



# New Mexico/West Texas Association of Student Assistance Programs

## BYLAWS

### **ARTICLE I – Membership**

- 1.1 There are four classifications of membership in this association: project, active, associate, and student.
- 1.2 A person may become a member by payment of the prescribed Association fees. Project and individual dues must be paid in full for members to be eligible to vote.
- 1.3 A member may be reviewed for disciplinary action with due process by a quorum of voting members at any scheduled or special Association meeting. Disciplinary action must be approved by 2/3 of members present. The disciplined member shall be notified in writing by the Association President.
- 1.4 Members may resign from the Association by providing a written resignation to the Association President.
- 1.5 Project membership is open to all TRIO programs in New Mexico and West Texas, and is required for active membership of individuals.
- 1.6 Active membership shall be limited to current employed personnel of TRIO programs. Active membership of currently employed TRIO personnel is contingent upon annual payment of project and individual fees. Only Active members may hold office and vote.
- 1.7 Associate membership is open to any person interested in student assistance programs. Associate members may not hold office or vote, but must pay Association fees.
- 1.8 Student membership is open to any program participant interested in assistance programs. Student members may not hold office or vote, but must pay Association fee.

### **ARTICLE II –OFFICERS**

- 2.1 The officers and Board of the Association shall be President, President-Elect, Secretary, and Treasurer whose duties are described below. In addition to the duties described below, these officers represent the Association on the SWASAP Board.

- 2.2 The President and/or President Elect shall preside at all Association meetings. The President shall appoint all committee chairpersons, and be a member of all Association committees.
- 2.3 The President-Elect shall assist the President. In the absence or disability of the President, the President-Elect shall have the powers and shall perform the duties of the President. The President-Elect shall become the President of the Association the following term.
- 2.4 The Secretary shall keep minutes of all Association meetings and provide copies of the minutes to all active Association members. At the end of each term, the Secretary shall provide the new Secretary with prior records.
- 2.5 The Treasurer shall be responsible for receiving and disbursing the funds of the Association, maintaining appropriate fiscal records, and providing a Treasurer's report at all Association meetings. The Treasurer and President shall sign checks for all Board authorized expenditures. At the end of each term, the Treasurer shall provide the new Treasurer with prior records.
- 2.6 The officers of the Association shall be selected by the active NM/WTASAP membership. Each term of office shall be one year, except for the office of Treasurer. The Treasurer of the association shall have a commitment of 2 consecutive years. Any officer of the Association shall not succeed himself/herself in the same office more than two (2) consecutive terms.
- 2.7 Elections shall take place at the Fall Association meeting. New officers shall assume leadership following the annual regional S.W.A.S.A.P conference.
- 2.8 In the case of a vacancy in the Secretary or Treasurer offices, the President shall appoint an individual to complete the unexpired term. If the Presidency is vacated, the President-Elect shall assume the office of President, and a new President-Elect shall be elected by the membership. Should a vacancy occur in the office of President-Elect, the membership shall elect a replacement.

**ARTICLE III – FISCAL YEAR**

- 3.1 The fiscal year of the Association shall begin on the first day of October and end on the last day of September each year.

**ARTICLE IV – MEETINGS**

- 4.1 Regular meetings of the Association shall be held twice a year. Specific dates and places shall be determined by the officers. Members shall receive an agenda by mail, email and/or fax fifteen (15) days prior to each meeting.
- 4.2 The format of each Association meeting shall be as follows:
  - a. Officers meeting
  - b. Registration
  - c. Workshop, special session, or guest speaker
  - d. Business meeting
  - 1. Minutes of last meeting

- 2. Treasurer's report
  - 3. Old business
  - 4. New business
  - e. Closing session or unattended business
- 4.3 A quorum shall be defined as the presence of one-third of the paid member projects. The NM/WTASAP President shall have the power to determine when a quorum of paid voting member projects is present.
- 4.4 The President of the Association shall appoint an association member as a Parliamentarian for a one year term to assist in conducting all meetings.
- 4.5 The current edition of **Robert's Rules of Order Newly Revised** shall govern the proceedings of the Association.
- 4.6 Any three (3) officers and/or the majority of the active membership of the NMWTASAP shall have the authority to call an additional Association meeting if the need exists.

#### **ARTICLE V – MEMBERSHIPS AND FEES**

- 5.1 There shall be four types of memberships:
- a. Annual project active membership;
  - b. Annual individual active membership;
  - c. Annual individual associate membership;
  - d. Annual individual student membership;
- 5.2 Annual Association membership fees shall be determined by a majority vote of the membership.
- 5.3 Annual project fees and individual memberships must be renewed by October 31 of each year.
- 5.4 The Treasurer is responsible for the billing and collection of all Association fees, development of membership lists, and the distribution of membership cards. Billing for Association fees shall be sent by the fourth Friday of August each year.
- 5.5 An individual registration fee shall be charged to each person, excluding guests of the Association, who attends the state conference, such fee to be established annually by the Board.

#### **ARTICLE VI –VOTING**

- 6.1 Each active member shall be entitled to one (1) vote.
- 6.2 Proxy votes should be addressed to the NM/WTASAP President on the Association proxy form and given to the President before commencement of a NM/WTASAP meeting. The President will turn over proxy votes to NM/WTASAP Secretary to be kept on file.
- 6.3 For urgent action items requiring a membership vote prior to the next scheduled association business meeting, the Board may conduct absentee voting with the membership to determine the impending action to be taken by the Board.

## **ARTICLE VII – STANDING COMMITTEES**

- 7.1 The standing committees of the Association are as follows:
- a. Executive Committee/Board - current officers of NM/WTASAP
  - b. TRIO Achiever Selection Committee - The committee shall set the parameters for TRIO Achiever selection, develop and implement the selection process.
  - c. Scholarship Selection Committee - The committee shall set the parameters and/or coordinate applicable awards, develop and implement the selection process.
  - d. Council of Opportunity in Education (COE) Fair Share Committee - Chair may be a volunteer or appointed by the NM/WTASAP President.
- 7.2 The Ad hoc committees of the Association are as follows:
- a. By – Law review Committee
  - b. Professional Development / Conferences
  - c. Public Relations/ State Initiative
  - d. Finance Committee

## **ARTICLE VIII – EXPENSES**

- 8.1 The property and profits of the Association shall never accrue to the benefit of its membership, or any individual except for reasonable compensation for services rendered and expenses incurred for administration, i.e., travel, lodging, and related expenses, and operation.
- 8.2 The following TRIO Achiever expenses, with verifiable receipts, for attending the annual SWASAP conference shall be paid by the Association;
- a. One night of hotel accommodations;
  - b. Reimbursement for meals, not to exceed \$50.
  - c. The price of a round trip shuttle between the airport and hotel;
  - d. A round trip airline ticket to be purchased by the NMWTASAP Treasurer.
- 8.3 There must be a minimum balance of \$2,500 in the Association treasury in order for scholarships to be awarded. Spring Association meeting members in attendance will decide amount of scholarship awards.
- 8.4 NMWTASAP officers and ELI participants will receive air and ground transportation monies to attend SWASAP Board meetings and ELI Training. Officers and ELI participants traveling to those meetings and training sessions should take into consideration lowest traveling expenses. All Receipts/documentation must accompany NMWTASAP reimbursement request form for approval by the Executive Board.
- 8.5 SWASAP monies given to NM/WTASAP for support of participation in the annual COE Policy Seminar shall be evenly distributed to professional active members who register and attend the seminar. Documentation of registration, attendance and costs shall be turned in within thirty days after the seminar to the Association Treasurer. Reimbursement will be made payable to the specific individuals who attended.

**ARTICLE IX – AMENDMENTS**

9.1. The Association Bylaws may be amended at any called meeting, provided the following conditions are met:

- a. A quorum is present;
- b. Proposed amendments will be presented in writing to each active member fifteen (15) days prior to the Association meeting;
- c. The active member wishing to alter a proposed amendment must present the alteration in person at the Association meeting;
- d. Adoption of an amendment shall be by a majority vote of those present.

**ARTICLE X - DISSOLUTION**

Upon dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to the state or local government, for a public purpose, Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

I, \_\_\_\_\_, Secretary of the New Mexico/West Texas Association of Student Assistance Programs, an association existing under the laws of the State of New Mexico, hereby certify the above is a true and correct copy of the bylaws, together with all amendments thereto, as of this \_\_\_\_\_th. day of \_\_\_\_\_2008, which were duly adopted on **April 25, 2008**.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

ATTEST:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_