



Arkansas Student Affairs Association

**Arkansas Student Affairs Association  
Constitution and By-Laws**

**Revised July 2018**

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Arkansas Student Affairs Association

## CONSTITUTION

### ARTICLE I – NAME

The name of this Association shall be the Arkansas Student Affairs Association (ArSAA).

### ARTICLE II – PURPOSE

The purpose of ArSAA shall be to provide (1) for the cooperative Association of those persons engaged in Student Affairs administration in higher education with the state of Arkansas; (2) for the promotion of professional development opportunities regarding best practices and current trends in Student Affairs; and (3) to communicate and advocate for Student Affairs professional competencies.

### ARTICLE III – MEMBERSHIPS

**Section 1. Institutional Membership** - Any non-profit institution of higher education in the state of Arkansas is eligible for institutional membership in the Arkansas Student Affairs Association. Such membership shall entitle any person who is employed at least one-half time in any aspect of Student Affairs, at the member institution to all rights and privileges of individual membership. The Senior Student Affairs Administrator of the institution will certify those individuals to the Association.

**Section 2. Individual Membership** - Any person in the state of Arkansas who is employed at least one-half time in any aspect of Student Affairs at a non-profit institution of higher education that is not an institutional member of the Association is eligible for individual membership. Such membership shall entitle that person to all rights and privileges thereof. The ArSAA Executive Board will certify those individuals to the Association.

**Section 3.** The Executive Board shall have the authority to approve an applicant's qualifications for active memberships.

## **ARTICLE IV – OFFICERS**

**Section 1.** The governing body of this Association shall be the Executive Board which shall consist of a President, a Vice President, Immediate Past President, Secretary, Treasurer, Public Information Director, Membership Coordinator, Multicultural Chair, New Professional Institute Chair and four Members-at-Large. Members of the Executive Board shall be active members of the Association and be a reflective of Arkansas' higher education institutions with significant Senior Student Affairs Officer representation.

**Section 2.** The President shall be the Senior Executive Officer of the Association, Chair of the Executive Board and shall be responsible for the maintenance of the membership rolls of the Association, subject to the decisions of the Executive Board as heretofore specifies. The President shall supervise all employees of the Association.

**Section 3.** The President-Elect shall act in place of the President at all Association or Executive Board meetings which the President is unable to attend. The President-Elect shall serve as the Chair for Partners for Student Success Conference.

**Section 4.** The Immediate Past President shall serve as Chair for the nominating committee and will administer the election procedure for the Executive Board.

**Section 5.** The Treasurer shall have charge of the funds of the Association and make such reports and perform such other duties as are incidental to the office, and which are properly required of that officer by the Association. The Treasurer will annually file all applicable federal and state tax documents and non-profit status documents. The Treasurer will report on the financial affairs of the Association at the Annual meeting.

**Section 6.** The Secretary shall keep a record of the minutes and attendance at all meetings, and shall make such reports and perform such other duties as are incidental to the office, and which are properly required of that officer by the Association.

**Section 7.** The Public Information Director shall coordinate the production and distribution of the ArSAA publications and coordinate the media resources in development of the Arkansas Student Affairs Association.

**Section 8.** Members-at-Large shall serve the Association as a committee member and/or Chair or project leader as deemed necessary by the President.

**Section 9.** The Membership Coordinator will be responsible for ensuring all higher education institutions in the state have paid their annual membership dues and for maintaining an updated list of all senior Student Affairs administrators in the state. The Membership Coordinator will also maintain the Arkansas Senior Student Affairs Officers listserv.

**Section 10.** The Multicultural Chair shall serve as the liaison to the state-wide Multicultural administrators and the Executive Board and is responsible for assisting with the Partners on Student Success Conference and Spring Drive-In as well as organizing one breakout session at each.

**Section 11.** The New Professional Institute Chair shall coordinate and oversee all functions of the New Professional Institute at the Partners for Student Success Conference.

## **ARTICLE V – RESPONSIBILITIES OF THE EXECUTIVE BOARD**

**Section 1.** The Executive Board of the Association shall serve as the Board for the formulation and recommendation of policies to the Association, shall pass upon questions of eligibility for membership, act upon plans and procedures suggested between duly called business meetings of the Association, shall function as a standing committee on matters concerning the Constitution and By-Laws, to make recommendations to the Association of proposed amendments to those on such business for the Association as shall be specifically delegated by the By-Laws and by the Association.

**Section 2.** Vacancies in the Executive Board occurring between the Annual meetings, except for a vacancy in the presidency, shall be filled by nomination and election by the remaining members for the Executive Board. Nominations and elections will be facilitated in writing at the discretion of the President. The Board member so elected shall serve until the next Annual meeting. If the presidency shall become vacant, the President-Elect shall become President and shall serve the remainder of the term as both the President and President-Elect.

## **ARTICLE VI – MEETINGS**

**Section 1.** The Executive Board will meet on a regular basis as deemed necessary by the Executive Board to fulfil the purpose of the Association. Meetings will be held via phone conference or face-to-face based on the desecration of the President.

**Section 2.** The Association hold is annual Association meeting at the Partners in Student Success Conference. All institutional members and individual members will be encouraged to attend upon check-in at the Partners in Student Success Conference.

## **ARTICLE VII - AMENDMENTS**

**Section 1.** Except as provided in Section 2 below, amendments to this Constitution may be acted upon at the annual meeting of the Association. If presented in writing to all members of the Association in advance of the Annual meeting, at which the proposed change is to be considered, such amendments may be adopted by two-thirds vote of the members present. Any amendments not presented in writing to all members of the

Association in advance of the Annual meeting, may be adopted only by at least a four-fifths vote of the members present.

**Section 2.** If in the judgment of the Executive Board, action upon a proposed amendment is desirable before the next Annual meeting, it will be facilitated through a written ballot following presentation of the amendment in writing to all members of the Association. If two-thirds of the institutional members who are eligible to vote return affirmative ballots within the succeeding 30 days, the amendment shall be adopted.

## **ARTICLE VIII – NONDISCRIMINATION STATEMENT**

**Section 1.** ArSAA does not discriminate on the basis of race, color, national origin, religion, sex, age, sexual orientation, or disability in any of their policies, procedures or practices. This nondiscrimination policy covers membership and access to programs and activities, including but not limited to publications, workshops, and conferences.

**Section 2.** ArSAA recognizes that equal access cannot be achieved until individuals are accepted in an environment that is free of prejudice and open to all, regardless of race, creed, gender, age, physical condition, or sexual orientation. ArSAA affirms the value of diversity within our own ranks and on or campuses. We are committed to advancing the practice and intent of affirmative action in all our activities. Further, ArSAA is committed to on-going programs of education of our members that focus on the elimination of prejudices, stereotypes, and interpersonal behaviors that adversely affect our colleague-professionals.

## **ARTICLE IX – DATE OF EFFECT**

The Constitution shall effect immediately following its adoption and the election of the officers by those who qualify as active members of the Association under Article III.

END OF CONSTITUTION



## **BY-LAWS**

### **ARTICLE I – DUES**

**Section 1.** Individual dues shall be \$10.00 (ten dollars) per year for each member whose institution is not a member of the Association.

Institutional membership dues shall be:

\$100.00 (one hundred dollars) per year for headcount enrollment 0-2,999

\$150.00 (one hundred-fifty dollars) per year for headcount enrollment 3,000-6,999

\$250.00 (two hundred-fifty dollars) per year for headcount enrollment 7,000 and up

**Section 2.** The Executive Board shall have the power to present any expenses incurred by the Association to the membership at the Annual meeting.

### **ARTICLE II – MEETINGS**

**Section 1.** The Annual meeting shall be held at the Partners for Student Success Conference at which the general business of the Association shall be conducted. The time and location of the meeting shall be determined by the Executive Board. In the event that the Partners for Student Success Conference does not take place during the fall academic semester, the Executive Board can determine an alternative date for the Annual meeting during the month of October.

**Section 2.** Written notices of the Annual meeting shall be sent to all members in advance of the meeting.

**Section 3.** The active members present at any such meeting, of which written notice has been duly given shall constitute a quorum for the transaction of business.

### **ARTICLE III – ELECTION OF OFFICERS**

**Section 1.** Before the Annual meeting the President shall appoint a nominating committee to select candidates for the Association's Executive Board members for the following year. The Immediate Past President shall serve as Chair of this committee.

**Section 2.** The mechanics and details of conducting the elections shall be under the control of the Executive Board, which shall announce procedures to be followed at the time the nominations and nominations are presented at the Annual meeting.

**Section 3.** ArSAA elections will be held during the Annual meeting at the Partners in Student Success Conference. The Past-President will take nominations from the Executive Board and the membership for a position and then vote or accept an uncontested nominee by acclamation.

**Section 4.** The results of the election shall be announced before the official close of the Annual meeting.

#### **ARTICLE IV – TERMS OF OFFICE**

**Section 1.** The President shall serve a term of one year, and shall have served on the Executive Board prior to election as President-Elect.

**Section 2.** The Treasurer shall serve for two years.

**Section 3.** Each Members-at-Large of the Executive Board shall serve a term of two years, with two Members-at-Large being elected annually.

**Section 4.** The following Executive Board members will serve for one year, starting and ending at the Annual meeting: President-Elect, Past President, Secretary, Public Information Officer, Membership Coordinator, Multicultural Chair and New Professional Institute Chair.

**Section 5.** Executive Board members are eligible for re-election; however, no member is eligible to serve on the Board for more than five consecutive years.

#### **ARTICLE V – COMMITTEES AND DUTIES**

**Section 1.** To carry out the purposes of Article II of the Constitution and to strengthen the other activities of the Association, the President is authorized to appoint such special committees as is deemed advisable by the Executive Board and membership. All Committee Chairs will report to the Executive Board at all regularly scheduled meetings of the Executive Board. Reports will be in written format so to be included in the minutes of the Association. Oral reports may be requested by the Executive Board or by the Association.

**Section 2.** Committees are not authorized to commit the Association to any undertaking not specifically authorized by the Executive Board or by the Association.



## **ARTICLE VI – REMOVAL OF EXECUTIVE BOARD MEMBERS**

**Section 1.** Grounds for removal include (1) violation and/or failure to uphold the provision of the Constitution and By-Laws of the Association and (2) failure to perform the responsibilities of the position as outline here forth.

**Section 2.** An Executive Board member may be removed from the Board by the following process: (1) a written petition by any Association member stating the request of removal along with the stated grounds in consideration, (2) the petition for removal will be sponsored by a Board member and that Board member will present the petition to the Executive Board during a special Executive Board meeting, (3) the Board member in question shall be provided an opportunity to present a defense either at the meeting or in writing, and (4) a two-thirds vote of the Executive Board at the next regular Executive Board meeting shall decide the outcome.

## **ARTICLE VII - AMENDMENTS**

**Section 1.** Except as provided in Section 2 below, amendments to these By-Laws may be made only at the annual business meeting of the Association. Written notice in advance of the business meeting is necessary. Adoption of amendments shall be by a majority vote of the members present who are eligible to vote.

**Section 2.** If in the judgment of the Executive Board, action upon a proposed amendment is desirable before the next Annual meeting, action may be taken through written ballot following presentation of the amendment, in writing, to all members of the Association. If a majority of the members who are eligible to vote return affirmative ballots within the succeeding 30 days, the amendment shall be adopted.

## **ARTICLE VIII – DATE OF EFFECT**

These By-Laws and any amendments thereto become effective on adoption by those who qualify as active members of the Association under article III of the Constitution, provided that such actions as are taken herein and by amendment hereto are not in conflict with the provisions of the Constitution of the Association.

END OF BYLAWS