

**CONSTITUTION AND BY-LAWS  
OF THE  
ALABAMA ASSOCIATION OF EDUCATIONAL OPPORTUNITY  
PROGRAM PERSONNEL**

**ARTICLE I.**

**NAME**

The name of this organization shall be the Alabama Association of Educational Opportunity Program Personnel (AAEOPP).

**PRINCIPLE OFFICE**

The principle office of AAEOPP shall be within the state of Alabama and may have such other offices within these boundaries as designated by the Executive Board of AAEOPP.

**ARTICLE II.**

**PURPOSES AND OBJECTIVES**

The purpose of the Alabama Association of Educational Opportunity Program Personnel which is a *non-profit association* (hereinafter referred to as The Association) shall be to bring together into a work and study community those persons who have an active interest in or who are professionally involved in broadening accessibility to and success in formal postsecondary education. Major focus will be 1) those elements which prepare and condition students for postsecondary educational experiences and 2) institutional responses to the challenge of serving more diverse student populations. Although The Association will have a broad base of student concern, it will be particularly concerned about those students who by reason of socioeconomic station, ethnic definition, physical handicap, and/or restricted cultural-educational experiences find themselves in a position of disadvantage with traditional mainstream American students.

The Association is a non-profit organization.

The Association will seek to accomplish its purpose(s) by:

- a. engaging in the specific and general coordination of efforts with other organizations and/or persons having purposes supportive of or in harmony with Association concerns;
- b. promoting **strategic planning**, research, evaluation, programmatic and fiscal planning, and training – inclusive of, but not limited to, conducting workshops and seminars and generally seeking to educate the public ~~officials~~ to the concerns of The Association;
- c. developing the capability to make timely and meaningful responses to issues and concerns effecting the educational resources and environment of non-traditional students;
- d. encouraging the development and expansion of a communications network primarily for those professionally involved in educational opportunity programs.

## **ARTICLE III.**

### **MEMBERS AND FEES**

#### **Section 1. Types of Membership**

Membership in The Association will be of three types: (1) Active Professional, (2) Associate and (3) Affiliate.

#### **Section 2. Active Professional Membership**

- a. Active Professional Membership shall be limited to those persons actively engaged in the administration or general operation, inclusive of instructional staff, of educational opportunity programs located in the State of Alabama. Persons qualifying for Active Professional Membership should spend a significant and continuing portion of their full-time professional appointments involved in the concerns of the non-traditional student. Active Professional Membership may be as a project – an Educational Opportunity Center, Student Support Services Project, Talent Search Project, Upward Bound Project, McNair Project, Math/Science, Veterans Upward Bound- or as an individual. Individual Active Professional Membership is provided in those rare instances when it is not possible to obtain project dues.
- b. Each Active Professional Project Membership shall be entitled to a maximum of four individual votes, and each individual voter is eligible to hold office as delineated in Article IV, Section 3, of this Constitution, providing the annual dues obligation has been met.

#### **Section 3. Associate Membership**

- a. Associate Membership is generally available to those persons who do not qualify for Active Professional Membership under the time involvement provisions of Article III, Section 2a.
- b. In order to be accepted for Associate membership, a candidate must have paid the annual dues of The Association.
- c. Each Associate member is entitled to one vote and is not eligible to hold office.

#### **Section 4. Affiliate Membership**

- a. An Affiliate Membership may be an individual or organization including students. Affiliate Memberships will generally be those who support the purposes and objectives of the Association, as herein expressed, but who either do not qualify under the membership categories of Article III, Section 2 and 3, or who would rather make their contributions in less visible or demanding roles.
- b. In order to be accepted for Affiliate membership, a candidate must have paid the annual

dues of The Association.

- a. Affiliate members may have voice, but not vote, in meetings of The Association.

### **Section 5. Fees**

- a. The membership fees for The Association shall be paid prior to October 1 of each year and shall thereafter be considered delinquent. The delinquent status resulting in the loss of membership rights and privileges.
- b. The membership fees and other costs associated with The Association shall be set by the Executive Committee at the end of the spring meeting of each year.

## **ARTICLE IV.**

### **OFFICERS**

#### **Section 1. Officers**

The officers of The Association shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and State Representative to SAEOPP. All officers will be elected by mail balloting prior to the annual SAEOPP Conference; except the President will appoint the Corresponding Secretary. The officers will be installed at the Spring State Meeting following the SAEOPP Meeting following the SAEOPP Conference.

#### **Section 2. Tenure**

The term of office for all officers will be two years or until their successors are elected. No member may serve more than two (2) consecutive terms in the same office.

#### **Section 3. Elections**

- a. Each election the Treasurer will certify the names of the persons who are eligible to hold office.
- b. Ninety (90) days prior to the meeting of SAEOPP, AAEOPP members shall be asked to submit the name and specified resume for each person who is interested in an elective office to be filled. From this pool of potential nominees, the Nominating Committee shall develop a ballot listing no less than two (2) persons for each office. With the concurrence of the Executive Committee, a brochure indicating qualifications of the nominees and a ballot shall be mailed to all members of record. A date for return of ballots shall be set which will permit the results to be announced at the winter meeting concurrent with the SAEOPP annual meeting.
- c. Nominees for President and Vice President must have a minimum of two (2) years as an Active Professional Member prior to assuming office.

- d. The candidate for elected office will be elected by simple majority vote.

#### **Section 4. Duties of Officers**

- a. The President shall be the chief elected officer of AAEOPP and shall preside at all meetings of the organizations. The President shall, with the advice and consent of the Executive Committee, make all appointments to both standing and special committees. The President shall be an ex-officio member of all committees. If a seat of an elected officer becomes vacant during the year, the President can appoint an acting officer to fill the position until a special election can be held at the next scheduled meeting following the announcement of the vacancy. The President shall serve as the AAEOPP representative to the Executive Committee of SAEOPP.
- b. The Vice President shall serve with the same powers and authority of the President in the event that the President becomes incapacitated or resigns. Incapacitation will be determined by the Executive Committee. The Vice President shall be the chairperson of the Membership and Credentials Committee. The President may designate the Vice President as an ex-officio representative on any other committees.
- c. The Recording Secretary shall keep accurate minutes of all meetings and shall be responsible for maintaining up-to-date records concerning membership status. The Recording Secretary shall serve as ex-officio member of the Membership and Credentials Committee. The President may designate the Vice President as an ex-officio representative on any other committees.
- d. The Corresponding Secretary shall handle all correspondence – receive, read, respond, and file same; call roll; notify members of meetings; and receive excuses for absences.
- e. The Treasurer shall be responsible for the receipt and expenditure of all funds in accordance with fiscal policies established by the Executive Committee. The Treasurer shall maintain appropriate and adequate financial records and shall be prepared at any time, on direction of the Executive Committee or the succeeding Treasurer, to present the same. The Treasurer shall submit reports to the membership, submit an audit report at the annual meeting, and shall be under such bond as may be determined by the Executive Committee.
- f. The State Representative to SAEOPP shall serve as the designated AAEOPP representative to the SAEOPP Board. The State Representative shall report to the AAEOPP membership after each meeting of the SAEOPP Board.

#### **Section 5. Vacancies**

- a. In the event of death, extended illness, or departure from a program of a newly elected candidate (prior to his or her installation to office) the candidate with the second highest number of votes shall fill the vacancy. In the event there is no discernible second place finisher the president shall promptly make an interim appointment and call for a special election or appointment by the Executive Committee to fill the vacancy within sixty (60)

days following the appointment.

- b. All vacancies unless otherwise provided for in this Constitution and By-laws will be filled by the Executive Committee.

## **ARTICLE V.**

### **MEETINGS**

#### **Section 1. Authority, Time and Place of Meeting**

The Supreme authority of The Association shall be The Delegate Assembly. The Delegate Assembly shall meet at least ~~three (3)~~ two (2) times during the year in the Fall, ~~Winter~~ and Spring meetings at a time and place fixed by the Executive Committee. The Association year shall extend from September 1 through August 31. Written notices must be mailed to the Active Professional Associate and Affiliate Members not less than thirty (30) days before the meeting is held.

#### **Section 2. Membership and Voting Eligibility**

All categories of The Association membership are allowed to participate in Delegate Assembly meetings as stipulated in Article III of this Constitution.

Chaired by the Vice President, the Membership and Credentials Committee will certify and designate eligible voting members for each meeting of the Delegate Assembly.

#### **Section 3. Quorum**

In order to conduct the business of The Association, a simple majority of members present is required.

## **ARTICLE VI.**

### **EXECUTIVE COMMITTEE**

#### **Section 1. Composition**

The Executive Committee shall be comprised of the President, the Vice President, the Recording secretary, the Corresponding Secretary, the Treasurer, the State Representative to SAEOPP, and the immediate past President of The Association.

#### **Section 2. Authority**

The Executive Committee shall have full authority to conduct the affairs of The Association during the interim period between meetings of the Delegate Assembly. Such authority must remain within the provisions of this Constitution and not conflict with decisions, actions, or policies established by the Delegate Assembly.

#### **Section 3. Quorum**

The Executive Committee shall be called into regular session by the President with a minimum of twenty (20) days notice and the concurrence of three (3) committee members. Meetings called on shorter notice (special session) must have the concurrence of four (4) committee members. A quorum shall be two-thirds (2/3) of the committee's total membership.

## ARTICLE VII.

### COMMITTEES

#### Section 1. Appointment of Committees

Except in those cases delineated elsewhere in this Constitution and By-Laws, the President shall name such standing and special committees as may be needed to conduct the activities of The Association. Their appointment shall be subject to confirmation by the Executive Committee.

#### Section 2. Standing Committees

The Association shall have the following Standing Committees which shall be established as per the provisions of Article IV, Section 4a, of this Constitution.

- a. Membership and Credentials: It will be the responsibility of the Membership and Credentials Committee to actively promote membership in the Association, to generally determine membership class and eligibility for purposes of participation in Association activities. The Membership and Credentials Committee shall, for each Association meeting, certify to the Executive Committee the names of eligible voters and shall also be responsible for monitoring and tallying votes when necessary. This committee is chaired by the Vice President.
- b. Program Committee: The Program Committee will be responsible for the Annual Workshop/**professional development program** and the planning and coordination of each meeting of the Delegate Assembly **implementation. The committee duties will include such activities as determining the theme (unless prescribed by the President), arranging for appropriate speakers and guests, registration, exhibits, hospitality, evaluation and other necessary activities. A chairperson for the committee will be appointed by the President.** ~~for each meeting of the Delegate Assembly and the Annual Workshop.~~
- c. Finance Committee: The Finance Committee shall provide guidance and direction to the Treasurer in preparing the annual budget, auditing the books annually and other matters relative to fiscal operations. The Treasurer is an ex-officio member of the committee.
- d. Editorial and Publication: ~~The Editorial and Publication Committee will address itself specifically to Association goals delineated in Article II, Paragraph (d). It will have the responsibility for the development and continuing publication of an Association Newsletter and/or Journal and shall in other appropriate ways encourage scholarly efforts toward publications related to and supportive of Association philosophy and goals.~~

Editorial, Publication and Public Relations: (d & i combined) The Editorial, Publication and Public Relations Committee will address itself specifically to Association goals delineated in Article II, Paragraph (d). It will have the responsibility for the development and continuing publication of an Association Newsletter and/or Journal and shall in other appropriate ways encourage scholarly efforts toward publications related to and supportive of Association philosophy and goals. The Committee shall be responsible also for keeping members informed by maintain close contact via email, electronic and oral communication. It shall have responsibility for interpreting AAEOPP's goals, services, and information gathering/dissemination to ensure that AAEOPP activities are publicized throughout the state. The committee shall have the responsibility for communicating goodwill and hospitality, on behalf of the organization to AAEOPP members.

- e. Legislation, Education, and Fiscal Concerns (combine e & f) (Legislation & Education): The Legislation, Education, and Fiscal Concerns Committee will specifically address itself to The Association goals listed in Article ~~III~~ **II**, ~~Paragraph~~ **Purpose and Objective b and c**. This committee will be the philosophical and operational liaison in handling issues and programs requiring a close working relationship between representatives of higher education and representatives of Executive Committee programs in areas of cooperation.
- ~~f. Concerns in Secondary and Postsecondary Education: This committee will be the philosophical and operational liaison in handling issues and programs requiring a close working relationship between representatives of higher education and representatives of Executive Committee programs in areas of cooperation.~~
- g. ~~Research, Strategic Planning, Evaluation, Planning, and Training (Research & Evaluation):~~ **Research, Strategic Planning, Evaluation, Planning, and Training** (Research & Evaluation): The responsibilities of the ~~Research Strategic Planning, Evaluation, Planning, and Training~~ **Research Strategic Planning, Evaluation, Planning, and Training** Committee shall include, but not be limited to, the research, evaluation, planning, and training support of Association purposes and goals as delineated in Article II of this constitution and By-Laws. This committee will be a resource for all committees of The Association and will generally react to priorities established by the Executive Committee.
- h. Scholarship Committee: The Scholarship Committee shall have the responsibility for selecting AAEOPP Scholarship winners based on established criteria approved by the Executive Committee.
- ~~i. Public Relations: The Public Relations Committee shall be responsible for keeping members informed by maintaining close contact via mail, electronic and oral communication. It shall have responsibility for interpreting AAEOPP's goals, services, and information gathering/dissemination to ensure that AAEOPP activities are publicized throughout the state. The committee shall have the responsibility for communicating goodwill and hospitality, on behalf of the organization, to AAEOPP members.~~
- j. Development, Fair Share & Fundraising: The Development, **Fair Share & Fundraising** Committee shall be responsible for recommending fundraising policies and procedures; cultivating gift prospects; and identifying sources of support – individual, corporate, and foundations **to ensure Alabama achieve 100% Fair Share each year.**
- k. Archives: The Archives Committee shall be responsible for collecting records of the

AAEOPP organization to be placed in the Archives Collection at Alabama State University in Montgomery, Alabama. It shall have the responsibility of encouraging AAEOPP officers, past and present, to transfer essential records to the AAEOPP Archives. The committee was formed to perpetually add data to the AAEOPP Archives.

- l. **Olympics/Student Initiatives**: The Olympics Committee shall be responsible for planning and conducting the competitions, bowls, and activities for all TRIO programs in AAEOPP. **The committee will also be responsible for identifying the success competitors that will represent the state at regional and national competitions.**
- m. **Technology & Web Master Committee**: The Technology and Web Master Committee shall have the responsibility of planning and coordinating activities that brings AAEOPP's TRIO Programs to state-of-the art usage of educational technology in order to enhance the academic achievement of TRIO students relative to postsecondary education. **The committee will also be responsible for oversight of the state's web page, information displayed on the page and all modifications (technical, logistics, content and management) made to the page.**

### **Section 3. Special Committees**

Task-oriented special committees may be established from time to time as the President and Executive Committee see fit. Such committees will operate within the purposes and objectives of The Association, shall be specifically charged, and automatically dismissed upon completion of task. Such committees as the Nominating TRIO Achiever, TRIO Alumni Society and TRIO Day may be considered as Special Committees.

## **ARTICLE VIII.**

### **PARLIAMENTARY AUTHORITY**

#### **Section 1. Roberts Rules of Order (Revised)**

(By Sara Corwin Robert, et. Al., Scott-Foresman, Illinois, 1970)

Shall be the parliamentary authority for all proceedings of The Association unless otherwise specified in the Constitution.

#### **Section 2.**

The President shall annually appoint a parliamentarian for all meetings of the Delegate Assembly.

## **ARTICLE IX.**

### **CONSTITUTIONAL AMENDMENTS**

#### **Section 1.**



- a. Proposals to amend this Constitution may be initiated by the Executive Committee, unanimous recommendation of a standing committee, or any one member qualifying for membership under Article III, Section 2 and 3. If a proposal to amend is initiated by an individual member, it shall be accompanied by a petition signed by at least five (5) Active Professional and/or Associate members. Six (6) copies of a proposed amendment will be certified to the Recording Secretary at least forty-five (45) days before action is expected. The Recording Secretary shall make such certified proposed amendments available to all voting members at least thirty (30) days before expected action and no vote shall be taken until at least thirty (30) days after copies have been made available to the total membership of record.
- b. The Constitution may be amended by: (1) a duly called meeting of the Delegate Assembly or (2) by mail. In the first instance, a two-thirds (2/3) affirmative vote of those registered and eligible members at such a meeting is required in order to pass a proposed amendment. If done by mail, a two-third (2/3) affirmative vote of all eligible members of record is required.

## **ARTICLE X.**

### **IMPLEMENTATION**

This Constitution and By-Laws shall be implemented and go into effect as of May 6, 1981.

Amended – August, 1983. Effective immediately (Article II).

Amended – October, 1984. Effective program year 1985-86 (Article III, Section 2.a and Section 5.a-d).

Amended – May, 2004. Effective program year 2004-2005 (Article I; Article III Section 5; Article V Section 1; and Article VII Section II).