

# **New England College Personnel Association Bylaws**

## **Article I - Name and Purpose**

### **Section 1.01 Name**

The name of this association shall be New England College Personnel Association.

### **Section 1.02 Affiliation**

New England College Personnel Association is a chartered internal chapter of ACPA - College Student Educators International.

### **Section 1.03 Autonomy**

The New England College Personnel Association shall be autonomous in the conduct of its affairs consistent with the bylaws of ACPA - College Student Educators International.

### **Section 1.04 Use of Name**

The name of New England College Personnel Association shall be employed in connection with the official business and activities of New England College Personnel Association. The name of New England College Personnel Association shall not be used by individuals, organizations, or agencies without the approval of the New England College Personnel Association executive board.

### **Section 1.05 Mission**

New England College Personnel Association exists to promote the ideology and philosophy of individuals committed to student development in higher education. New England College Personnel Association serves students by providing its membership opportunities for professional development through educational and social opportunities. Diverse in its membership, New England College Personnel Association serves its members by promoting formal and informal communication, providing online resources, and sponsoring workshops.

### **Section 1.06 Purpose**

In the pursuit of this mission, New England College Personnel Association shall be guided by the following purposes:

**1.06a** To encourage generation, dissemination, and utilization of applied knowledge about college students and the field of college student services.

**1.06b** To provide programs which embrace enhanced student development and professional development.

**1.06c** To provide a voice and space for discussion on issues affecting higher education.

**1.06d** To promote formal and informal collegial interaction among individuals interested in college student services.

### **Section 1.07 Equity and Inclusion**

In support of the core values of ACPA - College Student Educators International, New England College Personnel Association actively celebrates and supports the core values of equity and inclusion. New England College Personnel Association will not discriminate against members because of race, age, color, religion, ancestry, national origin, citizenship status, sex, sexual orientation, gender identity or expression, personal appearance, genetic information, disability, familial status, marital status, veteran status, or political affiliation.

Because of the recognized importance of our members, colleagues, sponsors, etc., New England College Personnel Association welcomes the collective efforts and talents of all in our effort to provide intentional and purposeful programs and professional development opportunities. New England College Personnel Association is committed to advancing the practice and intent of affirmative action in all its activities. This equity and inclusion policy covers membership and access to New England College Personnel Association programs and activities including, but not limited to, events, publications, and educational services.

## **Article II - Membership**

### **Section 2.01 Eligibility**

Membership in New England College Personnel Association shall be open to all persons, regardless of location, who have paid the New England College Personnel Association membership dues as set by the New England College Personnel Association executive board. New England College Personnel Association members must also be current members of ACPA - College Student Educators International.

### **Section 2.02 Membership Types**

**2.02a General membership** - any person, who does not qualify for an alternate membership type, expressing an interest in the general purposes and goals of New England College Personnel Association, may be a general member.

**2.02b Graduate student membership** - any person who is currently engaged in graduate studies in an accredited graduate school in courses related to the student affairs and student services profession and who is not employed full time during the membership year. Upon request, the student's academic advisor must attest to these qualifications. Pre-doctoral internships or work experiences required for completion of a degree program are not considered full time employment for the purposes of this category.

**2.02c Undergraduate student membership** - any person who is currently enrolled as an undergraduate student and who is not employed full time at an institution of higher education during the membership year. The student must verify undergraduate enrollment and good standing status either via a Student Affairs or Student Services professional or an official letter from the student's institution.

**2.02d Honorary membership** - persons may be designated honorary members by action of the executive board. Honorary membership shall be for life and shall be exempt from payment of dues. Honorary members are not eligible to vote or to hold office.

### **Section 2.03 Membership Fee**

Each member, to be in good standing, shall pay the annual membership fees of New England College Personnel Association. The amount of the annual membership fee of New England College Personnel Association shall be determined by the executive board.

### **Section 2.04 Rights and Privileges**

All general, graduate student, undergraduate student, and honorary members shall be entitled to attend meetings and professional development opportunities at a discounted rate and be eligible to serve on committees.

All general, graduate student, and undergraduate student members shall be eligible to vote.

All general and graduate student members may also hold executive board positions of New England College Personnel Association.

### **Section 2.05 Membership Term**

The term of any membership shall be annual. The membership year shall be computed individually by ACPA - College Student Educators International beginning with the month of receipt of the membership application and dues.

## **Article III - Meetings**

### **Section 3.01 Frequency**

New England College Personnel Association shall hold a business meeting at least once each year and shall hold such other meetings, workshops, and conferences as shall be deemed necessary and advisable by the executive board. Issues requiring a vote by general membership will be submitted to the general membership after an affirmative vote of a simple majority of the executive board. The general membership should receive formal notification of all official business meetings in advance of such meetings.

### **Section 3.02 Executive Board Meetings**

The executive board shall meet in person, via conference call, or virtually at any time that it is deemed necessary by the President or by a simple majority of the executive board members. All members of the executive board should receive notification at least seven (7) days in advance of the date on which they are scheduled.

### **Section 3.03 Quorum**

At executive board meetings, one-third (1/3) of the executive board shall constitute a quorum for the transaction of business.

At all business meetings, members in good standing who are present at such meeting shall constitute a quorum for the transaction of business.

### **Section 3.04 Voting**

Whenever any action is to be taken by vote of the members, it shall, except as otherwise required by law, or by these bylaws, be authorized by a simple majority of the votes cast.

### **Section 3.05 Fiscal Year**

The fiscal year of New England College Personnel Association shall be from January 1 through December 31.

## **Article IV - Executive Board**

### **Section 4.01 Membership**

The executive board shall consist of all elected and appointed officers of New England College Personnel Association. All members of the executive board are voting members of New England College Personnel Association.

### **Section 4.02 Qualifications**

Each officer shall be a general or graduate student member in good standing of New England College Personnel Association and ACPA - College Student Educators International, and shall live or work in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, or Vermont.

### **Section 4.03 Elected Officers**

The elected officers of New England College Personnel Association shall be the President, President-Elect, Immediate Past President, and the six New England State Coordinators.

### **Section 4.04 Elected Officer Duties**

#### **4.04a The duties of the President shall be:**

1. The President shall be the chief elected officer of New England College Personnel Association.

2. The President shall preside over all state meetings of New England College Personnel Association, shall chair and preside over meetings of the executive board, and they shall insure the maintenance of the archive files of New England College Personnel Association
3. The President shall represent New England College Personnel Association at all ACPA – College Student Educators, International business meetings, including the summer Leadership Meeting and the ACPA Annual Convention.
4. The President shall appoint all committee chairpersons and serve as an ex-officio member of the committee and make other appointments as necessary.

**4.04b The duties of the President-Elect shall be:**

1. The President-Elect shall, in the absence of the President, act as President at all business meetings of the association and at all executive board meetings
2. The President-Elect shall represent New England College Personnel Association at all ACPA – College Student Educators, International business meetings, including the summer Leadership Meeting and the ACPA Annual Convention.
3. The President-Elect shall assist the President in the organizing and evaluating of New England College Personnel Association’s activities, coordinating activities with other professional organizations.
4. The President-Elect shall supervise the annual nomination and election process.
5. The President-Elect shall serve as co-chair of the annual conference committee.

**4.04c The duties of the Immediate Past President shall be:**

1. The Immediate Past President shall serve as awards chair for New England College Personnel Association.
2. The Immediate Past President shall coordinate annual bylaws revisions, if deemed necessary by the executive board.
3. The Immediate Past President shall serve as a regular consultant to the President and the President-Elect on matters affecting the organization and the operation of New England College Personnel Association.

**4.04d The duties of the State Coordinators shall be:**

1. Each State Coordinator shall represent the diverse interests of the members from their respective state.
2. Each State Coordinator shall coordinate professional development programming for their respective state members.
3. State Coordinators shall chair committees as appointed by the President.

**Section 4.05 Appointed Officers**

The appointed officers of New England College Personnel Association shall be the Operations Coordinator, Equity and Inclusion Coordinator, Communications Coordinator, Professional Development Coordinator, and Graduate Student Liaison.

#### **Section 4.06 Appointed Officer Duties**

##### **4.06a The duties of the Operations Coordinator shall be:**

1. The Operations Coordinator shall keep minutes of all business sessions of the executive board and New England College Personnel Association
2. The Operations Coordinator shall email minutes to the executive board within one (1) week of the session.
3. The Operations Coordinator shall maintain all the archives of New England College Personnel Association and will maintain the inventory of all New England College Personnel Association supplies and equipment.
4. The Operations Coordinator shall serve as membership liaison to ACPA – College Student Educators International, maintain membership lists, and post all general mailings or announcements to the membership.
5. The Operations Coordinator shall keep all financial records of New England College Personnel Association and shall coordinate with ACPA - College Student Educators, International to collect and disburse funds subject to the approval of the executive board and/or President.
6. The Operations Coordinator shall prepare an annual income and expense budget for presentation to the executive board and quarterly thereafter. An income and expense statement shall also be presented during the annual business meeting.

##### **4.06b The duties of the Communications Coordinator shall be:**

1. The Communications Coordinator shall work with board members to publish information about upcoming events, current hot topics in higher education, and spotlight graduate students and professionals of all levels across the organization.
2. The Communications Coordinator shall manage the organization's various social media outlets, including but not limited to website, Facebook, Twitter, and LinkedIn
3. The Communications Coordinator shall create new opportunities for starting discussions and sets goals to develop and implement strategies for adding more members and getting involvement on social media sites.
4. The Communications Coordinator shall work with the executive board to make recommendations for New England College Personnel Association technology needs.
5. The Communications Coordinator shall coordinate all marketing materials of New England College Personnel Association and manage the Association brand identity.

**4.06c The duties of the Equity and Inclusion Coordinator shall be:**

1. The Equity and Inclusion Coordinator shall, in collaboration with the executive board and members, review all published materials and events to ensure congruency with the New England College Personnel Association and ACPA - College Student Educators International equity & inclusion statements.
2. The Equity and Inclusion Coordinator shall promote knowledge and awareness of current issues and information, including pertinent legislation, regarding student affairs professionals who are members and allies of traditionally underrepresented groups.
3. The Equity and Inclusion Coordinator shall coordinate programs that promote the development of social justice competencies of members and program participants
4. The Equity and Inclusion Coordinator shall promote collaboration between New England College Personnel Association and ACPA - College Student Educators International (or other regional organizations) in order to more broadly address topics of equity, inclusion, and social justice.

**4.06d The duties of the Professional Development Coordinator shall be:**

1. The liaison between New England College Personnel Association and other professional associations.
2. Represent New England College Personnel Association on the planning committees for major events co-sponsored by New England College Personnel Association and other professional associations, such as the All the Above Conference, Entry-level Professionals Workshop, and the Dinner Event.

**4.06e The duties of the Graduate Student Liaison shall be:**

1. Perform outreach to graduate school programs in the field of higher education throughout New England.
2. Coordinate professional development programming for the graduate student and undergraduate student members.
3. Provide suggestions to the executive board that deal with current and relevant issues to graduate students.

**Section 4.07 Selection of Officers**

In the fall, the President-Elect shall begin the procedures for the selection of officers.

**4.07a Elections** - The President-Elect, or designee, shall email to the membership an electronic ballot containing a list of nominees who have consented to stand for each office to be filled. Nominees shall be entitled to request the names of the other candidates on the election.

**4.07b Appointments** - During the election process a call for interested individuals for appointed position will be made to the membership. Appointments shall be made by the incumbent presidential trio and confirmed by the incumbent executive board.

**4.07c Frequency** – Each year the membership shall elect a President-Elect. The President-Elect shall serve for one year and then become President, then after a year of service as President, they will become Immediate Past President.

All other executive board members will serve a two (2) year term. State Coordinators for Maine, Massachusetts, and Vermont will be elected in even years, while the State Coordinators for Connecticut, New Hampshire, and Rhode Island will be elected in odd years. The Operations Coordinator and Equity and Inclusion Coordinator will be appointed in odd years and the Communications Coordinator, Professional Development Coordinator, and Graduate Student Liaison will be appointed in the even years.

#### **Section 4.08 Terms of Office**

All officers will take office on January 1. The President, President-Elect, and Immediate Past President shall serve a one (1) year term of office. All other officers shall serve a two (2) year term of office. No member may serve in the same office for more than two (2) consecutive terms.

#### **Section 4.09 Resignation**

A member of the executive board who wishes to resign from their position must state this intention in writing to the President.

#### **Section 4.10 Removal from Office**

Any board member may be removed, with cause. Grounds for removal include: failure to perform the duties of their office as set forth by these bylaws and/or a failure to attend three (3) consecutive executive board meetings.

A petition to remove the officer must be submitted to the President, or in cases of Presidential removal, the President-Elect. The President or President-Elect will then call a meeting of the executive board to be held within fourteen (14) days of the submission of the petition. At that meeting, the entire board member should be present and a two-thirds ( $\frac{2}{3}$ ) vote must be obtained in order to remove the said board member from appointment.

#### **Section 4.11 Vacancies**

In the event that the presidency shall become vacant, the President-Elect shall assume the presidency and shall serve through the remainder of the term for which the President-Elect has been elected.



If a vacancy should occur in the office of the President-Elect, it shall be filled by special election.

Presidential appointment with the approval of the executive board will prevail with all other vacancies, to serve through the remainder of the term for which the previous officer was elected.

#### **Section 4.12 Compensation and Expenses**

None of the elected or appointed officers of New England College Personnel Association shall receive any compensation for their services.

Some necessary expenses of the elected officers of the Association shall be paid from the funds of New England College Personnel Association under policies established by the executive board.

### **Article V - Committees**

#### **Section 5.01 Ad Hoc Committees**

There shall be committees appointed by the President as deemed necessary by the President in consultation with the executive board or as deemed necessary by the general membership.

### **Article VI - Amendments**

#### **Section 6.01 Amendments**

Amendments to these bylaws may be acted upon only at a business meeting of New England College Personnel Association, unless in the judgment of the executive board action upon a proposed amendment is desirable before the next business meeting.

If presented in writing or electronically to all members of New England College Personnel Association at least thirty (30) days before the business meeting at which the proposed change is to be considered, such an amendment may be adopted by a simple majority vote of the members present at the business meeting. Any amendment to such proposed amendments or any amendments not presented thirty (30) days before the meeting may be adopted only by at least a two-thirds (2/3) vote of the members present.

If in the judgment of the executive board, amendments must be made prior to the annual business meeting. Voting on amendments may be taken through a ballot following presentation of the amendment in writing or electronically to all members of New England College Personnel Association. If a simple majority of the members returning ballots within the succeeding thirty (30) days vote affirmatively, the amendment shall be adopted.

### **Article VII - Parliamentary Procedure**

**Section 7.01 Parliamentary Authority**

The business of New England College Personnel Association shall, at the discretion of the president, be conducted according to *Robert's Rules of Order, Revised*, 2000 edition, as from time-to-time amended, except where otherwise specified in these bylaws.

**Section 7.02 Parliamentarian Role**

The executive board shall, by a simple majority vote, as needed appoint one (1) of its members to serve as Parliamentarian for each board term. The role of the Parliamentarian is to assist the President and the executive board in following appropriate procedures and bylaws when considering New England College Personnel Association business matters.

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