

**SOUTHERN ASSOCIATION FOR COLLEGE STUDENT AFFAIRS**

**BY-LAWS**

**Approved: September 2017**

## **BY-LAWS**

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## **ARTICLE I. NAME**

The name of this organization shall be the Southern Association for College Student Affairs.

## **ARTICLE II. PURPOSES**

The purposes of this organization shall be:

- To provide for the cooperative association and professional development of those persons engaged in college student affairs work.
- To formulate and maintain professional standards in the field of college student affairs.
- To promote regional conferences for the discussion of such work.
- To promote research and scholarship in the area of college student affairs.

## **ARTICLE III. MEMBERSHIP**

The members of this Association shall be composed of four (4) types of members. All members, except as otherwise specified, shall be from Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, West Virginia, and the District of Columbia. The type of membership and qualifications shall be:

Section 1. Regular membership. Any professional who is devoting at least one-half time to any aspect of college student affairs work (such as, but not limited to counseling, teaching, administration, enrollment services, or research) in an institution of higher education or in a state post-secondary education governing body is eligible for regular membership. Regular members shall pay dues, may vote, and hold elected or appointed office.

Section 2. Associate Membership. A regular member in good standing who retires or changes position and no longer meets the criteria for regular or student membership may continue as an associate member by notifying the Executive Council, in writing, of the change in status. Any person who is employed at least half-time in any aspect of college student affairs or enrolled at least half-time in a college student affairs curriculum in an institution of post-secondary education outside the states listed in this article is eligible for associate membership. Associate members shall pay full dues. They may serve as members of committees.

Section 3. Student Membership. A graduate student enrolled in a college student affairs curriculum or in a closely related field is eligible for student membership. Student members, pay the student membership fee, may not hold elected office, but may vote and hold appointed office.

Section 4. Honorary Lifetime Membership. Individuals no longer eligible for regular membership who have been members of the Association for a significant number of years and have made notable contribution to SACSA and the college student affairs profession may be elected to honorary lifetime membership by the Executive Council. Honorary members shall not vote, hold office or pay dues.

## **ARTICLE IV. DUES AND PAYMENT**

Section 1. Dues. The annual dues for regular, associate, and student members of the Association shall be recommended and voted on by the Executive Council after consultation via the webpage and/or electronic mail with the general membership. Dues for student members shall be less than those for regular and associate members. The membership year runs for twelve months from the date that dues are paid. The Executive Director will administer membership procedures established by the Executive Council.

Section 2. Fiscal Year. The fiscal year of the Association shall be from January 1-December 31.

Section 3. Failure to Pay Dues. The Executive Director shall notify each member about the payment of dues according to approved procedures. Members who do not pay dues as billed are dropped from the membership roll and deleted from the mailing list.

## **ARTICLE V. ELECTED OFFICERS**

Section 1. Officers. The elected officers of this Association shall be a President, a President-Elect, the immediate past President, Vice President for Professional Development, Vice President for Marketing and Outreach, Vice President for Member Relations, and three Members-at-Large.

Section 2. Qualifications. Each elected officer shall be a regular member in good standing. Regular membership must be maintained during the full term of office. The President and President-Elect must have been a member of the Association for a minimum of four (4) years immediately prior to nomination. Nominated candidates should have a broad level of experience as a leader with the Association's committees and preference will be given to a candidate who has served on the Executive Committee.

Vice Presidents must have been a member of the Association for a minimum of three (3) years immediately prior to nomination and must have previously served the Association in some relevant elected or appointed capacity. Members-at-Large must have been a member of the Association for at least two (2) years prior to nomination.

The Executive Director shall not, by virtue of that position, be considered an officer of the Association.

Section 3. Term of Office. The term of office of the President, President-Elect, and immediate past President shall be one year. The Vice Presidents and Members-at-Large shall serve two years in office, with two Vice Presidents and one Member-at-Large to be elected one year and one Vice President and two Members-at-Large to be elected the alternating year.

Normally, no elected officer shall be eligible to serve consecutive offices in the same position.

Section 4. Assumption of Office. Newly elected officers shall take office at the close of the annual conference or until their successors are elected; thus, retiring officers are responsible for the completion of the details of conducting the annual conference.

Section 5. Duties.

- a. The President shall be the chief executive officer of the Association, Chairperson of the Executive Council, and presiding officer at all business sessions of the Association. Subject to the approval of the Executive Council, the President shall appoint all Committee Chairs. The President shall oversee the annual conference including conference chair, local arrangements, time and place selection, and sponsors and exhibits. The President shall hold ex-officio membership on all committees except the Nominating Committee.
- b. The President-Elect shall, in the absence of the President, perform the duties of the President at all Association or Executive Council meetings. The President elect will work closely with strategic planning and talent development. The President-Elect shall succeed to the office of President and shall serve on the Awards and Recognition Committee.
- c. The immediate Past President shall serve as the Executive Council liaison to the Foundation and the Journal Editors, shall solicit nominations for Honorary Lifetime Members to present to the Executive Council, shall serve as a liaison to committee chairs as determined by the Executive Council, and shall serve as a member of the Nominating Committee.
- d. Vice President for Professional Development:

The Vice President for Professional Development oversees and serves as a liaison for the Mid-Manager's Institute, New Professional Institute, Career Services, CAS, and Research in Higher Education. This responsibility specifically entails:

Provide guidance and consultation on SACSA policy and procedure as it pertains to hosting, planning and implementing traditional and new professional development programs.

Design and devise a professional development strategy which keeps the membership and appropriate committees informed of current professional development issues.

Periodically survey the membership with Research chair as well as similar organizations to assess and define professional needs and interests.

Consult with the Annual Conference Committee to ensure that the conference goals are in alignment with the overall professional enhancement strategy.

Co-develop activities with the appropriate committees that may include workshops, networking events in both face-to face and virtual formats.

Collaborate with the Vice President of Marketing and Outreach in promoting professional development activities through the website.

Serve as a resource and direct contact for the programs listed above. This includes conveying programmatic and administrative concerns to the board and assisting in a capacity to ensure program success.

Work with NASPA Region III Coordinator for Professional Programs; coordinate the selection of directors for Mid-Managers' Institute and New Professionals Institute, as well as, participate in site selection.

Support the strategic plan of the Organization by taking on additional duties as assigned.

e. Vice President for Marketing and Outreach:

The Vice President for Marketing and Outreach oversees and serves as a liaison for the Web site, SACSA communication, social networking sites, and membership recruitment and advises the board and membership on the future use of technology within the association. This position also entails the following responsibilities:

Serves as the primary contact regarding alterations, design, and service for the SACSA Web site.

Identifies and develops programs to advance the knowledge and capabilities of the SACSA membership.

Collaborates with the SACSA President and Executive Director to ensure the appropriate and ethical use of technology by the board and membership.

Assists the Vice President of Member Relations in developing strategies to market the organization to external entities.

Consults the board on the brand and development of marketing materials and products through technology.

Oversees the communications.

Works in developing professional development sessions during the annual conference and special programs on integrating technology in Student Affairs.

Assists the Vice President for Member Relations with creating external marketing materials and deciding the appropriate information for the SACSA Website.

Collaborate and confer with the President to create an external marketing strategy to current and potential members in the region. These strategies will also be employed to involve other student affairs associations.

Develop a marketing brochure and packet for distribution to current partners and sponsors. These materials would include information about the history of the organization, current programs, member profiles, and benefits of partnering with SACSA.

Support the strategic plan of the Organization by taking on additional duties as assigned.

f. Vice President for Member Relations

The Vice President for Member Relations shall oversee and serve as the liaison responsible for non-conference programming, multiculturalism and inclusion, Graduate Preparation Faculty programs, and SACSA's Newest. The primary goal of this area is to devise and implement strategies that encourage and build a sense of community among SACSA members and affiliates. Specific duties include:

Work closely and collaboratively with the Vice President for Marketing and Outreach to prepare presentations and information on SACSA to prospective members.

Develop, plan and implement a training curriculum and session for all new SACSA committee leadership during the annual conference or special program.

Provide guidance and leadership to committees under his/her auspices.

Proactively ensure that committees are being led properly and that members have the appropriate resources to plan and implement programs.

Devise a communication strategy where committee chairs provide semi-annual updates on committee progress and planning.

Survey activities and functions of committees in other organizations to gain insight on possible areas of improvements for SACSA committees.

Support the strategic plan of the Organization by taking on additional duties as assigned.

g. Members-at-Large

The Members-at-Large shall serve as liaisons between the membership and the Executive Council. Responsibilities shall include:

Serve as members of the Executive Council and attend all meetings;

Participate in discussion, deliberation and voting on all matters before the Council;

Gather input from Association members on an ongoing basis to ensure that various segments and opinions of the membership are adequately represented and considered by the Executive Council;

Inform the Executive Council of significant issues impacting the membership and/or the Student Affairs profession;

Provide support for SACSA initiatives and complete projects or special assignments as directed by the President and guided by the goals of the organization;

Support the strategic plan of the Organization by taking on additional duties as assigned.

**Section 6.** Vice presidents and the members-at-large, in consultation with the President and other members of the Executive Council should assess responsibilities on a regular basis to meet the Association's needs.

**Section 7. Funds.** The elected officers may request the President of the Association to include in the budget presented to the Executive Council for its approval an allocation of funds to implement their programs. They shall not exceed the approved amount without special prior approval, by a majority vote, of the Executive Council. A written account of the expenditures of these funds shall be included in their annual reports.

**Section 8. Vacancies.** If the Presidency shall become vacant, the President-Elect shall become President and shall serve out the remainder of the term of the President whom he or she replaces, as well as the term for which he or she was elected. In the event of a vacancy in the office of President-Elect, the Nominating Committee shall fill the position through a special election by the membership or through the procedures as established by Article VII. The method used by the Nominating Committee must be approved by the Executive Council. If the office of a Vice President or a Member-at-Large becomes vacant, the vacancy shall be filled by nomination and election by the remaining members of the Executive Council. The officer so elected shall only serve the unexpired term of office.

## **ARTICLE VI. EXECUTIVE COUNCIL**

**Section 1.** The Executive Council shall consist of the President, the President-elect, the immediate Past President, the three Vice Presidents, and the three Members-at-Large. The Executive Director shall be an ex officio member. The President, in consultation with the Executive Council, shall determine which, if any, committee chairs or other appointed officers



shall attend Executive Council meetings. Only elected officers shall vote at the Executive Council meetings.

Section 2. Duties. The Executive Council shall serve as a board for the formulation and recommendation of policies to the Association, shall act for the Association between business sessions of the annual conferences, shall have the power to propose amendments to the By-laws, and shall carry on such business for the Association as shall be specifically delegated by the By-laws and by the Association. The Executive Council, through the Past President, shall maintain liaison with the Foundation.

Section 3. Removal from Office. The Executive Council, by vote of two-thirds of its total membership, may remove any officer for cause in the event that such a person does not fulfill the obligations of the position in terms of attending meetings or otherwise participate in the responsibilities of the Executive Council to conduct the business of the Association.

Any vacancy created in this manner shall be filled in accordance with the procedures contained in Article V, Section 8.

## **ARTICLE VII. NOMINATIONS AND ELECTIONS**

Section 1. Nominating Committee. The Executive Council shall elect a Nominating Committee which shall consist of not more than five (5) nor less than three (3) regular Association members in good standing.

Section 2. Procedure. Nominations and election procedures shall be as prescribed in these By-laws and the SACSA Policy Manual. Additional procedures as necessary may be established by the Nominating Committee and approved by the Executive Council.

Section 3. Nominations. Approximately ninety (90) days prior to the annual conference, the Nominating Committee shall call for nominations from the membership for positions to be filled (President-elect, Vice Presidents, Members-at-Large). The call for nominations shall be publicized by email, on the Webpage and through other electronic media. In creating a pool of nominees, the Committee is not limited to those received from the membership; no member of the Committee, however, shall be eligible for nomination. In selecting nominees for the ballot, the Committee shall consider qualifications for office, including Association participation and performance, as well as representation of membership (gender, race, ethnicity, sexual orientation, intuitional type (private and public) and geographic areas of the SACSA region). The Committee shall make every effort to select a minimum of two (2) candidates to be placed on the ballot for each position.

When possible, no later than forty-five (45) days prior to the annual conference, the Committee shall submit the slate of candidates with background information on each to the, the Executive Director of the Association, and the Executive Council. The background information shall be in a consistent format for all candidates, and shall be used in the online voting process described below.

The Vice President for Marketing and Outreach, coordinating with the Executive Director of the Association shall make arrangements for an online election process to be carried out by utilizing an online platform approved by the Executive Council. The process shall ensure that only members in good standing as of September 15 prior to the election can cast votes.

Section 4. Balloting. No later than thirty (30) days prior to the annual conference, the Webmaster shall initiate the voting process on an online platform approved by the Executive Council. The online ballot shall contain the background information on each candidate developed by the Nominating Committee. Voting shall cease no later than ten (10) days prior to the annual conference.

Section 5. Certification of election results. The Executive Director of the Association shall have primary responsibility to ensure that elections are carried out in a manner that provides ample opportunity for the registered membership to cast votes, and that the votes are accurately counted and reported to the Executive Committee. To this end, the Executive Director will work with the Chair of the Nominating Committee, and the Vice President for Marketing and Outreach as described in Section 3 above.

After voting has been completed (and no later than nine days prior to the annual conference), the SACSA Webmaster (or designee) shall send a report to the Executive Director that details the results of the election. No later than five days prior to the annual conference the Executive Director shall either (1) certify that the election results are valid, or (2) identify any inconsistencies that may be evident. If the results are valid, the Executive Director shall report the election results immediately to the President for appropriate notification to others.

In the event of a tie between candidates for a particular position after the Executive Director has certified the election results, the Executive Council shall decide the outcome of the election. If any member of the Executive Council is one of the candidates on the ballot involved in the tie, that individual shall abstain from participating in the Executive Council's process for deciding the outcome of that particular election.

In the case of minor inconsistencies, the Executive Director shall attempt to resolve the issues and certify the election results as soon as possible. If major inconsistencies are noted, the Executive Council shall be notified as soon as possible, and the Council shall determine how to resolve the issues.

Section 6. Announcement of Election. As soon as possible after certification of the election results by the Executive Director of the Association, and prior to the annual conference if possible, the Vice President for Marketing and Outreach shall announce the results of the election through Online Media. In addition, the election results shall be announced at the opening business session of the annual conference.

## **ARTICLE VIII. MEETINGS**

Section 1. Annual Conference. Unless prevented by a national emergency, there shall be an annual conference at which the annual business session shall be conducted, the time and place of each conference to be determined by the Executive Council.

Section 2. Executive Council. The Executive Council shall determine its meeting times and places but will always have two or more meetings at the annual conference. A majority of the voting membership of the Executive Council shall constitute a quorum for the transaction of business, provided proper notice of the business session has been given.

## **ARTICLE IX. PUBLICATIONS' EDITORS, APPOINTED OFFICERS/COMMITTEES**

Section 1. Appointments. The President, with prior approval of the Executive Council, shall appoint the Journal Editor, the Historian, Time and Place Chair, chairs of the standing committees, and other special officers as deemed advisable to carry out the purposes of the Association. Persons in all appointed positions shall have been Association members in good standing for at least two (2) years prior to their appointment and shall maintain their membership during their term of office.

Section 2. Training. Committee chairs and other appointed officers shall attend a training session at the annual conference.

Section 3. Reporting. All committee chairs and other appointed officers shall submit to the President and the Executive Director a list of goals and objectives for the year, and then follow up with a written annual report and description of procedures.

Section 4. Funds. The Journal Editor, Historian, and all committee chairs may request the President of the Association to include in the budget presented to the Executive Council for its approval an allocation of funds to implement their programs. They shall not exceed the approved amount without special prior approval, by a majority vote, of the Executive Council. A written accounting of the expenditure of these funds shall be included in their annual reports.

Section 4. Restriction of Duties. The committee chairs and other appointed officers may not commit the Association to any undertaking not specifically authorized by the Executive Council or the Association.

Section 5. Duties of the Appointed Officers, and the Standing Committees.

- a. Career Service Committee. The Career Services Committee shall be responsible for providing a variety of career-related services to members throughout each year and during the annual conference.
- b. Conference Chair. The Conference Chair is responsible for all aspects of the planning and implementation of the annual conference. The Conference Chair will recommend the registration fees for the conference and will ensure that the conference makes financial

profit. The Program Chair and the Local Arrangements Chair report to the Conference Chair.

- c. Conference Program Committee. The Conference Program Committee reports to the conference chair and arranges the conference educational programs along with other duties assigned by the conference chair.
- d. Council on Advancement of Standards Liaison. The Liaison serves as SACSA's representative to the CAS Board of Directors and shall attend the CAS Annual meeting.
- e. Graduate Preparation Faculty Liaison: This individual shall serve as the primary conduit between the Association and the faculty members in student affairs graduate preparation programs throughout the region. This individual shall maintain an updated list of all faculty in these programs, provide these faculty with regular updates regarding SACSA activities and programs, and coordinate conference activities designated for faculty.
- f. Historian. The Historian shall be the official archivist of the Association. The Historian will maintain all historical records as directed by the President and the Executive Council. The official archives of SACSA reside at Bowling Green State University. The SACSA Historian should maintain a working relationship with BGSU to ensure proper storage of documents.
- g. Journal Editor. The Executive Council shall be responsible for approving the contract for printing the Journal. The Journal Editor(s) shall be responsible for all other aspects of publishing the College Student Affairs Journal; including the selection of associate editors, if desired; approving reviewers; and soliciting manuscripts. It is assumed that the Editor(s) will maintain a close working relationship with the Executive Council through the Past President.
- h. Local Arrangements Committee. The Local Arrangements Committee shall be responsible for arranging for and coordinating the use of facilities and other matters pursuant to the holding of the annual conference and the conduct of the program in accordance with policies adopted by the Executive Council. The Local Arrangements Chair reports to the Conference Chair,
- i. Mid-Managers Institute Chair. The Mid-Managers Institute Chair is appointed jointly with NASPA Region III and is responsible for planning and implementing the Institute for mid-level managers with five or more years of professional experience. SACSA leads the section of the chair and NASPA leads the selection of the site. The Chair shall also ask for approval of Institute faculty members by both the SACSA Executive Council and the NASPA Region III Board of Directors.
- j. Multicultural Awareness Committee. The Multicultural Awareness Committee shall identify effective programs and practices that promote a more positive multicultural climate and combat racial/ethnic intolerance.

- k. **New Professionals Institute Chair.** The New Professionals Institute Chair is appointed jointly with NASPA Region III and is responsible for planning and implementing the Institute for new professionals with less than five years of professional experience. SACSA leads the approval of the chair and NASPA leads the approval of the site. The Chair shall also ask for approval of Institute faculty members by both the SACSA Executive Council and the NASPA Region III Board of Directors.
- l. **Nominating Committee.** The Nominating Committee shall solicit nominations and conduct elections according to the procedures stated in Article VII of the By-laws. The committee shall identify and recruit potential leaders within the Association in addition to those nominated by the membership.
- m. **Non-Conference Programming Committee:** The Non-Conference Programming Committee shall provide educational opportunities for the SACSA membership to enhance student affairs professional standards, research, and best practices. The committee will operate year-round, engaging the SACSA membership with webinars and other outlets to advance member professional development.
- n. **Recognition and Awards Committee.** The Recognition and Awards Committee shall coordinate the nominations and selection process for the following awards. The Committee shall be responsible for recognizing awards recipients at the annual conference, on the SACSA Website, and in appropriate publications.
- o. **Research Committee.** The Research Committee shall encourage research in the college student affairs field, shall identify current research, and shall award Research Incentive Grants and the Dissertation of the Year Award at the annual conference.
- p. **Resolutions.** The Resolutions Chair shall solicit resolutions from the membership; submit resolutions to the Executive Council; and present the resolutions endorsed by the Executive Council during the annual conference for a vote by the membership.
- q. **SACSA's Newest Committee.** The SACSA's Newest Committee shall provide orientation, mentoring, and networking opportunities for those individuals who are experiencing their first involvement with SACSA.
- r. **Sponsors and Exhibits Chair.** The Sponsors and Exhibits Chair shall identify potential sponsors for the SACSA annual conference; solicit businesses and vendors as exhibitors; and encourage these entities to partner with the Association in long-term relationships.
- s. **Time and Place Committee.** The Time and Place Committee shall recommend to the Executive Council the sites and dates for the annual conference and, upon approval by the Executive Council, shall confirm hotel arrangements and dates.

## **ARTICLE X. EXECUTIVE DIRECTOR**

The Executive Council shall appoint an Executive Director, who shall serve without regard to elected terms. The Executive Director shall manage membership records, including billing for dues and maintaining the membership rolls; shall manage the Association's treasury according to the approved budget and financial procedures; shall mail quarterly financial reports to the Executive Council and Committee Chairs, shall provide a written financial report to the membership at the Annual Conference; shall record and file minutes of all Association meetings, shall distribute minutes to the Executive Council and Committee Chairs; shall update the Policy Manual and By-laws; shall work with the Vice President of Membership and Outreach on the elections procedures as specified in Article VII, and on managing the Association's Webpage; and shall perform other duties as assigned by the Executive Council. The Executive Director shall attend meetings of the Executive Council.

## **ARTICLE XI. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-laws and any special rules of order the Association may adopt.

## **ARTICLE XII. AMENDMENTS**

Section 1. Business Session. Except as provided in Section 2 of this Article, amendments to these By-laws may be made only at the business session of the annual conference of the Association. An amendment presented in writing to all members of the Association at least thirty (30) days in advance of the annual conference may be adopted at the business session by a majority vote of those present and eligible to vote. Any amendment to such proposed amendments or any amendments not presented in writing to all members of the Association at least thirty (30) days in advance of the annual conference will require four-fifths vote of the members present and eligible to vote at the business session.

Section 2. Electronic Ballot. If, in the judgment of the Executive Council, action upon a proposed amendment is desirable before the next annual conference, such action may be taken through an electronic ballot following presentation of the amendment in writing either electronically or otherwise to all members of the Association. If a majority of the members returning ballots vote affirmatively within the succeeding thirty (30) days after the mailing, the amendment shall be adopted.

End of By-laws