Board of Directors.
 3. Serve as an advisory or consulting member to all committees.
 4. Chair the Membership Committee.
 5. In his/her absence, serve as the Association Parliamentarian.
 6. Assume the duties and responsibilities of the President in the event that the President is absent or becomes incapacitated. Incapacitation shall be determined by the Board of Directors.
 7. The President-Elect shall assume the office of President at the completion of the annual fall conference after the annual fall conference at which he/she was elected President-Elect.
- e. The immediate Past President shall:
 1. Serve on COE Board of Directors.
 2. Chair the Nominations Committee.
 3. Chair the By-Laws Committee.
 4. Serve on the Membership Committee.
 5. Assist the NASP Board as requested.
 6. Carry out duties as assigned by the President and/or President-Elect.
- f. The Secretary shall:
 1. Serve as the official recorder for all official meetings.
 2. In his/her absence, delegate record keeping duties.

3. Disseminate to Association members in a timely manner the minutes of official meetings and other pertinent information.
- g. The Treasurer shall:
1. Collect membership fees and other monies as required
 2. Maintain accurate records regarding expenditures, fees collected, and/or provide other data as required by the association.
 3. Provide a full and accurate financial statement for distribution at the annual fall conference.
 4. Chair the Finance Committee
 5. File income tax returns with Idaho and the IRS
- h. The appointed Parliamentarian shall serve as a resource and interpreter of procedural rules, by way of reference to recognized sources of parliamentary authority for all proceedings of the Association.
- i. The State Presidents and Constituency Representatives shall:
1. Ensure that his/her constituency is informed of all actions taken and/or under consideration by the Board of Directions.
 2. At the pleasure of the membership of his/her constituency, arrange to meet together at Association meetings for idea sharing and discussion of issues.

Section VII: Election of Officers

- a. The Past-President shall chair the nominating committee, whose duty it is to select a slate of candidates for each constitutional office. All persons elected to serve on the Board of Directors shall be those who receive the largest number of legal votes cast during the fall conference.
- b. The President-Elect shall be elected by a majority of the legal votes cast during the annual fall conference.
- c. The Secretary, Treasurer, State Presidents, and Constituency Representatives shall be elected as follows:
 1. The Treasurer, Idaho & Washington presidents, and the pre-College and ANT representatives shall be elected in even-numbered years.
 2. The Secretary, Oregon and Alaska presidents, and College Representative shall be elected in odd-numbered years.
 3. All NASP members shall elect the President-elect, Secretary, Treasurer, and Active Non-TRIO representative. Only TRIO members from the specific state chapters may vote for their president. Similarly, pre-college and college representatives may only be elected by a vote of constituent TRIO members in those programs.

Section VIII: Vacancies

The President shall appoint a member in good standing to fill any vacancy that may occur. The appointment will be effective until the next regularly scheduled election for the office.

Article VI Committees/Chairs**Section I: Committees**

Committees, either select or standing, shall be created by the President for the purpose of carrying out specific activities on behalf of the Association. Committee chairs, except for those specified by this constitution, shall be appointed by the President. Committee appointments shall be made from among members in good standing.

Section II: Reports

Each committee shall make a written and/or oral report of its activities as requested by the Association President.

Article VII ---Meetings and Voting**Section I: Meeting**

The annual Association meeting shall be held in the fall of each year. Other meetings as needed may be called by the President with the approval of the Board of Directors.

Section II: Voting

All members attending fall conference may cast a vote. All actions, excluding election of officers, which receive a majority of the votes cast, shall be considered official.

Article VIII ---Amendments**Section I: Amendments**

- a. A proposed amendment shall be submitted in writing to the Board of Directors at an official Board meeting, and if approved, the Board shall present it to the membership for consideration at an official business meeting.
- b. A proposed amendment shall be presented to the membership for a vote of approval or disapproval at the next official business meeting.

- c. Amendments shall become official upon receiving a majority of the legal votes cast and shall become effective immediately.
- d. Waiver of the two-business meeting requirement requires a 2/3 vote by the membership.

Article IX---Books and Records

Section I: Books and Records

The Association shall maintain correct and complete books and records of financial accounts and minutes of proceedings of official meetings. The President shall be responsible for ensuring that the official books are forwarded to new officers. All records shall be open to inspection by members in good standing.

Section II: Annual Reports

The President shall be responsible for the preparation and delivery of a written annual report to the membership of the Association.

Article X—Limitation of Liability

The officers of the Association and representatives of member associations do not undertake the personal liability for debts, obligations, and liability of the Association, duly made under color of the authority of the Association by the corporation, except where an officer of the Association or representative of a member association has operated for personal benefit under color of the corporation.

Article XI—Implementation

This Constitution and By-Laws shall be implemented upon ratification by a majority of the members in good standing.