

COLLEGE STUDENT PERSONNEL ASSOCIATION OF NEW YORK STATE BY LAWS

By Laws History Summary: Originally adopted March 26, 1981; Revision Reviewed and Approved by the Executive Board on June 4, 1994; Amended By-Laws became effective June 1, 1995 after receiving the approval of the membership; Revision Reviewed and Approved by the Executive Board on May 14, 2003; Amended By-Laws became effective June 2, 2003 after receiving the approval of the membership.

ARTICLE I NAME AND LEGAL STATUS

Section 1.

The name of this Association shall be the College Student Personnel Association of New York State, Inc. (CSPA). The Association is incorporated under Section 402 of the Not-for-Profit Corporation Law of New York State.

Section 2.

The name of this Association shall be used in all business and activities of the Association. The name of this Association shall not be used by individuals, organizations or agencies without the explicit approval of the Executive Council.

ARTICLE II PURPOSE AND ACTIVITIES

Section 1.

The College Student Personnel Association is organized exclusively for educational purposes, including for such purposes, the possibility of making distributions to organizations that qualify as exempt organizations under Section 501(c) 3 of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law.)

Section 2.

The College Student Personnel Association of New York State, Inc. is committed to advancing the knowledge, and personal and professional development of a diverse group of student affairs educators in public and independent Colleges and Universities through state and regional involvement.

To accomplish its purpose, the Association sponsors a variety of educational and professional development programs; fosters debate on the future directions of post-secondary education through an examination of critical issues and their implications for potential and practicing student personnel professionals; publishes educational and professional literature; advances the highest standards of professional conduct; and reflects the professional concerns of its members.

Section 3.

No substantial part of the activities of this Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501 (c) 3 of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Revenue Law.)

Section 4.

The College Student Personnel Association is a state division of the American College Personnel Association (ACPA), an exempt corporation under Section 501 (c) 3 of the Internal Revenue Code of 1954. The activities and purposes of the Association shall be in accord with the activities and purposes of the American College Personnel Association. The Association adheres to the ACPA Statement on Ethical Principles and Standards.

Section 5.

The business of this Association shall be conducted according to Roberts' Rules of Order by Henry Martin Roberts, Revised in all instances in which they are not consistent with the By-Laws of this Association.

ARTICLE III MEMBERSHIP

Section 1.

Membership in this Association shall be by individual, and it shall be open to all persons regardless of gender, ethnicity, creed, age, physical condition, and sexual/affectional orientation. Membership shall be open to all persons who support the purposes of this organization. There shall be three types of membership; Regular, Student, and Honorary. All members shall be voting members.

- A. A **REGULAR** member is an individual who has paid regular member dues to this Association.
- B. A **STUDENT** member is an individual who is enrolled in an institution of higher education and not employed full time during the current academic year, and who pays student member dues to this Association.
- C. An **HONORARY** member is an individual who has been elected to honorary member status by the Executive Council. Honorary membership shall be for life and shall be exempt from payment of dues.

Section 2.

The membership year of this Association shall be from August 1 to July 31.

Section 3.

Members who have not renewed their memberships by November 1 each year will be removed from the mailing list for the remainder of that membership year.

Section 4.

The annual dues of this Association shall be determined by the Executive Council. Any special assessments of this Association shall be proposed by the Executive Council and ratified by a majority of the membership returning a mail ballot prepared for this purpose. Any special assessments of this Association shall be proposed by the Executive Council.

ARTICLE IV ELECTED OFFICERS

Section 1.

The elected officers of this Association shall be Past President, President, President-Elect, Vice President for Professional Development, Vice President-Elect for Professional Development, Vice President for Conferences, Vice President-Elect for Conferences, and three Members At Large of the Executive Council. All elected officers shall be regular members of this Association during their term of office and shall also be affiliated with an institution of post-secondary education in New York State for the same period. Exceptions to this affiliation requirement may be made by the Executive Council. In keeping with this organization's affiliation with the American College Personnel Association, all elected officers shall be members of the American College Personnel Association.

Section 2.

Each of the elected officers shall serve a two year term. This first of which shall be as "elect" and begin at the first Advisory Board meeting after the annual elections. The second year shall be as the elected officer and end at the same meeting the following year. The only exceptions are the Member-At-Large positions, which are only one year terms, and the President position, which is a three year term.

Section 3.

The President-Elect shall become President of this Association one year after the commencement of the term of office as President-Elect or upon the resignation, removal or death of the President. In the event that the President-Elect takes office as President during the term as President-Elect, that person shall continue to serve as President during the following year.

Section 4.

There shall be a **PRESIDENT** who shall preside at the annual Association meeting, meetings of the Executive Council and Advisory Board, and all other meetings of this Association; to consider all motions regularly made; and to call special meetings as needed. The President shall be an ex-officio member of all committees; shall assure that the operation of this Association is in accordance with these By-Laws; and shall assure that the officers of this Association are advised of their duties and the operations of the Association.

Section 5.

There shall be a **PRESIDENT-ELECT** who shall become familiar with the work of this Association in preparation for the term as President and shall share as an ex-officio member of all committees. In the absence of the President, the President-Elect shall perform the duties of the President.

Section 6.

There shall be a **PAST PRESIDENT** who shall be responsible for the Nominations and Elections process.

Section 7.

There shall be a **VICE PRESIDENT FOR PROFESSIONAL DEVELOPMENT** who shall be responsible for implementing such professional development programs as are undertaken by this Association. The Vice President for Professional Development, in consultation with the President, may appoint persons to such committees or to serve in regional coordinator capacities as may be necessary to carry out this program.

Section 8.

There shall be a **VICE PRESIDENT-ELECT FOR PROFESSIONAL DEVELOPMENT** who shall become familiar with the work of this Association in preparation for the term as Vice President for Professional Development. The Vice President-Elect shall work in conjunction with the Vice President for Professional Development to establish and implement professional development programs undertaken by the Association.

Section 9.

There shall be a **VICE PRESIDENT FOR CONFERENCES** who shall be the Conference Coordinator for the Annual Conference of this Association and shall oversee other state-wide conferences, as an ex-officio member of committees, which may be held by the Association. The Vice President for Conferences, in consultation with the President, may appoint such committees as may be necessary.

Section 10.

There shall be a **VICE PRESIDENT-ELECT FOR CONFERENCES** who shall undertake the planning process for the Annual Conference of this Association that will take place during the Vice President's term of office.

Section 11.

There shall be three (3) **MEMBERS AT LARGE** who shall have voice and vote during the deliberations of the Executive Council and Advisory Board. The Members at Large may also assume additional responsibilities as assigned by the President with the advice and consent of the Executive Council.

ARTICLE V APPOINTED OFFICERS

Section 1.

The President, with the advice and consent of the Executive Council, shall appoint the following Finance and Information Officers, including: an Association Secretary, an Association Treasurer, Historian, a Graduate Student Representative(s), a Membership Chair and Newsletter Chair. The President shall also appoint Regional Coordinators, ACPA Committee Liaisons and such other officers as may be needed. Appointed officers (except Graduate Student Representatives) shall be Regular Members of this Association during their term of office and shall also be affiliated with an institution of postsecondary education for the same period. Exceptions to this affiliation requirement may be made by the Executive Council. All appointed officers shall serve for a one-year term beginning at the first Advisory Board meeting after the annual elections and end at the same meeting the following year. It is recommended, but not required, that appointed officers be members of the American College Personnel Association.

Section 2.

The **ASSOCIATION SECRETARY** shall record and transmit to the Advisory Board all official proceedings of this Association and of the Executive Council and Advisory Board of the Association; maintain a permanent official file of all policy statements, papers, annual committee reports and literature issued by the Association; and advise the Executive Council of the contents of such documents.

Section 3.

The **ASSOCIATION TREASURER** shall receive all monies paid directly to this Association; keep an account of all receipts and expenditures; pay or authorize for payment all bills properly charged against the Association; chair the Budget Committee; draft an annual budget; make arrangements for an audit as required; and present, in writing, a financial report at the end of each fiscal year and/or at any other time upon request of the Executive Council.

Section 4.

The **HISTORIAN** shall keep track of all details of the business of the organization . This person is responsible for coordinating the collection of all pertinent materials; he/she is also responsible for the safe and secure storage of such materials.

Section 5.

The **REGIONAL COORDINATORS (RC)** of CSPA-NYS form the direct link between members of the organization and the Advisory Board. The Regional Coordinator is responsible for organizing and offering professional development opportunities at the regional level. The Regional Coordinator shall have a term of office of one year. The Vice President of Professional Development will recommend RC appointments to the Executive Council for approval.

Section 6.

The **GRADUATE STUDENT REPRESENTATIVE** shall endeavor to reflect the needs of persons preparing for professional careers in the field of student personnel and in all other ways, represent the interests of these students on the Executive Council. The representative shall recruit new members and convene a meeting of student members at the Annual Conference. The person should be a current graduate student in a New York State Graduate Program.

Section 7.

The **MEMBERSHIP CHAIR** shall be responsible for the Association's membership efforts, keep the membership rolls current, and provide the President and the Executive Council up to date on membership.

Section 8.

The **NEWSLETTER CHAIR** shall be responsible for the publication of at least two (2) newsletters during the year.

Section 9.

The **ACPA COMMITTEE LIAISONS** shall be appointed by the President with the advice and consent of the Executive Council. The purpose of this position is to facilitate flow of information from CSPA to the various operational committees of the American College Personnel Association. It is required that all Liaisons be a member of ACPA and their respective committee.

ARTICLE VI EXECUTIVE COUNCIL

Section 1.

The **EXECUTIVE COUNCIL** shall manage the affairs of the Association, shall transact all necessary meetings of the membership, shall formulate and recommend policies to the membership, and shall carry out such activities as directed by the membership. The Executive Council shall act as the liaison group between this Association and the American College Personnel Association. The Executive Council of this Association shall provide for representation to other State or National Associations where such representation is appropriate.

Section 2.

Chair: The President of the College Student Personnel Association shall chair the Executive Council.

Section 3.

Membership: The Voting Members shall be the elected officers and Graduate Student Representative. The Non-Voting Members shall be the Financial and Information Officers. Any vacancies shall be filled by an appointment in accordance with these By-Laws.

Section 4.

The President and Treasurer of the Association, who have the authority to sign checks or otherwise handle Association funds, shall be bonded. The cost of bonding shall be a budgeted expense of the Association.

Section 5.

Quorum and Voting Rights: A majority of the Executive Council voting positions shall constitute a quorum for the transaction of business at all regularly scheduled and emergency meetings. Each voting member of the Executive Council shall be entitled to one vote.

Section 6.

Term of Office: The term of office for each position on the Executive Council shall be for one (1) year. The term shall begin at the first meeting after the annual election and end at the same meeting the following year.

Section 7.

Meetings: At least three meetings of the Executive Council shall be called annually by the President, or at the joint request of any five members of this Council. There shall be at least one meeting of the Executive Council held each year after the annual election of officers and prior to July 1 for the purpose of planning the budget and program for the following fiscal year. In the event that an individual holds more than one office at this meeting, that person shall be entitled to only one vote.

Section 8.

Ad Hoc Committees: The Executive Council may establish ad hoc committees which may act for the Executive Council within such limits as may be established, in writing, by the Executive Council. The President may temporarily appoint an Ad Hoc Committee, pending final approval at the next meeting of the Executive Council.

ARTICLE VII ADVISORY BOARD

Section 1.

Function: The Advisory Board shall provide input and feedback on matters pertaining to the Association being discussed and voted on by the Executive Council.

Section 2.

Chair: The President of the College Student Personnel Association shall chair the Advisory Board.

Section 3.

Membership: The Advisory Board shall be composed of the Executive Council, the Regional Coordinators, and the ACPA Committee Liaisons. The voting members shall be the elected officers and Graduate Student Representative. Any vacancy shall be filled by an appointment in accordance with these By-Laws.

Section 4.

Term of Office: The term of office for members of the Advisory Board shall be for one (1) year,. The term shall begin at the first meeting after the annual election and end at the same meeting the following year.

Section 5.

Meetings: Two meetings of the Advisory Board shall be called annually by the President, or at the joint request of any five (5) members of this Board. There shall be at least one meeting of the Advisory Board held each year after the annual election of officers and prior to July 1 for the purpose of planning the budget and objectives for the following fiscal year. The second meeting shall be convened during the month of January or February.

Article VIII REGIONS

Section 1.

Purpose: In order to promote a professional development experience that meets the needs of the membership at the local level, CSPA-NYS shall be divided into Regions.

Section 2.

The activities of the regions shall be coordinated by the Regional Coordinators and the membership in each respective region.

Article IX VACANCIES AND REMOVAL FROM OFFICE

Section 1. Vacancy of an Office

- A. Should the President, or Vice President Positions become vacant during the term of office, the “elect” office shall assume the remainder of that term in addition to their upcoming year in office.
- B. In the event of the resignation, removal or death of the President-Elect or one of the Vice-Presidents Elect, the Executive Council shall decide whether to hold an immediate Nomination and Election process to fill the vacancy, or to fill the vacancy in the next scheduled Nomination and Election process.
- C. If a vacancy occurs among the Members at Large, the Executive Council shall appoint a qualified member of the Association to complete the vacated term of office.

Section 2. Removal from an Office

- A. Any officer may be removed for just cause. Grounds for removal of an officer include: violation of Association policy, procedures, or ethical code (as prescribed by ACPA); failure to perform the duties of the office as set forth in the By-Laws and the policies of the Association; gross impropriety in carrying out the duties and responsibilities of the office.
- B. Officers of the Association may be removed by the following process:
 1. Procedures to remove an officer from office may be initiated upon written submission of evidence by any member of the Association of proper cause as defined above.
 2. The submitted material must be signed by at least two (2) current members of the Executive Council before the Executive Council can initiate action.
 3. Upon receipt of the above information and ensuring that there are grounds for removal, the Executive Council shall conduct appropriate hearings, if needed, or deliberations to consider removing the officer from that office.
 4. The officer shall be removed upon the affirmative vote of three-fourths (3/4) of all members of the Executive Council of the Association.

ARTICLE X NOMINATIONS AND ELECTIONS

Section 1.

The officers of this Association shall be elected annually by ballot. Only current members may be nominated, placed on an election ballot, and/or vote in the annual election.

Section 2.

The Past President of this Association shall serve as Chairperson for Nominations and Elections. This person shall be assisted by the President. If appropriate and necessary, the President may request that a “Nominations and Elections Committee” be designated to assist with this process. The Past President will chair the committee with no vote in the committee business. In the event that a Committee is designated and a member of the Committee becomes a candidate, that person shall resign from the Committee and be replaced by a new member selected by the President.

Section 3.

The Past President shall request nominations from all members of the Association and, guided thereby, shall place on the election ballot the names of eligible individuals for each office. The Past President, or designated committee, shall have the authority to evaluate the suitability of nominees according to published criteria. The Past President shall develop a ballot of all eligible nominees, conduct an election by ballot of all members of the Association, and tally and certify the results. The person receiving the highest number of votes cast for each office shall be certified as elected to that office. A report of the results shall be filed with the President of the Association for distribution to the membership.

Section 4.

Elections shall be held and certified in due time to assure that officers elected to take office at the first Advisory Board Meeting prior to July 1 may attend the planning meeting required under Article VI, Section 7 of these By-Laws.

ARTICLE XI FISCAL YEAR AND BUDGET

Section 1.

Fiscal Year: The Fiscal Year of this Association shall be from July 1 to June 30.

Section 2.

Budget: The annual budget shall be drafted by the Association Treasurer and adopted by the Executive Council of this Association. Copies of the budget shall be available to members upon request within 90 days following its adoption by the Executive Board.

ARTICLE XII ASSETS OF THE ASSOCIATION

Section 1.

Assets: All assets of the Association shall be subject to the control of the Executive Council. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the Association shall be authorized and empowered to pay, as approved by its Executive Council, reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II in accordance with these By-Laws.

Section 2.

Committee Expenses: Committee expenses of this Association may be paid from funds appropriated therefore, and any liability incurred by any committee in excess of the funds appropriated therefore shall not be the liability of this Association, but may be the personal liability of the person or persons responsible for incurring or authorizing such liability.

Section 3.

Dissolution: Upon the dissolution of the Association, the Executive Council shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under Sec 501 (c) 3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law, as the Executive Council shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas 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.

ARTICLE XIII AMENDMENTS

Section 1.

Amendments to these By-Laws may be adopted as deemed necessary for the proper management of this Association. Any amendment so adopted shall be consistent with the activities and purposes of the American College Personnel Association.

Section 2.

Amendments may be initiated by the Executive Council. Amendments may also be proposed by petition to the Executive Council signed by at least twenty-five (25) Members of the Association. If petitions are not approved by the Executive Council, the reason(s) for its action shall be reported to the membership. Petitions not approved by the Executive Council shall be presented to the membership for approval if ten percent (10%) of the members so request.

Section 3.

All proposed amendments shall be submitted to the membership for approval. A minimum of one month and a maximum of two months shall be allowed for the return of ballots. A majority of the ballots returned within the specified time limit is required to enact the proposed amendment(s). The results of this balloting shall be announced by mail to the membership.

Section 4.

Amendments, if passed by a majority of all members voting, shall be added to the By-Laws and shall go into effect in accordance with the time specified in the Amendment(s).