

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

Ratified 7/77
Amended 4/88
Amended 3/26/91
Amended 3/2001
Amended 4/2003
Amended 4/2006
Amended 4/2008

**ARTICLE I
NAME**

The name of the association shall be the Mid-Eastern Association of Educational Opportunity Program Personnel.

**ARTICLE II
PURPOSE AND OBJECTIVE**

The purpose of the Mid-Eastern Association of Educational Opportunity Program Personnel, established in 1977, (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 and graduate education. The Association will be particularly concerned about those students who by reason of socioeconomic status, ethnic definition, physical challenge, and/or restricted cultural-educational experiences find themselves in a position of disadvantage with respect to traditional mainstream students in the United States.

**ARTICLE III
MEMBERSHIP**

Section 1. Institutional Program Membership

- (a) Institutional Program Membership in The Association is available to an individual TRIO Program or other program which supports the purpose and objective of MEAEOPP. Institutional Program Membership members in The Association must have paid the annual Association dues of a State/District Chapter chartered by The Association.
- (b) Each Institutional Program Member is entitled to voice and one vote for those persons employed full-time and/or part-time in the annual day to day administration or general operation of educational opportunity programs.
- (c) Institutional Program members are eligible to hold office in The Association.
- (d) Institutional Program Membership is non-refundable.

Section 2. Active Professional Membership

- (a) Active Professional Membership in The Association is available to an individual employed full-time and or part-time in the annual day to day administration or general operation of educational opportunity programs and who have paid the annual Association dues and are members of a State/District Chapter chartered by The Association.
- (b) Each Active Professional member is entitled to voice and one vote and is eligible to hold office in The Association.
- (c) Active Professional Membership is non-transferable and non-refundable.

Section 3. Associate Membership

- (a) Associate Membership is available to those persons who do not qualify for Institutional Program Membership and/or Active Professional membership under the time involvement provisions of Article III, Section 1 and Section 2, but who have paid their annual dues and are members of a recognized State/District Chapter chartered by The Association.
- (b) Each Associate member is entitled to voice and one vote and is not eligible to hold office.
- (c) Associate Membership is non-transferable and non-refundable.

Section 4. Affiliate Membership

- (a) Affiliate Membership is available to those persons, including students, and organizations 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, Sections 1, 2 and 3 or who would rather make their contributions in less visibly demanding roles.
- (b) Affiliate members must pay the annual dues of The Association.
- (c) Each affiliate member is entitled to voice but not vote in meetings of The Association, nor can they hold office.
- (d) Affiliate Membership is non-transferable and non-refundable.

Section 5. Honorary Membership

- (a) Honorary Membership is available to any appropriate business, industry, foundation or other organization or individual contributing one hundred dollars (\$100.00) or more annually either to the general support of The Association or to special projects.
- (b) Honorary Membership is also open to nominees elected at the Annual Business Meeting of the Association.
- (c) Honorary members are entitled to voice but not vote in meetings of The Association, nor can they hold office.
- (d) Honorary Membership is non-transferable and non-refundable.

Section 6. Membership Classifications

Each member can hold only one membership classification during any fiscal year of The Association.

**ARTICLE IV
DUES**

Annual Association dues for the State/District Chapters and Institutional Program Membership and individual membership shall be established by the action of The Association's Executive Board and corresponds with The Association's fiscal year.

**ARTICLE V
ORGANIZATIONAL STRUCTURE**

- Section 1. The Association shall be composed of two or more State/District Chartered Chapters, which shall be the basic organizational units of The Association.
- Section 2. A Chartered Chapter of The Association may be organized in the States/District of Maryland, Virginia, West Virginia, Delaware, Pennsylvania, and in the District of Columbia.
- Section 3. All other States/Districts and Territories are eligible for membership, providing they have been accepted by The Association.
- Section 4. No chapter shall be permitted to operate under the name of The Association without meeting all the requirements as set forth in the Constitution and By-Laws of The Mid-Eastern Association of Educational Opportunity Program Personnel.

ARTICLE VI OFFICERS

- Section 1. The Officers of The Association shall be President, President-Elect, Immediate Past-President, Treasurer, and Secretary.
- Section 2. All Officers of The Association shall be elected from among the Active Professional membership of The Association.
- Section 3. The Officers shall be elected to serve as follows: President, President-Elect, Immediate Past-President, one (1) year; Treasurer and Secretary, two (2) years or until their successors are elected. New Officers will be installed at the end of the business meeting at the Annual Conference. Their term of office shall begin October 1st of the year following their installation.
- Section 4. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two (2) consecutive terms in the same office.
- Section 5. In the event that an elected official other than the President does not complete his/her term, the President shall appoint a successor subject to approval by the Executive Board.

ARTICLE VII DUTIES OF OFFICERS

- Section 1. President
- (a) The President shall preside over meetings of the general membership and of the Executive Board of The Association, and shall authenticate by his/her signature, when necessary, all acts, orders, and proceedings of The Association.
 - (b) The President, subject to confirmation by the Executive Board, shall appoint all committee chairpersons and approve all committee members except as otherwise specified in the Constitution and By-Laws, and shall be an ex officio member of all committees.
 - (c) The President shall represent The Association on the Executive Board of the Council for Opportunity in Education.
 - (d) In the event that the position of the President-Elect, Treasurer or Secretary becomes vacant, the President shall appoint a member of The Association within 30 days of the declared vacancy with the approval of the majority of the Executive Board of The Association.
- Section 2. President –Elect
- (a) The President-Elect shall perform the duties of the President in his/her absence and shall assume the Office of President at the expiration or vacancy of the President’s term.
 - (b) The President-Elect shall be the chairperson of The Association’s Annual Conference Committee.
 - (c) The President-Elect shall represent The Association on the Executive Board of the Council for Opportunity in Education beginning with the New Board Member Orientation.
- Section 3. Immediate Past-President
- (a) The Immediate Past-President shall serve as an advisor to The Association President.
 - (b) The Immediate Past-President shall be the chairperson of The Association’s Strategic Planning Committee.
 - (c) The Immediate Past-President shall represent The Association on the Executive Board of the Council for Opportunity in Education.
 - (d) The Immediate Past-President shall perform the duties of the President and President-Elect in their absence or if both positions become vacant.
 - (e) In event that the position of Immediate Past-President becomes vacant, the next most recent Past-President currently a member of The Association shall assume the position of Immediate Past-President.

Section 4. Treasurer

- (a) The Treasurer shall represent The Association in assuring that the receipts and expenditures of funds are in accordance with the directives established by The Association. He/She shall submit a full financial report to the Executive Board and at the Annual Business Meeting of The Association, and such interim reports as the Executive Board of The Association may direct.
- (b) The Treasurer shall be responsible for arranging an annual audit of The Association's finances and for arranging for the completion of Federal Tax Forms.
- (c) The Treasurer shall be under such bond as may be determined by the Executive Board.

Section 5. Secretary

The Secretary shall perform the duties of keeping records, taking care of correspondence, and other writing tasks of The Association. The Secretary shall be the official recorder of all meetings of the Executive Board and the Annual Business Meeting.

**ARTICLE VIII
ADMINISTRATIVE ASSISTANT**

- Section 1. The President shall have the authority to appoint an Administrative Assistant, subject to confirmation by the Executive Board, to provide necessary support to the Office of the President.
- Section 2. The Administrative Assistant shall be in close proximity to the President and shall be committed to the goals and the objectives of The Association.

**ARTICLE IX
EXECUTIVE BOARD**

The Officers of The Association, the President of each State/District Chapter, and the representative of each State/District Chapter shall constitute the Executive Board.

**ARTICLE X
MEETINGS**

Section 1. Executive Board

- (a) The Executive Board shall convene at and during the Annual Conference of The Association. Additional meetings may be called by a majority vote, or petition of the members of the Executive Board, and/or upon the call of the President.
- (b) The time and place of Executive Board meetings shall be determined by the Executive Board.
- (c) A quorum shall consist of the majority of the Executive Board.

Section 2. Annual Business Meeting

- (a) The Annual Business Meeting of The Association shall convene at least once a year with the time and place being determined by the Executive Board.
- (b) A quorum shall be two-thirds (2/3) of those registered to vote at a duly called and constituted meeting of The Association.

Section 3. Special Meetings

- (a) Special meetings may be called by the President and the Executive Board. The purpose of the meeting shall be stated in the call, and no business shall be transacted except that which is stated in the call.
- (b) A quorum shall be two-thirds (2/3) of those registered to vote at a duly called and constituted meeting of The Association.

ARTICLE XI COMMITTEES

Section 1. Appointments

The President, with the approval of the Executive Board, shall appoint all committee chairs and approve all committee members except as otherwise specified in the constitution and By-Laws, and shall be an ex officio member of all committees.

Section 2. Committee Membership, Responsibilities, and Tenure

(a) Financial Affairs Committee

- (1) Shall consist of four (4) members including the chair, appointed by the President. The Association Treasurer is an additional member.
- (2) It shall be the duty of this committee to prepare a budget for the fiscal year of The Association and submit it to The Association at its Annual Business Meeting.
- (3) The Chairperson of the Financial Affairs Committee shall serve for a term of three (3) years. All other members will serve three (3) year staggered terms for the purpose of continuity, except for the Treasurer who will serve for the tenure of his/her office.

(b) Membership and Credential Committee

- (1) Shall consist of three (3) members including the chair who is appointed by the President.
- (2) It shall be the duty of this committee to promote membership in all categories, certify membership, and determine eligible voters. When necessary, this committee will also assist the Nomination and Election Committee by monitoring and tallying votes.
- (3) All members shall serve a three (3) year staggered term for the purpose of continuity.

(c) Legislation and Education Committee

- (1) The committee members shall be comprised of the MEAEOPP state/district representatives.
- (2) It shall be the duty of this committee to inform The Association of all actions and policies that significantly affect educational opportunity programs and the resources available to them.
- (3) It shall be the duty of this committee to develop strategies to effectively integrate TRIO Programs within their host institutions.

(d) Nomination and Election Committee

- (1) Shall be appointed by the President and serve for a term of two (2) years.
- (2) It shall be the duty of this committee to receive names and verify eligibility of possible candidates to be placed on the ballot for the election of Officers of The Association.
- (3) The committee shall establish a secret ballot election procedure for the election of Officers of The Association, and shall obtain approval of these procedures from the Executive Board. The committee shall institute and carry out elections according to these approved procedures.
- (4) All committee members shall serve for a two (2) year staggered term for the purpose of continuity.

(e) Strategic Planning Committee

- (1) Shall be appointed by the President with the Immediate Past-President as chair.
- (2) It shall be the duty of this committee to provide a framework for expanding the vision and shaping the future of The Association.
- (3) It shall be the duty of this committee to establish policies, procedures, and timelines for the approval of the Executive Board.
- (4) The composition of this committee shall reflect representation from all geographical areas of the region and their tenure will be staggered to insure continuity.

(f) Student Leadership Committee

- (1) Shall be appointed by the President.
- (2) It shall be the duty of this committee to plan, promote, and implement a self-sustaining Annual Student Leadership Conference.
- (3) It shall be the duty of this committee to establish policies, procedures, budgets, and timelines for the approval of the Executive Board.
- (4) The Committee shall reflect representation from all TRIO Programs. The tenure of the members will be staggered to ensure continuity.

(g) Governmental Relations Committee

- (1) The Chair shall appoint the committee.
- (2) It shall be the duty of this committee to develop guidelines for government relations and TRiO advocacy.
- (3) It shall be the duty of this committee to identify and secure a key legislative representative to attend the MEAEOPP annual conference.

(h) Other Committees

Other committees, standing or special, shall be appointed by the President as The Association or the Executive Board shall from time to time deem necessary to carry on the work of The Association.

ARTICLE XII PARLIMENTARY PROCEDURE

- Section 1. The rules contained in the current edition of Robert's Rules of Order shall govern The Association in all cases to which they are applicable and in which they are not inconsistent with this Constitution and By-Laws.
- Section 2. The President shall appoint a Parliamentarian for all meetings of the Executive Board and Annual Business Meeting.

ARTICLE XIII ELECTION OF OFFICERS

- Section 1. The election of officers will take place yearly in keeping with Article VI, Section 3.
- Section 2. The Association Membership will be notified of the approved election procedures forty-five (45) days prior to the election.

ARTICLE XIV AMENDEMENT PROCESS

The Constitution and By-Laws can be amended by a two-thirds (2/3) vote. The membership must be notified of the balloting procedure and the content of any amendment at least thirty (30) days prior to a vote being taken.

ARTICLE XV FISCAL YEAR

The fiscal year of The Association is July 1 – June 30.

ARTICLE XVI INDEMNIFICATION OF EXECUTIVE BOARD AND OFFICERS

The Association may, to the extent legally permissible, indemnify any person who was or is a party or threatened to be a party to any action, suit, or proceeding, by reason of the fact that he/she is or was a representative of The Association and acting at the request of The Association and within the scope of his/her duties.

BY-LAWS

ARTICLE I STATE/DISTRICT CHAPTERS

- Section 1. No State/District Chapter shall be organized or operated in the name of this Association except in accordance with the Constitution and By-Laws of The Association.
- Section 2. The purposes of a State/District Chapter shall be in accordance with those of The Association.
- Section 3. Only one Chapter shall be chartered in any State/District.

ARTICLE II DISSOLUTION OF STATE/DISTRICT CHAPTERS

- Section 1.
- (a) The charter of any State/District Chapter can be involuntarily dissolved on the recommendation of the Executive Board subject to vote by two-thirds (2/3) of the Association Membership.
 - (b) The Association Membership shall be notified at least sixty (60) days before the action is to take place.
- Section 2.
- (a) No Chapter may dissolve or voluntarily withdraw from The Association without a two-thirds (2/3) vote of the Chapter's membership.
 - (b) A record of all votes cast by the State/District membership shall be submitted to The Association if and whenever this action takes place.

ARTICLE III POWERS AND FUNCTIONS OF THE EXECUTIVE BOARD

The Executive Board shall have the authority and fiduciary obligation to carry on all business of The Association, particularly between and during meetings of The Association Membership.

ARTICLE IV ANNUAL BUSINESS MEETING

Written notice must be provided to all members at least forty-five (45) days before the Annual Business Meeting.

ARTICLE V PROPERTY MANAGEMENT AND DISPOSAL UPON DISSOLUTION

- Section 1. All property of The Association shall be subject to the control and management of the Executive Board. Any accumulation or disposal of property except upon dissolution of The Association must be approved in advance by The Association.
- Section 2. Upon dissolution of The Association, none of its property shall be distributed to any of its members, and all of such property shall be transferred to such other organization or organizations as the Executive Board shall determine to have purposes and activities most nearly consonant with those of The Association, provided that such other organizations shall be exempt under Section 501 (c) (3) of the Internal Revenue Code or corresponding provisions of the Internal Revenue Laws.

**ARTICLE VI
EXPENSES**

The Administrative Assistant shall be paid such compensation from funds of The Association as may be fixed by the Executive Board under the policies established by The Association for such payments.

**ARTICLE VII
APPROPRIATION OF ASSOCIATION FUNDS**

The Executive Board appropriates Association funds in keeping with the budget approved by The Association Membership.

**ARTICLE VIII
FINANCIAL OBLIGATIONS**

Individual and State/District financial obligations shall be in keeping with Article IV of the Constitution. Each individual member, with the exception of "Honorary Members," and "Affiliate Members" must be a member in good standing of a recognized State/District chapter chartered by The Association and must have paid his/her annual dues.

**ARTICLE IX
FINANCIAL REPORT**

Members of the Executive Board shall be sent quarterly income and expense reports from the Treasurer showing the financial state of The Association. Members of the Executive Board shall also be sent an auditor's report.