

**AGENDA**  
**TACUSPA EXECUTIVE BOARD**  
**August 8, 2005**

Present: B. Jacobs, K. Rogers, T. Moorman, A. Chesser, S. Sutton, E. With, A. Lane, S. Sutton, T. Van Duser, K. Marshall, D. Biggers

Absent: D. Graves

1. Approval of Minutes – postponed until next meeting due to the need to confirm some details from the summer conference.
  
2. President's Report - Bonita Jacobs
  - a. Fall Conference '05 – Bonita talked about her desire to have three co-chairs. She asked that Kent step away for a few minutes, since he was on the call so that the board could discuss the matter. Thomas made a motion, and Amanda seconded, that Kent Marshall, Maureen Clouse, and Kyle Voyles be appointed as co-chairs for the fall conference; the motion carried unanimously. The Radisson Hotel in Denton is the current location for the conference. The Texas Motor Speedway is slated for the President's Reception. There will also be a golf tournament as part of the conference. Bonita asked Kent to make an effort to include members of the original planning conference in the new committee.
  - b. Conference Keynote: Kent Marshall and Trisha Van Duser reported on the current plans for keynote speakers, which included Judy Vinson to speak during either the business luncheon or during a plenary session. Bonita led the board in a discussion regarding plans to allocate additional funding for keynoters. Thomas made a motion, and Keri seconded, that \$5,000 be approved to supplement the conference budget for keynoter expenses; the motion carried unanimously. Thomas suggested that individuals send keynoter information to Trisha.
  - c. 80th Anniversary – Bonita mentioned that the conference planning committee lend creative support to the “80th Anniversary” committee. Amanda reported on the visit to the archives; Deidra will be securing the items needed from the archives.
  - d. New Professionals Institute – Trisha VanDuser reported that the focus will be on graduate students. Bonita asked that the higher education faculty in the state be kept in the loop.
  
3. Past President's Agenda - Darlene Biggers
  - a. Election Results: Darlene reported that Thomas is the “president elect-elect;”
  - b. Newsletter: Alicia is working on a draft to send to the board sometime this week, with it available to the association by next week.
  - c. Other: The strategic plan still needs to be discussed, which Darlene suggested be done more extensively at the October meeting.

4. President-Elect Report - Keri Rogers
  - a. Secretary Position Vacancy: Keri asked the board for suggestions about how to best fill this position (a one-year appointment) since it will become vacant at the fall conference business meeting. Bonita asked that we talk about this issue more extensively next time.
  - b. Other: The Fall 2006 co-chairs have begun looking at locations for the President's Reception, possible keynoters, themes, etc. Keri is still looking for a Summer 2006 chair and location.
  
5. VP for Administration - Austin Lane
  - a. By-Laws Committee, Draft on Election Change (see attached): Austin reviewed the additions/deletions/changes that the group is suggesting. He asked that feedback be sent to him in "track changes" format. Bonita asked that the committee members be available for the next meeting in order to discuss the suggestions.
  - b. Awards & Recognition Committee: Austin noted that an email went out today from Elizabeth Massengale soliciting award nominations.
  - c. Scholarships Committee: Austin made a motion, and Elizabeth seconded, that Keith Jenkins be appointed as the Scholarships Committee chair.
  - d. Special Projects Committee (Awards): Austin reviewed the purpose of this committee. The committee has arrived at a few suggestions:
    - i. Get rid of the "Dissertation of the Year" award; look at a "Contribution to the Literature award"
    - ii. Consider a "Senior Student Affairs Officer of the Year" award
    - iii. Their suggestion is not to name the awards
    - iv. They also had recommendations about how to market the awards, details of which Austin will share later.

Bonita stated that she would like to discuss these recommendations more extensively at the October meeting.

  - e. Other
  
6. VP for Membership and Marketing – Amanda reported for Deidra, saying that she was still waiting for some items from the archivist (note: Deidra followed up the day after the meeting with a written report – please see attached).
  
7. Director, Database Management and Technology - Thomas Moorman
  - a. Membership Update: Thomas noted that there was 39 folks that attended the TACUSPA summer conference that are not members. The fee structure did not include a TACUSPA membership. Thomas suggested that we allow those folks to continue as members through the end of the year. We now have 351 individual members.
  - b. Website Update: Thomas reminded the board that they can go to the following link: <http://www.tacuspa.net/board.html>

8. Secretary - Steve Sutton
  - a. Updates: Steve asked that the minutes from the June 13 and July 7 meetings be reviewed. In the interest of time, Bonita asked that the board members review the minutes and send changes to Steve. They will be voted on next time.
  
9. Treasurer - Amanda Chesser
  - a. Financial Update from Fall '04 Conference: Amanda is still working out the details of the conference registration
  - b. Budgets: Amanda reported that we currently have \$32,308.51 in the BIA and \$20,123.91 in the checking account. We also have a one-year certificate of deposit for \$10,000 and a two-year certificate of deposit for \$10,000.
  - c. Other: Amanda asked that the 2005-2006 budget be approved. Keri made a motion and Austin seconded that the budget be approved; the motion passed unanimously. Amanda also reminded folks that check requests are due to her on Wednesday, August 10 for this fiscal year.
  
10. Old Business: No old business.
  
11. New Business: No new business.
  
12. Next Meeting: The next meeting will be **Wednesday, September 7 at 1:30 pm.**
  
13. Adjournment: Keri motioned, and Steve seconded, that the meeting be adjourned at 2:50 pm. The motion carried unanimously.

*Approved by the TACUPSA Board on September 12, 2005*

**TACUSPA**  
**VP for Membership & Marketing**  
**August 2005 Report**

- I. Caucus chair meeting – I had a conference call with the caucus chairs on July 13. We discussed the following:
  - A. Conference gatherings
    - i. Professional School Caucus - a separate breakfast for professional school members on Monday morning
    - ii. Two-Year College Caucus – a brief ice cream/snack social on Monday afternoon during the break.
    - iii. These gatherings would have an unstructured agenda and will not be printed in the conference schedule. Caucus participants would be sent personalized electronic invitations to constituents after they register.
  - B. Conference tracks
    - i. The Professional School Caucus and Two-Year College Caucus Chairs will each propose an educational session for their caucus. The purpose of the ed session is to provide a roundtable environment for their constituents to brainstorm about issues they are facing and to find out how TACUSPA can better serve them. Each caucus chair will also concentrate on having at least one ed session that appeals to their constituents on the schedule.
  - C. Surveying membership
    - i. We discussed doing a focus group at the conference with representatives from the entire membership, or do one for each caucus. We decided that it would be best to target only one caucus at each conference, thus having a 2 year (conducting a focus group at the fall and summer conference) or 4 year rotation (conducting a focus group at the fall conference only). We decided that Deidra and Erik (2-Year Caucus Chair) would conduct a focus group with 2-year representatives this fall. In addition, Deidra will create an internet questionnaire asking general questions about satisfaction of TACUSPA and send it to each caucus chair to add questions to and distribute.
  - D. Promotional item ideas – pens, luggage tags, sticky notes, mugs, paper clip dispenser – anything useful
  - E. Marketing plan – Most of these were just reminders of what we need to think about doing:
    - i. Reaching new members via direct contact – letters, brochures, etc. – The caucus chairs want to create individualized brochures, so it was decided that Deidra would create a template brochure and that each caucus chair could personalize it. Deidra will also create two different brochures – one targeting professionals and one targeting graduate students.
    - ii. Reaching new members via booths/giveaways at other conferences - If you go to a conference, try to take the TACUSPA banner and promotional materials with you to display and giveaway.

- iii. Reaching existing members through TACUSPA electronic newsletter – the caucus chairs were encouraged to write/solicit articles, etc.
  - iv. Reaching existing members through listservs, chatrooms, electronic bulletin boards – We decided that e-mails were best, but that listservs can be annoying. It would be better to gather e-mails during the caucus education session/gathering and create an e-mail group maintained by the caucus chair.
- F. Report at fall conference meeting – each caucus chair is requested to come to the TACUSPA board meeting at the fall conference and give a short report. The chairs requested a time as late in the afternoon as possible.

II. GEAR

- A. Still need to find a chair and to solicit prizes for the case study competition.
- B. Need suggestions for judges for the case study competition. Last year I used Mari Fuentes-Martin, Tom Jackson, and Don Albright.
- C. Free Faculty Registration – planning on sending a letter to faculty in the next few weeks once I have solidified info about the conference.

## BYLAWS

Adopted and Amended, October 2002

### ARTICLE I. ELECTION OF OFFICERS

**Section 1.** In January, the President shall appoint an Election Committee, which shall be chaired by the Past President. The Election Committee shall conduct the election of officers prior to June 1.

**Section 2.** The election ballot shall be made up of those nominees receiving the largest number of nominations. No candidate's name may appear for more than one position. Write-In candidates may appear on the election ballot.

**Section 3.** The Election Committee may modify the ballot to achieve a balance between candidates and positions in the case of ties and duplication of nominees in the nominating process.

**Section 4.** The Election Committee shall ascertain the eligibility of each nominee.

**Section 5.** The Election Committee shall ascertain from each nominee a willingness to stand for election.

**Section 6.** The Election Committee shall solicit from the candidates and provide to the membership information relevant to the qualifications of each candidate.

**Section 7.** Elected officers shall be those candidates who receive the greatest number of votes cast.

**Section 8.** In the case that two candidates receive an equal number of votes, the Executive Committee shall vote to break the tie.

**Section 9.** Voting Scope.

- A. The President-Elect, Vice President for Administration, Vice President for Marketing & Membership, Director of Data Management & Technology, Treasurer and Secretary shall be elected by the membership at large.

### ARTICLE II. BALLOTING

Balloting on the Constitution, officers, and dues shall be by mailed ballot.

### ARTICLE III. DUTIES OF OFFICERS

**Section 1.** General Duties. All officers shall:

- A. Attend all Board of Directors meetings.
- B. Accept committee responsibilities as assigned by the President and the Board of Directors.
- C. Approve the general and conference budgets.
- D. Act as resource persons for TACUSPA.
- E. Provide vision and direction for TACUSPA.
- F. Contribute, as necessary, to the TACUSPA Newsletter that are pertinent to the Board of Directors' area of responsibility.
- G. Carry out voting responsibilities.
- H. Maintain, evaluate, and revise as needed TACUSPA's strategic plan.

## **Section 2. Specific Duties.**

### **A. President.**

#### **Responsibilities of the President:**

- shall preside over all state meetings and conferences;
- will prepare meeting agendas for all Board of Directors meetings;
- will schedule and coordinate all necessary arrangements for the Board of Directors meetings;
- shall preside over all Board of Directors meetings;
- serves as an ex-officio member of all committees and commissions;
- coordinates the training of all elected officers;
- administers all oaths of office to new and continuing officers;
- oversees all policies and procedures of the organization;
- must prepare an annual report and present the report at the fall conference each year;
- shall directly oversee the chairs for each conference committee;
- acts as the liaison with state, regional, and national organizations and agencies;

#### **Authorities of the President:**

- is a full voting member of the Board of Directors;
- may appoint committees and commissions;
- may appoint a chairperson for a committee or commission;
- shall open nominations for awards that are offered by the organization;
- has the right to create new awards or special recognitions;

#### **Accountabilities of the President:**

- The appropriate use of all organizational funds.
- The continued success of the organization.

### **B. President-Elect.**

#### **Responsibilities of the President-Elect:**

- recommends the sites for future conferences;
- appoints the conference committee chairs for conferences taking place during their term of office;
- appoints a coordinator for the New Professionals Institute for their term in office.
- is responsible for recognition of the out-going president at the fall conference at which they will begin their term of office;
- is responsible for maintaining the TACUSPA operations manual;
- is responsible for the preparation and delivery of a TACUSPA operations manual to each new officer upon election;
- shall perform other duties as assigned by the president.

#### **Authorities of the President-Elect:**

- is a full voting member of the Board of Directors;
- will assume the role of president the following year;

- will assume the role of president if the current president is unable to fulfill the duties during their term of office.

**Accountabilities of the President-Elect:**

- The maintenance of the TACUSPA operations manual.
- The negotiation of contracts for upcoming conferences.

**C. Past President.**

**Responsibilities of the Past President:**

- shall coordinate all nominations and elections of organizational officers;
- shall provide direction for the organization's journal editor;
- shall provide direction for the organization's newsletter editor;
- shall coordinate the Distinguished Service Award nomination and selection process.

**Authorities of the Past President:**

- is a full voting member of the Board of Directors.

**Accountabilities of the Past President:**

- The integrity of the officer election process.

**D. Vice President for Administration**

**Responsibilities for the Vice President for Administration:**

- shall maintain the constitution and bylaws;
- will present all proposed changes to the constitution and bylaws to the appropriate parties for a vote;
- will verify the final vote tally for all propositions relating to the constitution and bylaws;
- shall coordinate the activities of the awards and recognitions committee;
- shall provide leadership and supervision to the special projects committee;
- shall give direction to the scholarship committee;
- shall provide support for the coordinator of legislative affairs;
- shall perform other duties as assigned by the president.

**Authorities of the Vice President for Administration:**

- is a full voting member of the Board of Directors;
- recommend appointments for committees and commissions to the president;
- serves as the parliamentarian for the organizations and enforces all rules of order during organized meetings.

**Accountabilities of the Vice President for Administration:**

- annual review of the organizations constitution and bylaws.



#### **E. Vice President for Marketing & Membership**

##### **Responsibilities for Vice President for Marketing & Membership:**

- oversees the actions of the graduate education and research committee and graduate student caucus;
- provides direction for the two-year, four-year, private school, and professional school caucuses;
- coordinates the annual membership drive with the Director of Data Management & Technology;
- develops an annual marketing plan for the organization and shares this plan at the annual fall conference;
- shall solicit sponsorships, grants, and donations from external agents in support of TACUSPA's mission;
- coordinates activities relating to the University of North Texas legal conference;
- shall perform other duties as assigned by the president.

##### **Authorities of Vice President for Marketing & Membership:**

- is a full voting member of the Board of Directors;
- may recommend appointments for committees and commissions to the president.

##### **Accountabilities of Vice President for Marketing & Membership:**

- The development of a comprehensive marketing plan for the organization.

#### **F. Secretary**

##### **Responsibilities of the Secretary:**

- shall record and distribute the minutes of all business meetings;
- shall deposit a copy of all approved meeting minutes, pictures of TACUSPA events, and a copy of the president's annual report with the archivist at the Barker Texas History Center (Austin Texas) each year.

##### **Authorities of the Secretary:**

- is a full voting member of the Board of Directors;

##### **Accountabilities of the Secretary:**

- must submit all appropriate documents for the archives.

#### **G. Treasurer**

##### **Responsibilities of the Treasurer:**

- shall be the custodian of all TACUSPA funds;
- shall deposit all funds collected and disburse all funds expended;
- shall submit quarterly financial reports to the president and Board of Directors;
- shall provide annual income and expenditure statements to each officer;
- shall complete credit, tax, and all other appropriate financial documents and applications relating to the operations of the organization;
- insures that all accounting and IRS guidelines are met;
- will contract for the audit of accounts once during their term in office;
- shall track and report on all investments;
- is responsible for the establishment of an organizational budget for each fiscal year (September 1 to August 31).

**Authorities of the Treasurer:**

- is a full voting member of the Board of Directors;
- has signature authority on all financial matters.

**Accountabilities of the Treasurer:**

- The appropriate use of all organizational funds.
- The financial management of all investment funds.
- The annual audit of all accounts.
- The preparation of an annual budget.

**H. Director of Data Management & Technology**

**Responsibilities of the Director of Data Management & Technology:**

- shall maintain and supervise the database of all student personnel staff in Texas;
- shall maintain and supervise the database of all organization members, institutional and individual;
- shall prepare and distribute an annual organizational handbook and membership directory;
- shall respond to all requests for membership directory information from current members and outside agencies;
- shall provide direction to the technology committee;
- shall contract with a web site coordinator;
- shall coordinate an annual membership campaign with the Vice President for Marketing & Membership;
- shall provide all new members of the organization with a member ID.

**Authorities of the Director of Data Management & Technology:**

- is a full voting member of the Board of Directors;
- can change the content of the organizational web site.

**Accountabilities of the Director of Data Management and Technology:**

- The integrity of the data maintained in the database.
- The safe storage and backup of data files.

**ARTICLE IV. CONFERENCE, COMMISSION, AND COMMITTEE CHAIRPERSONS**

All conference, commission, and committee chairs shall be professional members in good standing with TACUSPA and shall be employed at an institution in the State of Texas during the term of their office. Each conference, commission, and committee chairperson may be appointed for more than one term, not to exceed two (2) consecutive terms..

**ARTICLE V. MEMBERSHIP**

The annual membership calendar is from January 1 to December 3. There are three levels of membership: professional, student and institutional.

**Section 1.** Professional membership - Membership shall be open to all student personnel administrators, to those persons employed within the area of student affairs, to educators who train student personnel workers, and others interested in student development. Professional members are entitled to the following rights and privileges:

- A. Nominating and voting privileges.
- B. Participation in meetings and conferences.

- C. Use of placement services.
- D. Subscription to all TACUSPA publications and all regular communications.
- E. Membership on committees and commissions.
- F. Research grant opportunities.
- G. Holding elected office in TACUSPA.

**Section 2.** Student Membership - Membership shall be open to all matriculated students (undergraduate or graduate) who are interested in student personnel work upon the recommendation of a professional member. Student members are entitled to the following rights and privileges.

- A. Nominating and voting privileges.
- B. Participation in meetings and conferences.
- C. Use of placement services.

## **CONSTITUTION**

Amended and adopted January 31, 2003

### **ARTICLE I. NAME**

The name of this organization shall be the Texas Association of College and University Student Personnel Administrators. Further references to this organization in this Constitution shall be made by the abbreviation TACUSPA.

### **ARTICLE II. MISSION STATEMENT AND PURPOSE**

#### **Section 1. Mission Statement**

The Texas Association of College and University Student Personnel Administrators is an association of administrators, staff, students, and others interested in the professional administration of student affairs programs in higher education. TACUSPA focuses on the broad issues and administration of the total student affairs program while recognizing that many members have interests or responsibilities in specialized areas. TACUSPA seeks to enhance the profession of student affairs by supporting research, articulating contemporary issues, supporting graduate training programs, and introducing students to the profession. TACUSPA provides opportunities for professional development and interaction through its publications and activities such as conferences, workshops, and seminars. TACUSPA seeks to meet the needs of its members by providing services in all areas of the state.

#### **Section 2.** The purpose of TACUSPA shall be:

- A. To discuss and study the most effective methods of aiding students in their intellectual, social, moral, and personal development.
- B. To provide and stimulate leadership among all persons engaged in the administration of student personnel programs.
- C. To maintain and improve professional standards in the field of student personnel administration in the State of Texas.
- D. To serve as a central clearing agency for information pertinent to present or contemplated student personnel programs in Texas.
- E. To stimulate creative and experimental programs in the student personnel field.
- F. To promote research in student personnel work and related works.
- G. To enhance the role student personnel administrators play in higher education.

**Section 3.** TACUSPA is organized exclusively for charitable, educational or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. .

**Section 4.** No part of the net earnings of TACUSPA shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that TACUSPA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II, Section 2 of this Constitution. No substantial part of the activities of TACUSPA shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and TACUSPA shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of this Constitution, TACUSPA shall not carry on any other activities not permitted to be carried on by: (a) an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or a corresponding section(s) of any future federal tax code or (b) an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code or a corresponding section(s) of any future tax code.

### **ARTICLE III. MEMBERSHIP**

**Section 1.** Membership shall be open to all student personnel administrators, to those persons employed within the area of student affairs, to educators who train student personnel workers, and others interested in student development. Professional members are entitled to the following rights and privileges:

- A. Nominating and voting privileges.
- B. Participation in meetings and conferences.
- C. Use of placement services.
- D. Subscription to all TACUSPA publications and all regular communications.
- E. Membership on committees and commissions.
- F. Research grant opportunities.
- G. Holding elected office in TACUSPA.

**Section 2.** Student Membership.

Membership shall be open to all matriculated students (undergraduate or graduate) who are interested in student personnel work upon the recommendation of a professional member. Student members are entitled to the following rights and privileges.

- A. Nominating and voting privileges.
- B. Participation in meetings and conferences.
- C. Use of placement services.
- D. Subscription to all TACUSPA publications and all regular communications.
- E. Membership on committees and commissions.
- F. Research grant opportunities.

**Section 3.** Institutional Membership.

Institutional membership options are available as designated in the by-laws. Institutional membership includes:

- A. Listing of all the institution's student affairs staff in the annual TACUSPA Directory.
- B. Opportunity to apply for funding and co-sponsorship with TACUSPA for regional conferences, drive-in workshops, seminars, and the like.
- C. Annual information from the Graduate Education and Research Commission on graduate education opportunities within the state.

### **ARTICLE IV. DUES**

The annual dues shall be determined by simple majority vote of the TACUSPA membership. .

## **ARTICLE V. OFFICERS**

**Section 1.** The officers shall be the President, President-Elect, Past President, Vice President for Administration, Vice President for Marketing & Membership, Treasurer, Director of Data Management & Technology, and Secretary. All of the officers shall be elected by the voting membership in the manner described in the By-Laws.

**Section 2.** All officers shall be professional members in good standing with TACUSPA and shall be employed by an institution in the State of Texas during the term of their office.

### **Section 3. Responsibilities and Terms of Office**

- A. President - Serves a one-year term of office and shall be the chief executive officer of TACUSPA, and its Board of Directors.
- B. President-Elect - The President-Elect serves a one-year term of office and handles specific administrative projects for TACUSPA.
- C. Past President - The Past President shall serve a one-year term of office.
- D. Vice President for Administration – The Vice President for Administration serves a two-year term in office.
- E. Vice President for Marketing & Membership – The Vice President for Marketing & Membership serves a two-years term in office.
- F. Treasurer - The Treasurer serves a three-year term in office.
- G. Director of Data Management & Technology – The Director of Data Management serves a three-year term.
- H. Secretary - The Secretary serves a three-year term in office.
- I. An officer may not succeed one's self after two (2) consecutive terms.
- J. All officers, with the exception of the President (see Section A above), shall perform such additional duties as directed by the President or the Board of Directors. A full description of officer duties can be found in the TACUSPA by-laws.
- K. All officers shall assume their offices at the end of the Annual Business Meeting.

### **Section 4. Removal**

Any elected officer of the organization may be removed from office for just cause.

- A. Grounds for removal include:
  - 1. violation of TACUSPA policies or procedures;
  - 2. failure to perform the duties of the office as set forth in the Constitution, By-laws and policies of TACUSPA;
  - 3. gross impropriety in carrying out the duties and responsibilities of the office;
  - 4. inability to properly carry out the duties and responsibilities of the office.
- B. A motion to remove an elected officer shall be presented in writing to the Board of Directors by a current Board member or by a petition signed by 10% of TACUSPA's active membership. The letter or petition shall be given to the President unless the President is the subject of the removal action in which case the letter or petition should be given to the Immediate Past President.
- C. Upon receipt of the above motion and ensuring that these are grounds for removal, the Board of Directors shall conduct appropriate hearings if needed or deliberations to consider removing the officer from the office.
- D. The officer shall be removed by an affirmative vote of 3/4 of the Board of Directors if action was initiated by a member of the Board of Directors or a 3/4 vote of the membership if action was initiated by the membership. In the latter case, a vote would be conducted in accordance with the procedures contained in Article II of the By-laws.

### **Section 5. Vacancies**

Vacancies may occur for any of the following reasons: officer resignation, removal (see Article V, Section 4), death, or moving to work outside of the state of Texas.

- A. In the event the President vacates his/her office, the President-Elect shall serve for the unexpired term of the President.
- B. Should the President vacate his/her office and the President-Elect be unable to fill the unexpired term of the President, the Vice President for Administration shall fill the unexpired term of the President.
- C. Should the Vice President for Administration, Vice President for Membership & Marketing, Treasurer, Secretary, or the Director of Data Management and Technology vacate his/her office, the President shall appoint a Professional Member to fill the vacant position for the remainder of the term.
- D. Should the Past President vacate his/her office, the President shall appoint a Professional Member from among Past Presidents to fill this position for the remainder of the term.

**Section 6. Board of Directors**

The Board of Directors shall be all elected officers of TACUSPA, and shall conduct the business of TACUSPA between annual conferences and shall have the authority to establish and amend By-Laws, administer policy and procedures, and enter into contracts for various services and activities

**Section 7. Advisory Board**

The Advisory Board shall be composed of all elected officers, conference, commission, and committee chairpersons, . This group shall meet as determined by the President and shall serve as an advisory body to the Board of Directors. Only elected officers may vote on TACUSPA business items. The Advisory Board shall function provided the aforementioned chairperson positions exist.

**ARTICLE VI. CONFERENCES**

TACUSPA shall sponsor or co-sponsor professional meetings and conferences each year as deemed appropriate by a majority of the Board of Directors.

**ARTICLE VII. BY-LAWS**

By-Laws consistent with this Constitution shall be established and amended by two-thirds (2/3) vote of the Board of Directors.

**ARTICLE VIII. AMENDMENTS**

**Section 1.** Amendments to this Constitution may be initiated by the Board of Directors or upon petition to the Board of Directors by ten (10) percent of the membership.

**Section 2.** Proposals to amend this Constitution must be distributed with the ballots to the full membership at least thirty (30) days prior to the established deadlines for posting ballots.

**Section 3.** The Constitution may be amended by a two-thirds (2/3) affirmative vote of the ballots received.

**ARTICLE IX. PARLIAMENTARY AUTHORITY**

**Section 1.** All Board of Directors meetings shall be conducted according to the procedures specified in the most recent edition of Robert's Rules of Order.

**Section 2.** The President may appoint a parliamentarian to advise them on parliamentary matters during the Board of Directors meetings

## **ARTICLE X. FISCAL YEAR**

The fiscal year of this Association shall be September 1 through August 31.

## **ARTICLE XI. DISSOLUTION**

**Section 1.** Dissolution may occur formally or informally.

- A. Formal dissolution occurs when two-thirds (2/3) of the membership votes to dissolve TACUSPA.
- B. Informal dissolution occurs when all of the following cease to exist for a period of eighteen (18) months: Board of Directors meetings, dues and registration fee collection, conferences and workshops, and any other regular activities and events of TACUSPA

**Section 2.** Upon dissolution of TACUSPA, any outstanding and encumbered expenses will be paid in full. The most recently elected Treasurer and/or President will then donate TACUSPA's assets as a one-time payment to a 501(c)(3) organization(s) as defined by the Internal Revenue Code. The most recent Board will determine the recipient(s) of these assets within four (4) weeks of dissolution.

This Constitution was amended and adopted by the voting membership of the Texas Association of College and University Student Personnel Administrators on the 31st day of January, 2003. In witness thereof President, Mari Fuentes-Martin