

# **CONSTITUTION AND BYLAWS OF THE MID-EASTERN ASSOCIATION OF EDUCATIONAL OPPORTUNITY PROGRAM PERSONNEL**

Ratified 7/1977  
Amended 4/1988  
Amended 3/1991  
Amended 3/2001  
Amended 4/2003  
Amended 4/2006  
Amended 4/2008  
Amended 9/2015  
Amended 3/2018  
Amended 10/2021

## **CONSTITUTION**

### **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. Program Membership

- (a) A non-refundable, non-transferable Program Membership is available to an individual TRIO Program or other educational opportunity program which shares the mission of equality in college access.
- (b) Program Membership permits each individual employed by the program to have an active voice within the Association and permits one vote.
- (c) Program Membership permits each individual employed by the program to be eligible to hold office and serve on committees within the Association.

- Section 2. Professional Membership
- (a) A non-refundable, non-transferable 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 an educational opportunity program(s).
  - (b) Professional Membership permits each individual employed by the program to have an active voice within the Association and permits one vote.

- Section 3. Affiliate Membership
- (a) A non-refundable, non-transferable Affiliate Membership is available to those persons, including students, alumni, retirees, organizations, and businesses who support the purposes and objectives of the Association and who do not qualify for one of the membership categories above.
  - (b) Affiliate Membership will entitle the member to a voice but does not permit voting rights in Association meetings. Furthermore, Affiliate Members cannot hold an office within the Association.

- Section 4. Each member can hold only one membership classification during any fiscal year.

## **ARTICLE IV DUES**

Annual Association dues for the State/District Chapters and all other membership types shall be established by the Executive Board and correspond 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 of Delaware, Maryland, Pennsylvania, Virginia, West Virginia, and in the District of Columbia.
- Section 3. 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 Bylaws 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 and candidates for office must hold a Program or Professional Membership in the Association.

Section 3. Officers shall be elected annually, preferably in conjunction with the Annual Conference. The positions of President-Elect, President, and Immediate Past-President shall serve a one-year term consecutively in each position. The President-Elect will be elected every year. At the completion of their respective terms, the President-Elect will transition to the President, the President will transition to the Immediate Past-President, and the Immediate Past-President will move off the Executive Board. The Treasurer and Secretary shall serve a minimum term of two (2) years for a maximum of two (2) consecutive terms or until their successors are elected. New officers will be installed at the end of the annual business meeting. Terms of officers shall begin October 1 of the same year as their installation. No member shall hold more than one office at a time.

## **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 signature, when necessary, all acts, orders, and proceedings of the Association.
- (b) The President shall appoint all committee chairpersons (except as otherwise specified in the Constitution and Bylaws) and shall be an ex officio member of all committees.
- (c) The President shall represent the Association on the Board of Directors of the Council for Opportunity in Education.
- (d) In the event that the office of the President-Elect, Immediate Past-President, 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 when absent and shall assume the Office of President at the expiration or vacancy of the President's term.
- (b) The President-Elect shall serve as co-chair of the Conference Planning Committee with the Immediate Past-President.
- (c) The President-Elect shall represent the Association on the Board of Directors of the Council for Opportunity in Education beginning with the start of their term of office.

### Section 3. Immediate Past-President

- (a) The Immediate Past-President shall serve as an advisor to the Association's 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 Board of Directors 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 who is currently a paid member of the Association shall assume the position of Immediate Past-President. In the event that the aforementioned protocol does not fill the vacancy, then the President shall follow the procedure mentioned in Section 1.
- (f) The Immediate Past-President shall serve as co-chair of the Conference Planning Committee with the President-Elect.

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. The Treasurer shall also 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 financial review of the Association's finances and the completion of federal tax forms.
- (c) The Treasurer shall be bonded.

Section 5. Secretary

- (a) The Secretary shall perform the duties of keeping records, correspondence, and other documentation as needed by the Association.
- (b) The Secretary shall be the official recorder of all meetings of the Executive Board and the Annual Business Meeting.

## **ARTICLE VIII EXECUTIVE BOARD**

The Officers of the Association, the President of each State/District Chapter, the Past-President of each State/District, and the President-Elect of each State/District shall constitute the Executive Board. In the absence of these officers, the State/Chapter President/Board may appoint a representative.

## **ARTICLE IX MEETINGS**

Section 1. Executive Board

- (a) The Executive Board shall convene at the beginning of the fiscal year 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 President.
- (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 be held during the Annual Conference.
- (b) A quorum shall consist of a simple majority of those registered to attend the Annual Conference.

Section 3. Special Meetings of the Association

- (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 a simple majority of those in attendance.

## ARTICLE X COMMITTEES

### Section 1. Appointments

The President shall appoint all committee chairs (except as otherwise specified in the Constitution and Bylaws) and shall be an ex officio member of all committees. All committee members must be a current member of the Association. Committee chairs are encouraged to take steps to ensure broad state/district and program type participation on all committees.

### Section 2. Committee Membership, Responsibilities, and Tenure

#### *(a) Financial Affairs Committee*

- 1) Shall consist of five members, including the Association Treasurer.
- 2) It shall be the duty of this committee to prepare a budget for the fiscal year of the Association, present it to the Executive Board for revision and approval, and submit the Executive Board-approved version to the Association for approval at its Annual Business Meeting.
- 3) The Chairperson of the Financial Affairs Committee shall serve for a term of three years. The Treasurer will serve for the tenure of the office.

#### *(b) Membership Committee*

- 1) It shall be the duty of this committee to promote membership in all categories, certify membership, and determine eligible voters.
- 2) When necessary, this committee will assist the Nomination and Election Committee by monitoring and tallying votes.

#### *(c) Nomination and Election Committee*

- 1) 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.
- 2) The committee shall establish and implement a secret ballot election procedure to select officers of the Association and shall obtain approval of these procedures from the Executive Board.
- 3) Any member of this committee seeking office must recuse oneself prior to the election.

#### *(d) Strategic Planning Committee*

- 1) Shall operate as needed with the Immediate Past-President as chair.
- 2) It shall be the duty of this committee to develop, approve, and monitor the implementation and revision of the Association's strategic plan.

#### *(e) Student Engagement/Alumni Committee*

- 1) It shall be the duty of this committee to plan, promote, and implement student and alumni engagement initiatives.

#### *(f) Government Relations Committee*

- 1) It shall be the duty of this committee to obtain and disseminate information regarding legislative issues relevant to educational opportunity programs and collaborate with COE and states/district about TRIO advocacy.

#### *(g) Scholarship Committee*

- 1) It shall be the duty of this committee to establish the process by which the scholarship competition operates annually, to evaluate and select scholarship recipients, and to communicate the outcome of the scholarship competition to the membership.

#### *(h) Conference Planning Committee*

- 1) The Immediate Past-President and President-Elect, who serve as co-chairs, shall identify and appoint committee members.
- 2) It shall be the duty of this committee to plan and convene an annual conference.

*(i) Development Committee*

- 1) It shall be the duty of this committee to plan and implement fundraising opportunities and corporate/business partnership efforts during the annual conference and throughout the year.

*(j) Other Committees*

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

## **ARTICLE XI PARLIAMENTARY 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 Bylaws.
- Section 2. The President shall appoint a Parliamentarian for all meetings of the Executive Board and Annual Business Meeting.

## **ARTICLE XII ELECTION OF OFFICERS**

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

## **ARTICLE XIII AMENDMENT PROCESS**

The Constitution and Bylaws can be amended by a two-thirds vote. The membership must be notified of the balloting procedure and the content of any amendment at least thirty days prior to a vote being taken.

## **ARTICLE XIV FISCAL YEAR**

The fiscal year of the Association is October 1 through September 30.

## **ARTICLE XV 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 the person is or was a representative of the Association and acting at the request of the Association within the scope of duties.

# **BYLAWS**

## **ARTICLE I**

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

## **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 of the Association membership.  
(b) The Association membership shall be notified sixty 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 vote of all 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 membership.

## **ARTICLE IV ANNUAL BUSINESS MEETING**

Written notice must be provided to all members at least forty-five 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 such property shall be transferred to other organizations as the Executive Board shall determine to have purposes and activities most nearly consonant with those of the Association, provided that the organizations shall be exempt under Section 501(c)(3) of the Internal Revenue Code or corresponding provisions of the Internal Revenue Laws.

## **ARTICLE VI APPROPRIATION OF ASSOCIATION FUNDS**

The Executive Board appropriates Association funds in keeping with the budget approved by the Association's membership.

## **ARTICLE VII 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 Affiliate Members, must be a member in good standing of a recognized State/District chapter chartered by the Association and must have paid annual dues.

## **ARTICLE VIII FINANCIAL REVIEW REPORTS**

Members of the Executive Board shall be given quarterly income and expense reports from the Treasurer showing the financial state of the Association. Members of the Executive Board shall also be given a copy of the annual financial review.