

**OPERATIONS MANUAL**

**TEXAS ASSOCIATION OF COLLEGE AND UNIVERSITY**

**STUDENT PERSONNEL ADMINISTRATORS**

**(TACUSPA)**

**OPERATIONS MANUAL**

**April 2016**

Contents

[CONSTITUTION 4](#_Toc447543574)

[BYLAWS 9](#_Toc447543575)

[Operations Manual 16](#_Toc447543576)

[JOB DESCRIPTIONS 16](#_Toc447543577)

[Board of Directors 16](#_Toc447543578)

[Conference, Commissions, Committees and Chairs 19](#_Toc447543579)

[Conference, Commission, Committee Chair Guidelines 20](#_Toc447543580)

[VOLUNTEER APPOINTMENTS 20](#_Toc447543581)

[POLICIES 21](#_Toc447543582)

[Fiscal Policy 21](#_Toc447543583)

[Investment Policy 21](#_Toc447543584)

[Money Handling Procedures 21](#_Toc447543585)

[Credit Card Payments 22](#_Toc447543586)

[Foundation 22](#_Toc447543587)

[Conference Money Handling Procedures 22](#_Toc447543588)

[Board Meeting Lodging Policy 23](#_Toc447543589)

[Board Member Recognition Policy 23](#_Toc447543590)

[Conference Policy 23](#_Toc447543591)

[Listserv Policy 24](#_Toc447543592)

[Website Job Posting Policy 24](#_Toc447543593)

[Membership Transfer Policy 25](#_Toc447543594)

[PROGRAM GUIDELINES 25](#_Toc447543595)

[Thomas Moorman Fellowship Program 25](#_Toc447543596)

[Graduate Student Scholarships 26](#_Toc447543597)

[Research Development Grant Program 27](#_Toc447543598)

[Article Competition 28](#_Toc447543599)

[Graduate Student Case Study 28](#_Toc447543600)

[Webinars 28](#_Toc447543601)

[MEMBERSHIP RENEWAL PLAN 29](#_Toc447543602)

[LOGO AND APPLICATION GUIDELINES 29](#_Toc447543603)

[ELECTIONS 30](#_Toc447543604)

[AWARDS AND RECOGNITION 30](#_Toc447543605)

[DR. JAMES E. (JIM) CASWELL DISTINGUISHED SERVICE AWARD 31](#_Toc447543606)

[APPENDICES 32](#_Toc447543607)

# CONSTITUTION

**THE** C**ONSTITUTION OF THE TEXAS ASSOCIATION OF COLLEGE AND UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS (TACUSPA)**

**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

TACUSPA is a premier state association dedicated to the development, support and promotion of student affairs professionals in the State of Texas.

Section 2. The purpose of TACUSPA shall be:

1. To promote discussion and research regarding the most effective methods of aiding students in their intellectual, social, moral and personal development;
2. To provide leadership and support for all student affairs professionals;
3. To serve as the main resource for information pertinent to student affairs in Texas;
4. To encourage and support best practices and original research in student affairs;
5. To promote and enhance the role of student affairs 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. 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:

1. Nominating and voting privileges;
2. Participation in meetings and conferences;
3. Career enhancement opportunities;
4. Subscription to all TACUSPA publications and all regular communications;
5. Membership on committees and commissions;
6. Research grant opportunities;
7. Holding elected office in TACUSPA, and
8. Membership Directory Access.

Section 2. Student Membership

Membership shall be open to all undergraduate and graduate students who are interested in the students affairs profession and are not full-time employees of any institution. Student members are entitled to the following rights and privileges:

1. Nominating and voting privileges;
2. Participation in meetings and conferences;
3. Career enhancement opportunities;
4. Subscription to all TACUSPA publications and all regular communications;
5. Membership on committees and commissions;
6. Research grant opportunities, and
7. Membership Directory Access.

Section 3. Emeritus Membership

Membership shall be open to all retired student personnel administrators.  Recipients of the James (Jim) Caswell Service Award shall be awarded Emeritus Membership in recognition of their service to the profession.  Emeritus members are entitled to all the rights and privileges of Professional Membership.  The Vice President of Membership may ask for proof of retirement upon submittal of an Emeritus Membership application.

Section 4. Institutional Membership

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

Institutional membership includes:

1. Opportunity to apply for funding and co-sponsorship with TACUSPA for conferences,

workshops, seminars, and the like; and

1. Annual information from the Graduate Education and Research Commission on graduate education

opportunities within the state.

1. Free online job postings through the TACUSPA website.

**ARTICLE IV - DUES**

Changes to 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, Vice President of Membership, Vice President for Education and Professional Development, Treasurer, Director of Technology, Director of Research, Director of Assessment, 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 academic institution in the State of Texas during the term of their office. Those officers who are no longer employed by an academic institution in the State of Texas may be allowed to complete their elected term or removed by a ¾ vote by the Board of Directors (See Article V, Sec. 4).

Section 3. Responsibilities and Terms of Office

1. President - Serves a one-year term of office and shall be the chief executive officer of TACUSPA, and it’s Board of Directors.
2. President-Elect - The President-Elect serves a one-year term of office and handles specific administrative projects for TACUSPA.
3. Past President - The Past President shall serve a one-year term of office.
4. Vice President for Administration – The Vice President for Administration serves a two-year term in office.
5. Vice President for Marketing – The Vice President for Marketing serves a two-year term in office.
6. Vice President for Membership – The Vice President for Membership serves a two-year term in office.
7. Vice President for Education and Professional Development – The Vice President for Education and Professional Development serves a two-year term in office.
8. Director of Research- The Director of Research serves a two-year term in office.
9. Treasurer - The Treasurer serves a three-year term in office.
10. Director of Technology – The Director of Technology serves a two-year term in office.
11. Director of Assessment - The Director of Assessment serves a two-year term in office.
12. Secretary - The Secretary serves a three-year term in office.
13. An officer may not succeed one's self after two (2) consecutive terms.
14. 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.
15. 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.

1. 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;

* 1. gross impropriety in carrying out the duties and responsibilities of the office; and
	2. inability to properly carry out the duties and responsibilities of the office.
1. A motion to remove an elected officer shall be presented in writing to the Board of Directors by a current Board of Directors member or by a petition signed by 10% of TACUSPA’s 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 Past President.
2. Within 30 days of receipt of the above motion the President (or Past President) notifies the current Board of receipt and makes a determination as to whether an investigation should be conducted. If the President (or Past President) determines that there is not sufficient grounds to conduct an investigation the Board can overrule that decision by a 2/3 vote. If needed the Board of Directors shall conduct an investigation, appropriate hearings or deliberations to consider removing the officer from the office. The officer against whom the motion is made may not participate in the deliberations or Board conversations related to the matter.
3. The officer shall be removed by an affirmative vote of 2/3 of the Board of Directors if action was initiated by a member of the Board of Directors or a 2/3 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. These procedures will also be followed in the creation of a new position on the Board of Directors.

1. In the event the President vacates his/her office, the President-Elect shall serve for the unexpired term of the President.
2. 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.
3. Should the Vice President for Administration, Vice President for Membership, Vice President for Marketing, Vice President for Education and Professional Development, Director of Research, Director of Assessment, Treasurer, Secretary, or the Director of Technology vacate his/her office, the President shall appoint a professional member to fill the vacant position for the remainder of the term.
4. 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 composed of all elected and appointed leadership positions. This group shall meet as determined by the President and 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. Only elected officers may vote on TACUSPA business items.

Section 7. Appointed Leadership Positions

Individuals holding appointed leadership positions (e.g. Conference, Commission, Committee, and Chairpersons) will meet with the Board of Directors at the discretion of the President.

**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 and Appointed Leadership Position 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.

1. Formal dissolution occurs when two-thirds (2/3) of the membership votes to dissolve TACUSPA.
2. Informal dissolution occurs when all of the following cease to exist for a period of eighteen (18) months: Board of Directors meetings, Appointed Leadership Position 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 of Directors will determine the recipient(s) of these assets within four (4) weeks of dissolution.

# BYLAWS

THE BYLAWS TO THE CONSTITUTION OF THE TEXAS ASSOCIATION OF COLLEGE AND UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

**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.

Section 2. The election ballot shall be made up of all nominees. No candidate’s name may appear for more than one position.

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 and must have secured at least 25% of those votes cast. In the event that no candidate receives 25% of the votes cast the 2 candidates receiving the greatest number of votes shall be included in a runoff election which follows the same procedures as outlined above.

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

Section 9. Voting Scope.

1. The President-Elect, Vice President for Administration, Vice President for Marketing, Vice President for Membership, Vice President for Education and Professional Development, Director of Research, Director of Technology, Director of Assessment, Treasurer, and Secretary shall be elected by the membership at large.

**ARTICLE II – BALLOTING**

Balloting on the Constitution, officers, and dues shall be by electronic ballot as determined by the election committee.

**ARTICLE III - DUTIES OF OFFICERS**

Section 1. General Duties

All officers shall:

1. Attend all Board of Directors meetings;
2. Accept committee responsibilities as assigned by the President and the Board of Directors;
3. Approve the general and conference budgets;
4. Act as a resource person for TACUSPA;
5. Provide vision and direction for TACUSPA;
6. Contribute, as necessary, to the TACUSPA Newsletter articles that are pertinent to the Board of Directors member’s area of responsibility;
7. Carry out voting responsibilities;
8. Maintain, evaluate, and revise as needed TACUSPA’s strategic plan; and
9. Officers are expected to file an Acceptance Agreement for Volunteer Leadership form with the President.

Section 2. Specific Duties

1. 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;
* 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;
* shall serve as an ex-officio member of the TACUSPA Foundation;
* shall serve as the TACUSPA Representative to TCSAO (Texas Chief Student Affairs Officers); and
* 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; and
* has the right to create new awards or special recognitions.

Accountabilities of the President:

* The appropriate use of all organizational funds; and
* The continued success of the organization.
1. 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 and other outgoing officers and conference chair at the fall conference at which they will begin their term of office;
* is responsible for the preparation and delivery of a TACUSPA operations manual to each new officer upon election;
* shall serve as an ex-officio member of the TACUSPA Foundation; and
* 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; and
* will assume the role of president if the current president is unable to fulfill the duties during their term of office.
* recommend appointments for committees and commissions to the president; and

Accountabilities of the President-Elect:

* The negotiation of contracts for upcoming conferences.
1. Past President

Responsibilities of the Past President:

* shall coordinate all nominations and elections of organizational officers;
* shall serve as an ex-officio member of the TACUSPA Foundation; and
* shall coordinate the Dr. James E. (Jim) Caswell Distinguished Service Award nomination and selection process.

Authorities of the Past President:

* is a full voting member of the board of directors.
* recommend appointments for committees and commissions to the president; and

Accountabilities of the Past President:

* The integrity of the officer election process.
1. Vice President for Administration (2 year term)

Responsibilities for the Vice President for Administration:

* shall maintain the constitution and By-laws;
* will present all proposed changes to the constitution and By-laws to the appropriate parties for a vote;
* will verify the final vote tally for all propositions relating to the constitution and By-laws;
* shall coordinate the activities of the awards and recognitions committee;
* shall provide leadership and supervision to the special projects committee;
* shall provide support for the coordinator of legislative affairs;
* is responsible for maintaining the TACUSPA Operations Manual; and
* 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; and
* serves as the parliamentarian for the organizations and enforces all rules of order during organized meetings.

Accountabilities of the Vice President for Administration:

* The annual review of the organizations constitution and By-laws; and
* The maintenance of the TACUSPA Operations Manual.
1. Vice President for Membership (2 year term)

Responsibilities for Vice President for Membership:

* coordinates the annual membership drive;
* coordinate with the conference registration chair to ensure members and non-members are registering in the appropriate category. Activate membership for all paid non-member conference registrants;
* shall maintain and supervise the database of all organization members, institutional and individual;
* shall prepare and distribute a membership directory;
* shall respond to all requests for membership directory information from current members and outside agencies;
* shall be responsible for the recruitment, coordination and recognition of volunteers; and
* shall perform other duties as assigned by the president;

Authorities of Vice President for Membership:

* is a full voting member of the Board of Directors;
* can change the content of the organizational web site; and
* may recommend appointments for committees and commissions to the president.

Accountabilities of Vice President for Membership:

* The integrity of the data maintained in the database;
* The safe storage and backup of data files.
1. Vice President for Marketing (2 year term)

Responsibilities for Vice President for Marketing:

* Shall create or oversee creation of all marketing materials for the association, including conference and foundation logos;
* Shall ensure proper use of association and foundation logos and have prior review of all materials that utilize either logo;
* Shall provide direction to the newsletter editor(s) on the design and publication of the quarterly newsletter;
* Shall oversee all social media accounts;
* Shall create and distribute the quarterly newsletter for the association;
* Shall publish news releases on association news, including results of officer elections, notifying the new officers’ institution about the election, award recipients, conferences, and special news stories;

Authorities of Vice President for Marketing:

* is a full voting member of the Board of Directors;
* can change the content of the organizational web site; and
* may recommend appointments for committees and commissions to the president.

Accountabilities of Vice President for Marketing:

* The development of a comprehensive marketing plan for the organization.
1. Vice President for Education and Professional Development (2 year term)

Responsibilities for Vice President for Education and Professional Development:

* oversees the creation and development of knowledge communities;
* oversees the creation and development of new educational programs for members
* Shall provide leadership and supervision to the webinar committee.
* Shall give direction to the fellowship and scholarship committee; and
* Shall perform other duties as assigned by the president.

Authorities of Vice President for Education and Professional Development:

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

Accountabilities of Vice President for Education and Professional Development:

* The development and activities of knowledge communities,
1. Director of Research (2 year term)
* The Director of Research is responsible for the development and dissemination of knowledge to the membership through the Graduate Education and Research Committee, Graduate Student Caucus, research grant program, article competition, and other initiatives.
* Shall perform other duties as assigned by the president.

Authorities of Director of Research:

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

Accountabilities of Director of Research:

* Oversight for GEAR, Graduate Student Caucus, Journal, and research grant program
1. Director of Assessment (2 year term)
* Shall utilize various means of data collection to support the work of the association;
* Shall coordinate, at minimum, an annual review of the association’s strategic plan;
* Shall conduct an evaluation of the annual conference, in collaboration with the conference committee chair(s); and
* Shall perform other duties as assigned by the president.

Authorities of Director of Assessment:

* is a full voting member of the Board of Directors;
* may recommend appointments for committees and commissions to the president.
* Add others here?

Accountabilities of Director of Assessment:

* Development of conference assessment as well as strategic plan assessment an dmonitoring
1. Secretary (3 year term)

Responsibilities of the Secretary:

• shall record and distribute the minutes of all business meetings; and

• 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.

K. Treasurer (3 year term)

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;

• ensures that all accounting and IRS guidelines are met;

• will contract for the Review of Agreed Upon Procedures 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); and

• shall provide a year-end financial summary at annual business meeting.

Authorities of the Treasurer:

• is a full voting member of the Board of Directors; and

• has signature authority on all financial matters.

Accountabilities of the Treasurer:

• appropriate use of all organizational funds;

• financial management of all investment funds;

• audit of all accounts; and

• preparation of an annual budget.

L. Director of Technology (2 year term)

Responsibilities of the Director of Technology:

• shall oversee the development and maintenance of the web-site;

• shall maintain the association’s list-serv;

• shall support all association initiatives as related to technology; and

• shall contract with a website coordinator;

Authorities of the Director Technology:

• is a full voting member of the Board of Directors; and

• can change the content of the organizational web site.

Accountabilities of the Director of Technology:

• safe storage and backup of data files.

**ARTICLE IV - CONFERENCE, COMMISSION, AND CHAIRPERSONS**

All conference, commission, and caucus chairs shall be professional members in good standing with TACUSPA and shall reside in the State of Texas during the term of their office.

**ARTICLE V – MEMBERSHIP**

The annual membership calendar is from January 1st to December 31st. There are four levels of membership: professional, student, institutional and emeritus. An individual’s membership status is defined at the time of application or renewal for the entire membership year.

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:

1. Nominating and voting privileges;
2. Participation in meetings and conferences;
3. Career enhancement opportunities;
4. Subscription to all TACUSPA publications and all regular communications;
5. Membership on committees and commissions;
6. Research grant opportunities;
7. Article Competition;
8. Fellowship Program; and
9. Holding elected office in TACUSPA.

Section 2. Student Membership - Student Membership is open to all full-time undergraduate students (12 hours) or graduate students (9 hours) *and not full-time employees at an institution* who are interested in student personnel work. Students must submit enrollment verification from their university with their membership form.Student members are entitled to the following rights and privileges:

1. Nominating and voting privileges;
2. Participation in meetings and conferences;
3. Career enhancement opportunities;
4. Subscription to all TACUSPA publications and all regular communications;
5. Membership on committees and commissions;
6. Research grant opportunities;
7. Article Competition; and
8. Fellowship Program.

Section 3. Institutional Membership - These memberships are optional and exist solely as a service to institutions.

 There are eleven levels of membership that an institution may select from. They are described below:

Option 1 4 Memberships Included: SSAO plus two (2) additional members; (1) faculty member

Option 2 7 Memberships Included: SSAO plus five (5) additional members; (1) faculty member

Option 3 8 Memberships Included: SSAO plus eight (8) additional members; (1) faculty member

Option 4 13 Memberships Included: SSAO plus eleven (11) additional members; (1) faculty member

Option 5 16 Memberships Included: SSAO plus fourteen (14) additional members; (1) faculty member

Option 6        19 Memberships included: SSAO plus seventeen (17) additional members; (1) faculty member

Option 7        22 Memberships included: SSAO plus twenty (20) additional members; (1) faculty member

Option 8        25 Memberships included: SSAO plus twenty three (23) additional members; (1) faculty member

Option 9        28 Memberships included: SSAO plus twenty six (26) additional members; (1) faculty member

Option 10      31 Memberships included: SSAO plus twenty nine (29) additional members; (1) faculty member

Option 11      34 Memberships included: SSAO plus thirty two (32) additional members; (1) faculty member

Institutions may substitute two student memberships for one professional membership.

Section 4. Emeritus Membership ($50 one time, life time fee) - Membership shall be open to all retired student personnel administrators.  Recipients of the James (Jim) Caswell Service Award shall be awarded Emeritus Membership in recognition of their service to the profession.  Emeritus members are entitled to all the rights and privileges of Professional Membership.  The Vice President of Membership may ask for proof of retirement upon submittal of an Emeritus Membership application.

**ARTICLE VI- CONFERENCES**

Section 1. Fall Conference. A conference, which is generalist in nature, shall be held in the fall semester of each

year and shall serve as the regular annual conference for TACUSPA.

1. The exact time and site of the Annual Conference shall be approved by the Board of Directors, based on recommendations from the President-Elect and Conference Chairperson.
2. The Conference Chairperson shall be appointed by the President-Elect and approved by the Board of Directors, and shall be responsible to the President-Elect for planning and coordinating activities and programs for the Fall Conference.
3. The Annual Business Meeting shall be conducted as a formal part of the Fall Conference. A full financial report, a report of TACUSPA activities, and presentation of all TACUSPA awards shall be made at this meeting.

Section 2. TACUSPA may sponsor or co-sponsor other professional meetings and conferences, such as a

Summer Theme Conference or law conference, each year as deemed appropriate by a majority of the Board of Directors.

# Operations Manual

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

## JOB DESCRIPTIONS

### Board of Directors

**President**

The president shall preside over all state meetings and conferences, as well as all Board of Directors meetings. The president shall have the authority to appoint committees and commissions and their chairpersons, and shall be an ex-officio member of all committees and commissions. The president serves as the second signature, along with the treasurer, to all asset accounts.

The president shall coordinate training of newly elected officers; oaths of office; responsibility for organizational funds, policies, processes; IRS documentation (with the treasurer); etc. The president shall be responsible for compiling annual reports for the fall conference; presentations for outgoing and retiring SSAO’s; shall serve as an ex-officio member of the TACUSPA Foundation; and conducting officer transition training.

**President-Elect**

After serving a year as president-elect, this person assumes the presidency of the Association. The president-elect succeeds the president if he/she in unable to complete or perform the duties of the office.

The president-elect recommends conference locations and conference chairperson appointees to the Board of Directors for approval; appoints a coordinator for the New Professionals Institute; is responsible for recognizing the past president with an award (TACUSPA gavel); works cooperatively with the treasurer to prepare the succeeding FY budget. Shall serve as an ex-officio member of the TACUSPA Foundation.

**Past President**

The past president shall serve as chairperson of the elections committee and perform other duties as delegated by the president or Board of Directors. The past president reviews the TACUSPA nomination process and revises it as necessary; chairs the Election Committee and coordinates the election process;; and meets with the Treasurer within two months of the closing of the annual budget to review financial procedures and verification of account balances.

In addition, the past president shall coordinate the Dr. James E. (Jim) Caswell Distinguished Service Award nomination and selection process and serves as an ex-officio member of the TACUSPA Foundation.

**Vice President for Administration (2 year term)**

The vice president for administration coordinates the awards nomination and selection process and makes recommendations to the Board regarding nominees; works with the Board of Directors and TACUSPA membership in reviewing and suggesting revisions to the constitution and By-laws; updates and maintains the TACUSPA operations manual; provides leadership to the special projects committee; and provides support for the coordinator of legislative affairs.

In addition, the vice president for administration serves as the parliamentarian for the Board of Directors meetings and performs other duties as delegated by the president or the Board of Directors.

**Vice President for Marketing (2 year term)**

The vice president for marketing develops an annual marketing plan for the organization. Shall create or oversee creation of all marketing materials for the association, including conference and foundation logos; Shall ensure proper use of association and foundation logos and have prior review of all materials that utilize either logo; Shall collaborate with the newsletter editor(s) on the design and publication of the quarterly newsletter; Shall oversee all social media accounts; Shall create and distribute the quarterly newsletter for the association; Shall publish news releases on association news, including results of officer elections, notifying the new officers’ institution about the election, award recipients, conferences, and special news stories.

**Vice President for Membership (2 year term)**

The vice president for membership coordinates the annual membership drive; coordinate with the conference registration chair to ensure members and non-members are registering in the appropriate category. Activate membership for all paid non-member conference registrants; shall maintain and supervise the database of all organization members, institutional and individual; shall prepare and distribute a membership directory; shall respond to all requests for membership directory information from current members and outside agencies; shall be responsible for the recruitment, and coordination and recognition of volunteers.

**Vice President for Education and Professional Development (2 year term)**

The vice president for education and professional development oversees the webinar committee in addition to the creation and development of new educational programs for members.

The vice president for education and professional development shall give direction to the fellowship and scholarship committee; serves as a member of the programming committee for the fall conference; and oversee the creation and development of knowledge communities.

**Secretary (3 year term)**

The secretary performs the following responsibilities: record the minutes of all business meetings of TACUSPA, record and distribute the minutes of all Board of meetings in a timely manner, maintain the archives and history of TACUSPA, and deposit the archives with the Barker Texas History Center (Austin, Texas). Submissions need to be sent to the Secretary by January 31st of each year.

|  |  |
| --- | --- |
| **ITEM** | **OFFICER'S RESPONSIBILITY** |
| Approved minutes from each board meeting | Secretary |
| Agenda for each board meeting | President |
| Two copies of each conference program  | Conference Chair |
| List of conference attendees for each conference | Conference Chair |
| List of annual members | Vice President of Membership  |
| Pictures from conferences | Historian |
| Promotional items  | All |
| Annual Report | Past President |
| Awards Database | Vice President for Administration |
| Past Conferences Database | Secretary |
| Financial History | Treasurer |
| Past Presidents Database | Secretary |
| Strategic Plan | President |
| Board members Database | Secretary |
| Elections Database | Past President |
| Operations Manual | Vice President for Administration |
| Bylaws | Vice President for Administration |
| Newsletters | Vice President of Marketing |

Stephanie Malmros
Head of Archives
The Dolph Briscoe Center for American History
1 University Station, #D1100
The University of Texas at Austin
Austin, TX  78712-0335

Tel. (512)495-4557
Fax. (512)495-4542
e-mail: [smalmros@austin.utexas.edu](file:///C%3A%5CDocuments%20and%20Settings%5Cuser%5CLocal%20Settings%5CTemporary%20Internet%20Files%5CContent.Outlook%5CMTBJLFE4%5Csmalmros%40austin.utexas.edu)
<http://www.cah.utexas.edu>

**Treasurer (3 year term)**

The treasurer shall act as custodian of all TACUSPA funds, keep the financial records and complete all of the responsibilities customary to this office, including but not limited to:

1. disbursing funds;
2. developing and submitting quarterly financial statements to the Board of Directors for approval;
3. developing and presenting the annual budget to the Board of Directors for approval;
4. completing credit, tax, and other financial applications and documents on behalf of TACUSPA;
5. depositing money received on a timely basis;
6. meeting with the past president within two months of the closing of the annual budget to review financial procedures and verification of account balances.
7. contracting for the Review of Agreed Upon Procedures.

**Director of Technology (2 year term)**

The director of technology is responsible for maintaining and developing the website and provides assistance with all social media sites;; contract with a web site coordinator; and support all association initiatives as related to technology.

**Director of Research**

The director of research is responsible for the development and dissemination of knowledge to the membership through the Graduate Education and Research Committee, Graduate Student Caucus, research grant program, article competition, oversight of the online journal Student Affairs on Campus and other initiatives.

**Director of Assessment**

The director of assessment shall utilize various means of data collection to support the work of the association; shall coordinate, at minimum, an annual review of the association’s strategic plan; and shall conduct an evaluation of the annual conference, in collaboration with the conference committee chair(s).

**Election Rotation**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| POSITION | TERM | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 |
| PRESIDENT | 3 | E | E | E | E | E | E | E | E |
| VP-ADM | 2 |  | E |  | E |  | E |  | E |
| VP-ED/PD | 2 | E |  | E |  | E |  | E |  |
| VP-MARK | 2 | E |  | E |  | E |  | E |  |
| VP-MEM | 2 | Appt | E |  | E |  | E |  | E |
| DIR-ASSESS | 2 | E |  | E |  | E |  | E |  |
| DIR-RES | 2 |  | E |  | E |  | E |  | E |
| DIR-TECH | 2 |  | E |  | E |  | E |  | E |
| SECRETARY | 3 |  |  | E |  |  | E |  |  |
| TREASURER | 3 | E |  |  | E |  |  | E |  |

### Conference, Commissions, Committees and Chairs

The chairs of the standing and ad hoc committees and commissions are appointed by the President to serve the Association and Board of Directors by providing leadership and direction to their groups. Each commission, committee or conference chair will appoint or assign duties within their respective areas from those Association members who have volunteered to serve. Committees may be appointed as needed and/or as petitioned by the membership.

A brief description of each of the commissions and committees is listed below.

**Awards and Recognition Committee –** responsible for soliciting awards and nominations, and selecting recipients to recommend to the Board of Directors for recognition.

**Constitution By-Laws Committee –** responsible for reviewing the constitution and By-laws and recommending changes to the Board of Directors.

**Election** Committee – the President shall appoint an Election Committee, which shall be chaired by the Past President. and is responsible for conducting the election of officers prior to June.

**Fall Conference Committee** – responsible for planning and implementing the annual fall conference held each October.

**Finance Advisory Board –** responsible for recommending fiscal policies, investment policies, and investment opportunities.

**Graduate Education and Research Commission** – responsible for conducting periodic surveys of members and member institutions to assess current professional trends and issues. Maintains a liaison with and informs the membership of related graduate preparation programs and activities in the state. Administers the Association’s Research Grant Program and makes recommendations to the Board of Directors. Evaluates requests for research project endorsements that may come to the Association and recommends appropriate action to the president. Disseminates important research findings to the membership as appropriate.

**Graduate Student Caucus –** serve as affinity group for graduate student members. Caucus chairs provide feedback to the Board of Directors regarding the needs of graduate student members, assist in marketing to new members, and help ensure that the conference programs meet the needs of graduate students.

**James E. Caswell Selection Committee** – coordinated by the Past President with membership including the previous 2-3 Caswell award winners. Responsible for recruiting nominations and selecting the honoree.

**Communities of Practice** – responsible for association activities and the creation and development of an online Knowledge Community related to a specific area of interest.

**Legislative Committee** – responsible for monitoring pending legislation at the Federal and State level that affects higher education, especially relating to student affairs. In addition, the commission monitors issues pending at the Texas Higher Education Coordinating Board. The commission coordinates the dissemination of legislative concerns to the membership by means such as: articles in the newsletter(s); presentations at conferences (especially the fall conference during a legislative year); and on the web page. When appropriate, the commission proposes legislative resolutions for action by the Board of Directors.

**Marketing and Technology Committee** – responsible for assisting the Vice President for Marketing with the newsletter and other marketing initiatives/projects. Responsible for recommending website policies and recommendations for use of technologies for conferences and conducting TACUSPA business.

**Membership Committee –** composed of regional, graduate and professional school representatives to assist in the membership campaign, outreach to member and non-member campuses, and other initiatives and/or projects of the VP for Memebership.

**Newsletter Editor** – responsible for soliciting articles to be published three times per year (December, April, and August)

**Scholarships and Fellowship Committee –** responsible for disseminating scholarship and fellowship information and opportunities to membership and selecting recipients. The committee will consist of 5 voting members of which one member will be appointed by the foundation board chair.

**Special Projects Committee –** formed on an ad hoc basis to work on specific projects or goals, as identified by the executive board.

**Theme Conference Committee** – responsible for planning and implementing a theme conference.

**Webinar Committee** – responsible for implementing a slate of webinars offered a various times through the year.

### Conference, Commission, Committee Chair Guidelines

1. Communicate with your committee members. Set expectations and goals and solicit input from members.
2. If you need more members to accomplish your goals, check with the President or recruit more members yourself. You will receive a list from the VP of Membership on members who have designated your committee as an area of interest for volunteering within 30 days after membership renewals are received and after each conference. A follow-up by letter or phone within 30 days by you is expected.
3. Organize the committee as an effective tool of the Association. Try to give all committee members assigned tasks and keep them involved. Allow committee members to demonstrate their talents and energies.
4. Periodically, summarize committee goals and projects for the newsletter. We need to inform the general membership about all aspects of TACUSPA.
5. Prepare quarterly written reports for the Board of Directors prior to the mid-year Board meeting and the Annual Conference and as requested by your supervising officer. (See Appendix B.)
6. Check with the Board of Directors regarding your budget and needs. TACUSPA relies on the generosity of the committee chair’s host institution for phone calls, small mailings, etc., although the Association may reimburse you for major expenses which must be **approved in advance**.
7. Check with your predecessor for notebooks and files which may be helpful.
8. Keep records throughout the year then pass them on to the chair of the committee for the next year within one month after vacating the position. Please indicate where you and/or your committee are in reaching your goals.
9. If you have materials which are no longer relevant to the work of the committee, please catalog these materials and send them to the secretary. The secretary will select appropriate items for the archives.
10. You should sign all Association correspondence with your TACUSPA title, not your professional, institutional title.
11. All special publications or printing needs should be cleared through the President or designee to ensure consistency with other Association projects.
12. Committee chairs shall respond to and help in identifying current issues needing attention by the committee and/or the Association.
13. The chair will supervise the flow of information through the committee.
14. Submission of the final report, within one month of completion of your annual duties or by September 1 is the responsibility of the chair.
15. Attendance at Board of Directors meetings is encouraged and is expected when necessary.
16. Committee reports are expected for each Board of Directors meeting and may be submitted to the President for incorporation into the agenda and distribution.
17. Commission and committee chairs are expected to file an Acceptance Agreement for Volunteer Leadership form with the president (See Appendix A).

## VOLUNTEER APPOINTMENTS

Appointments of all chairs and members of ad hoc and standing committees determined appropriate to carry out the purposes of the Association shall be guided by the following requirements and procedures:

1. All persons serving on committees shall be members of good standing within TACUSPA.
2. No elected officer of TACUSPA may serve in an appointed volunteer role.
3. All committee chairs shall be appointed by the President, subject to approval by the Board of Directors. Committee chairs are appointed by the incoming President for one year but may be eligible for reappointment if the incoming president deems reappointment in the best interest of TACUSPA. Leadership positions should be spread out across the state and different institutions. The incoming president will consider the balance of leadership roles prior to making appointments.
4. Committee members are appointed by the chair for one year but may be eligible for reappointment.
5. The Association will extend an open invitation to solicit committee chairs and members prior to the annual Fall Conference.
6. The President may ask each chair if he/she wishes and is willing to serve again. In case he/she is not, the chair may provide the president with recommendations of active members to serve as chair. The president shall take this list, along with personal recommendations, and make appointments. All appointments are subject to approval by the Board of Directors.
7. All appointments shall be made before the annual Fall Conference. This process will permit the Board of Directors to approve all appointments and will also allow for the placement of additional committee members who volunteer their service at the conferences.
8. Newly appointed committee members attending the annual Fall Conference should be invited to attend the fall committee meeting of the outgoing committee.
9. Committee chairs shall submit signed volunteer agreement forms (See Appendix A) by November 1, and submit specific goals and objectives of the committee. These goals would be in addition to the goals developed by the Board of Directors.
10. Present or sponsor conference interest sessions relating to commission or committee issues.

# POLICIES

## Fiscal Policy

1. The fiscal year of TACUSPA extends from September 1 through August 31. All invoices for the current year must be received in the office of the Treasurer prior to August 15 to permit closing of the fiscal year.
2. Budgets for the succeeding year will be formulated and submitted for approval at the August Board of Directors meeting.
3. The annual financial summary will be presented to the membership at the Annual Fall Business meeting.
4. Increases in budget allocations must be submitted and approved in advance by the Board of Directors. Board of Directors/chairs may transfer funds from one line item to another without approval but total should not exceed original allocation without prior approval.
5. The treasurer will prepare and present four quarterly financial statements to the Board of Directors. Quarterly reports along with copies of the monthly bank statements will be mailed to the President each quarter. In addition, financial summaries will be prepared for inclusion of the newsletter as appropriate.
6. All requests for expenditures and/or reimbursements must be submitted to the treasurer through the appropriate Board of Directors member/ chair using the Request for Payment form.
7. Requests for expenditures and/or reimbursements should clearly indicate (a) expenditure category; (b) total amount to be paid; (c) items or services purchased; (d) mailing address of person or agency receiving check; and (e) authorization of appropriate Board of Directors member/chair (if that person does not initiate the payment request).
8. Invoices/receipts will be handled by mail or electronically. Originals or scanned copies of non-electronic invoices should be forwarded to the Treasurer.
9. As invoices and receipts are received by the Treasurer, they will be paid within 14 business days.
10. All reimbursements require the signature of an authorized account manager other than to whom the payment will be processed.
11. Fiscal policies and procedures of TACUSPA may be revised through recommendations of the Finance Advisory Board and approval of the Board of Directors.

## Investment Policy

Management of invested funds attempts to maximize the return of investments, consistent with an appropriate level of risk and subject to generation of adequate current income. The Board of Directors will review the utilization of the investment and reserve monies on an annual basis at the August board meetings.

## Money Handling Procedures

1. The Treasurer will handle all income unless pre-approved by the President & Treasurer. One person should be designated to handle all registrations and reconciliations for each business function processing income (ex. conference, membership, foundation, etc.). Because it is important the Conference Chair and Registration Chair work closely to avoid budget mishaps, Registration Chairs should be located on the same campus as the Conference Chair.
	1. Once approved, any funds received by anyone other than the Treasurer must be mailed (certified mail/return receipt) to the TACUSPA Treasurer within fourteen (14) business days. An e-mail should be sent to the Treasurer when a packet has been mailed. If a great deal of money has been collected, mailings can take place more frequently. Mail to address of TACUSPA Treasurer.
2. As money is received by the Treasurer, it should be deposited and recorded within 14 business days.
	1. The Treasurer should notify the appropriate officer/chair when funds are received. Itemized information should be included in the notification including name of purchaser, amount of funds received and purpose of payment.
	2. Any documentation received by the Treasurer such as copies of the membership or registration form should be mailed to the respective officer/chair. The Treasurer will communicate with the appropriate officer/chair regarding payments posted in the checking account.
	3. Purchase orders will be held as pending registration/membership until check is received. Purchase orders may not be accepted for sponsorship.
3. The respective officer/chair should follow up with any persons, institutions or vendors who do not submit payment by the agreed upon date.
4. Additional initiatives that require funding must be approved by the Board of Directors in advance of the launch of the initiative.

## Credit Card Payments

1. All credit card transactions occur utilizing an on-line, secure site administered through Bank of America and Authorize.net. Verification of each transaction is sent to the TACUSPA Treasurer electronically. The total amount charged each day posts to the TACUSPA checking account within 48-72 hours. Treasurer is responsible for documenting postings on current financial software used by TACUSPA.
2. Credit card information should not be collected or stored by Treasurer or any TACUSPA representative. Exceptions may include processing a credit card transaction over the phone or in person due to technical difficulties or timeliness issues.

## Foundation

1. For Foundation donations and silent auction income there will be one receipt book designated for checks and cash that should be obtained from the Treasurer. Receipts should be written in sequential order and copies distributed.
2. White- given to customer
3. Yellow- attach to cash/check and place in a secured place
4. Pink- stays in book
5. All credit card transactions should adhere to the credit card policy mentioned above.
6. As money is received, it should be recorded on the Foundation Payment Log which can be obtained from the Treasurer.
7. This log should be completed and submitted along with the income collected to the Treasurer at the conclusion of the Fall Conference or be mailed (certified mail/return receipt) to the TACUSPA Treasurer within fourteen (14) business days. An e-mail should be sent to the Treasurer when a packet has been mailed. If a great deal of money has been collected, mailings can take place more frequently. Mail to the address of TACUSPA Treasurer.
8. It is the responsibility of the Foundation Chair to reconcile donor rosters and fundraiser sales with the payment log(s) and in the website management system once notification of payment has been received from the Treasurer. The Foundation Chair should send a donation letter to each person that has contributed to the Foundation. For donations in the amount of $250 or more, this is required for tax purposes.
9. It is the responsibility of the respective officer/chair to keep a master list of all donors and payments received.

## Conference Money Handling Procedures

1. One person should be designated to reconcile all conference income. Because it is important that the Conference Chair and Registration Chair work closely to avoid budget mishaps, Registration Chairs should be located on the same campus as the Conference Chair.
2. All monies collected must be mailed (certified mail/return receipt) to the TACUSPA Treasurer within five (5) business days. An e-mail should be sent to the Treasurer when a packet has been mailed. If a great deal of money has been collected, mailings can take place more frequently. Mail to address of TACUSPA Treasurer
3. As money is received, it should be recorded on the Payment Log. If a check is to cover multiple items, it should be listed as one item but each person’s name and information should be recorded below the main item. A total should then be listed for the check. For example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Last Name | First Name | Amount | Check Number | Received For |
| Doe | Jane | $170 | 01234 | Registration |
| Smith | John | $170 | 01234 | REgistration |
| Walker | Sue | $210 | 01234 | Registration and Membership Fee |
|  | Total Check | $550 | 01234 |  |

1. At the bottom of each Payment Log, the amount of the TOTAL DEPOSIT and TOTAL # of ITEMS should be stated (if the deposit sheet is more than one page long, only list this on the final page).
2. Copies of the membership or registration form for each payment received should be mailed along with the deposit. Forms listing a Purchase Order should not be mailed until payment is received. They are registered until we receive a check.
3. Any registrations utilizing a credit card for payment should be included on the Conference Payment Log.  The Treasurer will communicate with the Registration Chair regarding payments posted in checking account and the timely mailing of conference receipts.
4. All deposit mailings should cease 10 days prior to the conference. Any payments received after that time can be submitted to the Treasurer at the conference.
5. It is the responsibility of the Conference Registration Chair to keep a master list of all registrants and payments mailed to the TACUSPA Treasurer. The Registration Chair should follow up with institutions utilizing Purchase Orders who do not submit payment prior to or at the conference.
6. Conference registration discounts and waivers are not allowed unless approved in advance by the Board of Directors. Discounts/waivers must be approved by the Board of Directors in advance of the conference. All presenters and conference volunteers must pay conference registration fees and related expenses in full except upon pre-approved Board of Directors authorization.
7. Non-members must pay the conference registration fee + membership fee (at minimum) to participate.
8. Graduate student scholarships cover the cost of graduate student registration fees for the conference.  Fellowship scholarships include the cost of registration fees for the conference as well as the cost of a shared room for each fellow. These funds could be used towards travel or other related expenses should the fellow so desire.  Fellows may elect to stay in a private room or share with a colleague but reimbursement will only include up to the cost of a shared room.  The Board of Directors and TACUSPA Foundation is charged with discussing the number and source of funding for graduate student scholarships and fellowships in advance of the conference. Funding should be provided through the TACUSPA Foundation.
9. Conference evaluations must be summarized in writing and presented to the Board of Directors by the Conference Committee within two months following the conference along with a final budget report by the Treasurer.
10. The Board of Directors may offer free fall conference registration to at least one faculty member from each student affairs or higher education program in Texas. The Board of Directors is charged with discussing the number and source of funding for the free faculty registration program in advance of the conference.

## Board Meeting Lodging Policy

TACUSPA will pay for 1 hotel night for 1 mid-year meeting of the board and invited guests as is financially feasible in the budgeting process. The President will make lodging arrangements and notify board members no less than 45 days prior to the scheduled date if TACUSPA is unable to cover the expense. Board members should be prepared to cover the expense if TACUSPA is unable.

## Board Member Recognition Policy

TACUSPA should recognize board members for their service to the organization. Recognition gifts should be limited to twenty-five dollars ($25.00) per member unless the President requests and receives Board approval for an increase in the cost limit per gift.

## Conference Policy

1. The Fall Conference shall be held annually (traditionally in October).
2. During the in-person Board of Directors meeting each spring, the President-Elect will present for approval the proposed conference location and budget for the following calendar year.
3. Conference locations shall move each year to different parts of the state, as feasible, in an effort to best accommodate the membership.
4. Conferences will be self-supporting unless otherwise agreed upon, in advance, by the Board of Directors.
5. Complimentary rooms shall be assigned to conference guest speakers.
6. Personal expenses incurred by the person(s) using the complimentary room(s) will be the responsibility of that person. Any conference related expenses can be paid from the conference budget with the chair’s advance approval.
7. The Association should seek sponsors for conference receptions and other events as much as possible.
8. The conference committee is responsible for conference registration – both advance and on-site. The Treasurer handles all registration money. Conference registration monies should not be deposited in local or university established accounts. The conference chair should establish, with the Treasurer, a money transfer schedule and utilize the money handling procedures outlined in this manual.
9. The conference registration fee is 100% refundable if the refund request is received or postmarked ten (10) calendar days prior to the conference.
10. Different registration fees will be charged.
	1. Non-members will be charged more than members for conferences; the difference in cost will include, at minimum, annual dues.
	2. Advance registrants will have a lower conference fee rate than those who register on or after the designated date.
11. The amount of speaker honoraria and travel expenses included in the conference budget shall be determined by the chairperson and approved by the Board of Directors.
12. All presenters, including TACUSPA members, must pay conference registration fees and related expenses in full except upon pre-approved Board of Directors authorization.
13. Conference budgets for all conferences must fund the direct costs of all graduate student and fellowship scholarships, including the cost of a shared room for each fellow (fellows may elect to stay in a private room or share with a colleague but reimbursement will only include up to the cost of a shared room). These funds could be used towards travel or other related expenses should the fellow so desire.
14. Conference evaluations must be summarized in writing and presented at the next Board of Directors meeting following the conference along with a final budget report.
15. Offer free fall conference registration to one faculty member from each student affairs or higher education program in Texas.

## Listserv Policy

In the event TACUSPA operates a moderated listserv, the intent of the TACUSPA listserv is to provide a useful and informative means of communicating with members regarding organizational business, issues in student affairs, and opportunities for professional development. Members are automatically subscribed after submitting their membership form and dues. Members may request to be unsubscribed to the listserv at any time.

1. TACUSPA is not responsible for the opinions and information posted on the listserv; postings represent the viewpoint of the writer and are not endorsed by the TACUSPA. Anonymous postings are prohibited.
2. Sexual harassment; use of defamatory language; dissemination of materials in violation of copyright and other intellectual property laws; and other illegal activities are prohibited.
3. The federal law providing for TACUSPA’s tax-exempt status forbids the use of TACUSPA resources or facilities in any way that would even appear to support or oppose such a political candidate. Use of this listserv for any communication that could be construed in any way as support for or opposition to any candidate for a federal, state or local public office is prohibited.  Use of this listserv for endorsement of candidates in a TACUSPA election, or for other TACUSPA-related electioneering, is prohibited.
4. Posting of any commercial material, or contacting any member to advertise, sell, or solicit or otherwise promote any commercial product or service, is prohibited, as doing so could jeopardize TACUSPA’s tax-exempt status.
5. Users of the listserv agree to release and indemnify TACUSPA from legal actions and penalties arising from messages they post on the listserv.
6. Because TACUSPA monitors this listserv, users of the listserv do not have a personal right of privacy in any messages in the listserv, including messages marked “privileged,” “confidential,” etc.
7. TACUSPA and/or the listserv manager reserve the right to make changes and modifications to this listserv and these disclaimers, terms, and conditions at any time for any reason. Listserv members will be notified, however, when such changes occur.
8. In the event that any violations of the rules listed above, or other activities that violate the law or jeopardize TACUSPA’s tax-exempt status, are brought to TACUSPA’s attention, TACUSPA will take appropriate action, at its discretion. TACUSPA reserves the right to terminate, without prior notice, the listserv access of any user who does not abide by this policy.

## Website Job Posting Policy

Any institution may post a job free of charge for up to 60 days.  Postings are limited to institutions of higher education.

## Membership Transfer Policy

**Individual Memberships**

Student and professional memberships in TACUSPA shall belong to the individual, not the employing institution, regardless of who pays the membership fee. It is the right of the individual member to take their membership with them when they move from one position to another or change employment.

The member can continue the membership through the expiration date when they leave their employing institution and not transfer it. That individual *is responsible for updating their information through their TACUSPA website account* in order to keep their membership continuous and to receive member benefits.

In the event a member leaves the employing institution, leaves the industry, or for any other reason finds it necessary to terminate their membership, it is the right of the member to transfer their membership to a qualified employee within the same institution. The member may do so providing the following conditions are met:

* Written notice of transfer of membership, signed by the current member, with proper and complete paperwork must be provided to TACUSPA prior to the expiration date of membership. The notice must include the full name, title, e-mail address, phone number and mailing address of the new member who will assume the current membership through its expiration date. Memberships are transferable one time ONLY. No application fee applies.

**Institutional Memberships**

Institutional memberships in TACUSPA shall belong to the institution. It is the right of the institution to transfer memberships from one individual to another at the discretion of the SSAO or designee.

In the event the SSAO or designee of an institution elects to transfer a membership from one individual to another, the following conditions must be met:

* Written notice of transfer of membership, signed by the SSAO or designee, with proper and complete paperwork must be provided to TACUSPA prior to the expiration date of membership. The notice must include the full name, e-mail address, phone number and mailing address of the new member who will assume the current membership through its expiration date. Memberships are transferable one time ONLY. No application fee applies.

# PROGRAM GUIDELINES

## Thomas Moorman Fellowship Program

Graduate students or new professionals in the field (1-3 years) who are current TACUSPA members are encouraged to apply for one of four (4) Fellowships that are awarded prior to the fall conference. The application process includes the submission of the Fellows application, resume, three professional references, and a professional statement of interest including expected benefits to the participant and the plans to apply the fellowship experience. The selection process includes an interview.

The Vice President for Education and Professional Development and the Scholarship and Fellowship Committee Chair of TACUSPA will solicit the scholarships through the TACUSPA newsletter, conference registration materials, web page, and graduate preparation programs.

 **Benefits:**

1. Scholarship for conference registration. This will include a pre-conference if it is offered for an additional costs. The TACUSPA Foundation covers the conference fee and new professional’s institute. Recipients will be responsible for getting reimbursement from TACUSPA in the amount of the conference lodging.
2. Reimbursement for the 50% of the cost of two nights lodging at the conference.
3. Attendance at TACUSPA Board of Directors meeting at conference
4. Mentoring opportunities with current or former TACUSPA Board member (mentors have served at the Vice-Presidential level)
5. Invitation to participate in TACUSPA Board of Directors meetings during the year. For Fellows attending the mid-year board meeting, TACUSPA will pay for 1 hotel night and the least expensive mode of transportation as long as financially feasible.

 **Responsibilities:**

1. Submission of one article annually for the newsletter
2. Attendance at Fall conference, including New Professionals Institute and Case Study competition
3. Serve on a caucus or committee while participating as a Fellow

 **Guidelines for the newsletter article are as follows:**

800 – 1,000 words (APA Format 6th Edition)

Due no later than January 15.

Content outline:

Introduction

Statement of the Problem

Addressing the Problem

Potential Implications

Conclusions

References listed at the end of the article.

**Sample Timeline:**

March 1 Call for applications

April 1 Deadline

May 1 Select top candidates

May 15 Interview top candidates

June 1 Notification

## Graduate Student Scholarships

Full-time graduate students who are current TACUSPA members are encouraged to apply for one of the scholarships. The application process includes the submission of the application and a faculty reference, and a professional statement of interest including expected benefits to the participant.

The Vice President for Education and Professional Development and the Scholarship and Fellowship Committee Chair of TACUSPA will solicit the scholarships through the TACUSPA newsletter, conference registration materials, web page, and graduate preparation programs.

1. Student members are eligible for scholarships to attend the sponsored or co-sponsored conferences of TACUSPA. A scholarship covers the registration fee for the conference. Transportation and lodging are the responsibility of the recipient.
2. All student members will be invited to apply for a TACUSPA scholarship. Applications must be supported by either (a) a graduate faculty member at the institution where the student is studying, or (b) by a professional member of TACUSPA.
3. Up to ten (10) scholarships will be available at each conference. The Vice President for Education and Professional Development and the Scholarship and Fellowship Committee Chair of TACUSPA will solicit the scholarships through the TACUSPA newsletter, conference registration materials, web page, and graduate preparation programs. (See Appendix)
4. Scholarship applicants conference registration is paid for by the TACUSPA Foundation directly to the conference.
5. Each scholarship recipient will be recognized at the conference.
6. In addition, the scholarship recipient may be matched with a mentor for the duration of the conference and an after-conference follow-up.
7. Scholarship recipients are expected to volunteer up to one (1) hour of their time at the conference.
8. The Vice President for Education and Professional Development confirms receipt of the scholarship and coordinates volunteer time with the conference chair.

**Sample Timeline**

March 1 Call for applications (to reach continuing students)

April 1 Deadline

June 1 Notification

**UNT Law Conference Scholarships**

Full-time graduate students who are current TACUSPA members are encouraged to apply for one of the scholarships. The application process includes the submission of the application and a faculty reference, and a professional statement of interest including expected benefits to the participant.

The Vice President for Education and Professional Development and the Scholarship and Fellowship Committee Chair of TACUSPA will solicit the scholarships through the TACUSPA newsletter, conference registration materials, web page, and graduate preparation programs.

1. TACUSPA will pay for the conference registration directly to the UNT Law Conference.
2. Student members are eligible for scholarships to attend the sponsored or co-sponsored conferences of TACUSPA. A scholarship covers the registration fee for the conference. Transportation and lodging are the responsibility of the recipient.
3. All student members will be invited to apply for a TACUSPA scholarship. Applications must be supported by either (a) a graduate faculty member at the institution where the student is studying, or (b) by a professional member of TACUSPA.
4. Up to four (4) scholarships will be available at each conference. The Vice President for Education and Professional Development and the Scholarship and Fellowship Committee Chair of TACUSPA will solicit the scholarships through the TACUSPA newsletter, conference registration materials, web page, and graduate preparation programs. (See Appendix)
5. Scholarship applicants’ conference registration is paid for by the TACUSPA Foundation directly to the conference.
6. Scholarship recipients are expected to volunteer up to one (1) hour of their time at the conference.
7. The Vice President for Education and Professional Development confirms receipt of the scholarship and coordinates volunteer time with the conference chair.

Sample Timeline

December 1 Call for Applications

January 1 Second Call for applications

February 1 Selection

February 15 Notification (this deadline will be dependent upon the deadline for early bird registration)

## Research Development Grant Program

TACUSPA is committed to supporting and recognizing research and scholarly publications by the membership. In an effort to encourage participation in these activities the Board of Directors has established the Graduate Education and Research (GEAR) Commission.

The GEAR Commission will solicit research proposals from the membership at an established time.

**Eligibility Criteria**

1. The applicant must be a member of TACUSPA.
2. The applicant must present the results of the research at a TACUSPA conference and make copies available to all institutional members.
3. The applicant must agree to submit an article based on the research to a professional journal.
4. The research topic must be one that will generate relevant research for the student affairs profession.

**Funding**

A minimum of $1,000 will be provided each year to fund the Research Development Grant Program. The individual(s) responsible for administering the program will have the following options:

1. A grant of $1,000 will be awarded.
2. Two grants of $500 each will be awarded.
3. No grants will be awarded.

The decision will be based on the quantity and quality of proposals submitted. Research grant recipients will receive a disbursement of 50% of the total grant immediately. The remaining 50% of the grant will be disbursed after the recipient fulfills the following requirements:

* Present research findings at a TACUSPA conference within two years of receipt of grant; and
* Submit a summary of research findings for publication in the TACUSPA newsletter within two years of receipt of grant.

Recipients will be responsible for reimbursing TACUSPA in the amount of the grant disbursement if they are unable to complete the research project or fail to adhere to the above requirements.

**Selection Criteria**

The selection committee is composed of three (3) to four (4) members of the Graduate Education and Research (GEAR) Commission. Selection is based on a 120 point system. The Research Proposal will be evaluated on the following criteria.

1. Soundness of research design – 30 points
2. Purpose of the research – 20 points
3. Relevance of research to student development and/or student affairs work, generalization, and usefulness of findings to others in the profession and to Texas higher education – 30 points
4. Originality, creativity, and coherence of overall project – 20 points
5. Technical competence (i.e., references, writing style) – 20 points

The Graduate Education and Research (GEAR) Commission will review proposals postmarked by the April (date), (year) deadline. Applicants will be notified of the commission’s decision in July. The check(s) for the winning research study(ies) will be awarded at the TACUSPA Fall Conference (October). The successful applicant(s) must agree to present findings at a future fall conference (within two (2) years of the grant award) and sign an agreement regarding compliance with TACUSPA policies and terms of the award.

## Article Competition

The TACUSPA Article competition was introduced in the spring of 2007. The competition provides members with incentive to produce and publish scholarly work in the field of student affairs and higher education administration. The competition is intended to increase the reputation of Texas student affairs professionals, the potential for research-intensive education sessions at conferences, the number of expert resources for plenary sessions, and participation in the graduate student case study competition and other initiatives.

## Graduate Student Case Study

As a way of stimulating increased participation of graduate students, a Case Study Competition was introduced at the Fall 2001 TACUSPA conference. Participants of the competition are divided into teams and provided a scenario (case study) of a common issue encountered by student affairs professionals. Students may form their own team, or be grouped with other graduate students participating in the competition. Teams are asked to present a response to the scenario before a panel of judges, and prizes are awarded. The competition is open to all graduate students.

## Webinars

The TACUSPA webinar series offers its membership consistent professional development and learning opportunities throughout the year. The Vice President of Education and Professional Development should work to appoint a chair no later than March 1. The VPE&PD and the chair should work together to select a committee, preferably by utilizing the volunteer list, by April 1.

The webinar committee may consist of up to five (5) members that meet during the fall semester to develop a diverse programmatic listing of current effective programs and future issues facing higher education for the following year’s monthly webinars scheduled for November, December, January, February, March, April, May, June, July, August, and September.

1. The Chair of the committee will work with the conference planning committee to ensure that the proposal submission for the annual conference, includes a call for proposals for the webinar program.
2. The webinar line up may consist of (2) invited presentations, (1) biggest buzz award at the annual conference (typically scheduled for November), and (8) peer reviewed presentations from the conference submission process.
3. The final webinar list should be released and advertised at the annual conference.

# MEMBERSHIP RENEWAL PLAN

The Vice President for Marketing is responsible for establishing, implementing and maintaining TACUSPA’s marketing plan. At a minimum, the marketing plan should include: sending membership renewal reminders to all CSAOs from current year’s membership, sending membership renewal email reminders to current and former members, sending membership information to student affairs/higher education programs in Texas, posting reminders to TACUSPA social media accounts.

**Sample membership renewal timeline**

November 1: Membership renewal for next year is available.  Any membership dues on or after this date will count for the following year and NOT the current year.  Payment for past due invoices will be applied toward the membership year for which they were intended.

December 1: Send reminders to all institutional membership contacts (CSAO or their designee).

January 15: Send reminders to all institutional membership contacts (CSAO or their designee) and send information to SAHE programs.

February 1 & 15: Send reminder to all non-renewed members.

March 15: Send final renewal reminder to all non-renewed members that deadline to renew is April 1.

April 1: Change all non-renewed members to ‘lapsed’ and remove them from the ‘Members’ email list in Wild Apricot.

# LOGO AND APPLICATION GUIDELINES

Please use and follow these guidelines when using the Texas Association of College and University Student Personnel Administrators (TACUSPA) logo. It is important to the organization to maintain a consistent and strong branding image.

Prior to going to print or production for any items containing the TACUSPA logo, please send the final draft to the Vice President of Marketing for review. The purpose of this review is to ensure proper logo usage in terms of size, color usage, logo placement, and to ensure that no inappropriate items will feature the logo (i.e. shot glass).

**General Logo Usage**

The primary version of the TACUSPA logo is the appropriate version for printed publications, newsletters, forms, and Web usage.



The TACUSPA logo must be used in its entirety. No part of the logo may be used separately. The appropriate use will include a Texas state outline, the “tacuspa” abbreviation, and the “Texas Association of College & University Student Personnel Administrators” wording. The extended name may be removed for space issues when necessary (i.e. pens or other similar, small items where the text would not be visible).

**Sizing**

The TACUSPA logo should be clearly readable on all publications. The suggested size for the logo is no less than 1.25” in height and 2.5” in width.

**Colors**

The Texas outline is red and the words ‘tacuspa’ are royal blue. It is acceptable to make the logo one color when necessary: all red, all blue, all black or all white. These are the only colors in which the logo should appear.

**Font Usage**

The font used in the logo is Century Gothic.

**Social Media**

Due to the small size of profile pictures in social media, the following logo has been approved for use on TACUSPA social media accounts. It should not be used on any other items without express approval by the Vice President of Marketing.



# ELECTIONS

**Election Process**

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.
2. The election ballot shall be made up of all nominees. No candidate’s name may appear for more than one position.
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.
4. The Election Committee shall ascertain the eligibility of each nominee.
5. The Election Committee shall ascertain from each nominee a willingness to stand for election.
6. The Election Committee shall solicit from the candidates and provide to the membership information relevant to the qualifications of each candidate.
7. Elected officers shall be those candidates who receive the greatest number of votes cast.
8. In the case that two candidates receive an equal number of votes, the Board of Directors shall vote to break the tie. Voting Scope.
9. The President-Elect, Vice President for Administration, Vice President for Marketing, Vice President for Membership, Vice President for Education and Professional Development, Director of Technology, Director of Assessment, Director of Research, Treasurer, and Secretary shall be elected by the membership at large.
10. Ballots will include any constitutional changes recommended by the Board of Directors.

 Constitution provides that proposals to amend the Constitution be distributed with the ballots to the membership at least (30) days prior to the established deadlines for posting ballots. Constitutional provision will influence time line for election process when constitutional amendments are proposed.

**Sample timeline**

January & February Solicit nominations (deadline mid February)

February & March Verify eligibility, confirm nominations, and compile candidate profiles.

March & April Hold elections

May Notify all participants and TACUSPA Board of election results

# AWARDS AND RECOGNITION

The awards and recognition process is coordinated by the Vice President for Administration. Awards are designed to recognize the contributions of members to the organization and the student affairs profession each year at the annual Fall Conference. Criteria for the awards are listed below.

Outstanding New Professional Award

1. May not have served more than three years in a full-time position in student affairs
2. Will be judged on contributions to TACUSPA and contributions to the individual’s employer institution(s)
3. Has performed all aspects of his/her job in an exemplary manner
4. Must include a supporting letter from the immediate supervisor as part of the nomination
5. Must be a current member of TACUSPA

Mid-Level Student Affairs Professional Award

1. Demonstrated expertise in creating a campus environment that promotes student learning and professional development
2. Outstanding individual contribution in innovative and responsive services and programs that address varied and emerging needs of students
3. Significant contributions to the profession and to TACUSPA
4. Must have at least five years as a full-time practitioner in the field of Student Affairs
5. Must be a current member of TACUSPA

Dissertation of the Year

1. Outstanding doctoral student in, or intending to enter, student affairs work
2. Demonstrates high-quality research relevant to student affairs administration
3. Completed dissertations and had degree conferred no more than 12 months prior
4. Must be a current member of TACUSPA

Faculty Member of the Year Award

1. Full-time faculty member who teaches a course related to college students in Texas and long-term, part-time faculty members who teach similar courses or supervise internships
2. In addition to nomination form, must have one letter of recommendation from current student, former student, or professional colleague
3. Must be a current member of TACUSPA

The awards and recognition committee reviews nominations and makes recommendations to the Board of Directors.

Award recipients will be recognized at the annual conference.

## DR. JAMES E. (JIM) CASWELL DISTINGUISHED SERVICE AWARD

The **Dr. James E. (Jim) Caswell Distinguished Service Award** and recognition process is coordinated by the Past President. Criteria for the award are:

1. Continuous TACUSPA membership for at least ten years
2. Leadership performance in student affairs at the state, regional, or national level, the high quality of which is recognized by peers
3. Contributions above and beyond the normal service required by positions of leadership

**Award Benefits**

* 1. Each award recipient, with the exception of the Dr. James E. (Jim) Caswell Distinguished Service Award, will receive a one year membership for the following year.
	2. The recipient of the Dr. James E. (Jim) Caswell Distinguished Service Award will receive the Emeritus Membership.
	3. Recipients, with the exception of the Dr. James E. (Jim) Caswell Distinguished Service Award, will receive a plaque. The Dr. James E. (Jim) Caswell Distinguished Service Award recipient will receive a larger, more substantial glass award.

# APPENDICES

**TACUSPA**

**Acceptance Agreement for**

**Volunteer Leadership**

**Please Print**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term \_\_\_\_\_\_\_\_\_

I hereby accept and agree to the following guidelines and conditions:

1. To work toward the betterment of TACUSPA and its members;
2. To support the mission of the Association to ensure continued growth and prosperity for its membership;
3. To maintain a thorough knowledge and understanding of TACUSPA policies and procedures, including by-laws and other regulations involved in this volunteer position;
4. To maintain effective communications with other entities of TACUSPA which rely on me for information, especially those directly responsible for my activities;
5. To attend all meetings and conferences of TACUSPA which relate to the responsibilities of my leadership position. It is understood that funding, either on the part of my employer or TACUSPA, may influence at times the degree to which this obligation can be met. If such condition arises, I will communicate this fact to my supervising officer in hopes that he/she can designate an appropriate individual to assume my duties;
6. To submit all reports as required, including quarterly and annual reports;
7. To keep accurate records, receipts, and journals of all TACUSPA financial transactions in which I am involved or which are related to my leadership position, so that I will be prepared to justify and account for all TACUSPA funds received by me and all expenditures or disbursements of same;
8. To abide by established TACUSPA policies and procedures regarding the receipt, handling, expenditure and disbursement of funds. I understand that any TACUSPA funds received or held by me are in trust for TACUSPA purposes only and that I may be held personally liable for any funds misappropriated, misapplied, or which are not accounted for;
9. Upon termination of my volunteer leadership position, to (1) notify in writing the appropriate TACUSPA person(s); (2) return all TACUSPA resource material related to my position to the president or send them directly to the person who will replace me within 30 days of my termination; and (3) maintain communication relative to this position with the replacement person or other designated person(s) for at least 30 days after termination; and
10. To fulfill the duties and responsibilities as appropriate for my position within TACUSPA.

Agreed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**TACUSPA**

**Quarterly Report:**

Date:

Name:

Office:

1. Activity since last report (list goal, then activity/results):
2. Plans for the next quarter (please include goals, objectives, and deadlines):
3. Needs, questions, suggestions, concerns:

**Graduate Student Scholarship Application**

The Texas Association of College and University Student Personnel Administrators offers up to ten (10) scholarships to graduate students attending each of the Association’s conferences. Each scholarship will cover conference registration fees. Transportation and lodging are the responsibility of the recipient.

Eligibility and Criteria for Selection:

* Must be a student member of TACUSPA ($20 annual dues)
* Must be a full-time graduate student pursuing a career in student affairs, counseling, higher education or related field
* Relevance of the conference program to a specific project (thesis, dissertation, internship, or course of study)
* Expected career benefits to the recipient
* Quality of plans to apply conference experience to professional preparation
* All applicants must be endorsed by a graduate faculty member at the institution where the student is enrolled, or by a professional member of TACUSPA (signature required on application)

**Deadline for application:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 P.O. Box/Street City/State Zip

Phone (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cell):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field of Study:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Degree Sought:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated graduation date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you currently a member of TACUSPA? \_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_\_ No

If not a member of TACUSPA, membership information can be found on the conference registration site.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please submit a statement** indicating how you meet the selection criteria on a separate sheet and attach to the completed application.

Sponsor name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mail to:

Or fax:

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** Scholarship recipients will be asked to volunteer up to one hour of their time at the conference. Recipients will be contacted prior to the conference as to when that time will be utilized. Recipients also are expected to notify the *VP of Administration* four days in advance if they are unable to attend. Recipients are required to prepay the conference registration fee. If selected, the recipients will receive a reimbursement at the end of the conference.

Request for Payment

TACUSPA Tax ID Number 75-1644217

TO: TACUSPA Treasurer

I request that payment be made for the following expenses:

Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_ Expenditure:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(Note: TACUSPA does not reimburse for state sales tax. Please deduct tax from the total due.)

Please make check payable to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mail to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Treasurer Only**

Approval Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Received

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TACUSPA Office Paid

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Telephone Check Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email

Attach receipt(s) to this form and mail to:

Mr. Mark Munguia

TACUSPA Treasurer

Senior Associate Director of Campus Rec

The University of Texas at San Antonio

One UTSA Circle

San Antonio, TX 78249

(210) 458-7373 (office) – (210) 458-4949 (fax)

**How to Complete a Credit Card Purchase**

A request for payment form must be completed, signed and sent to the cardholder prior to processing a credit card transaction.

For in-store purchases, the cardholder must present the Credit Card to the vendor. For other purchases, the cardholder can provide their name, credit card number and expiration date via phone to the vendor. You may also be required to provide the three digit security code found on the back of the credit card. Bank of America typically pays the vendor within 24-48 hours of a Credit Card purchase.

The following shipping information must be provided to the vendor:

* Name and Title of the person receiving the merchandise
* University and Department name
* Department address and location (building/room)
* Phone number

**NOTE:** The invoice must be mailed to:

|  |
| --- |
| Attn: Mark Munguia TACUSPA TreasurerThe University of Texas at San AntonioOne UTSA CircleCampus RecreationSan Antonio, Texas 78249 |

**Receiving an Order and Recording the Purchase**

The receiver of merchandise must inspect all shipments promptly for accuracy in the event the order must be returned to the vendor. Most vendors have a thirty-day return policy or other carrier imposed restrictions on reporting concealed damage. After that period, you may not be able to return or replace the items at no charge and you may be assessed a restocking fee. Any issues should be reported immediately to the cardholder.

The receiver of merchandise should open the shipment and verify:

* Order was filled correctly
* All items are in good condition
* All items received are in the quantities and at the prices specified on the Credit Card receipt or the itemized packing list
* Sales tax was not charged

**NOTE:** Most items cannot be returned without the original packaging materials. Please retain boxes, containers, special packaging, packing slips, etc. until confirmation that the order is not being returned to the vendor. If the order is accurate, please notify the cardholder so that they may record the transaction in the Credit Card Transaction Log.

**Returns, Damaged Goods and Credits**

The receiver of merchandise must read any enclosed instructions carefully and is responsible for contacting the vendor to return incorrect, duplicate, or damaged merchandise purchased with a Credit Card.

**NOTE:** Often a customer service telephone number and other instructions are included on the packing slip and/or receipt for returns.

Many vendors require a Return Authorization Number or Return Service Authorization before accepting a return. Failure to obtain the required return authorization from the vendor may result in the return not being accepted and/or being credited back to the Credit Card.

In some cases, there may be a restocking fee. If the vendor is responsible for the problem, the cardholder should not have to pay this or any other fee.

**NOTE:** Cash or gift cards may not be accepted in lieu of a credit to the Credit Card

**Lost, Stolen or Damaged Credit Cards**

The cardholder must immediately report lost or stolen cards by calling Bank of America at 800-432-1000. The cardholder must also notify the designated reviewer and President immediately, or at the start of the next business day if the loss/theft is discovered or occurs outside of normal business hours.

The Credit Card may be cancelled for any of the following reasons:

* Cardholder no longer requires a Credit Card
* Cardholder no longer holds the Treasurer Board of Directors position in TACUSPA
* Credit Card is damaged/lost/stolen
* Inappropriate use of the Credit Card

**Disputed, Declined or Fraudulent Transactions**

The cardholder must contact the vendor to dispute discrepancies on the memo statement, such as charges for items not received, incorrect pricing or duplicate billing. If the discrepancy is resolved, the cardholder must verify that the correction has been completed when the next statement arrives. If the discrepancy is not resolved, the cardholder must submit a credit card dispute through Bank of America. Timely notification by the cardholder is important. Most transactions must be disputed within 60 days of the date of the statement in which the error appeared.

There are three ways to submit credit card disputes:

* Online – log in to Online Banking and go to the Information & Services tab for your account.
* Phone – Call 866-266-0212. Calling does not preserve your billing rights under the Fair Credit Billing Act; however BOA will investigate the dispute in the same manner.
* Mail – contact BOA in writing to:
	+ Attn: Billing Inquiries

PO Box 982234

El Paso, Texas 79998-2234

* + Add Your name, Account number, dollar amount of the suspected error, posting date and description/explanation of error and why you believe there is an error

Many times a single unauthorized charge is found to be a merchant error. The cardholder should contact the merchant, which might resolve the error quickly. However, if the cardholder suspects that the credit card number is being fraudulently used, call customer service at 800-427-2449 as soon as possible.

**TACUSPA Award Nominations 20XX**

Nominations are now being accepted for the 201XX TACUSPA awards! **Nominations must be received no later than May 20th.**

TACUSPA recognizes the contributions of members to the organization and the student affairs profession at the annual fall conference. This year’s fall conference will be held on October 16-18 in Austin, Texas. Please consider nominating a deserving colleague for one of these awards. Criteria for the awards are listed below.

Dr. James (Jim) E. Caswell Distinguished Service Award

* Continuous TACUSPA membership for at least ten years
* Leadership performance in student affairs at the state, regional, or national level, the high quality of which is recognized by peers
* Contributions above and beyond the normal service required by positions of leadership
* Press “Ctrl” and Click to submit your nomination online for the [James E. Caswell Award](https://spreadsheets.google.com/viewform?formkey=dFZWNFZDVEJPcUJ6MDdTLUxRRG94QXc6MQ).

Outstanding New Professional Award

* May not have served more than three years in a full-time position in student affairs
* Will be judged on contributions to TACUSPA and contributions to the individual’s employer institution(s)
* Has performed all aspects of his/her job in an exemplary manner
* Must include a supporting letter from the immediate supervisor as part of the nomination
	+ The letter of support must be emailed to the Awards and Recognition Committee Chair no later than Friday, April 29th.
* Must be a current member of TACUSPA
* Press “Ctrl” and Click to submit your nomination online for the [Outstanding New Professional Award](https://spreadsheets.google.com/viewform?formkey=dGRsYU1qOTV3U2lBYjhsZXFsaUo3Zmc6MQ).

Mid-Level Student Affairs Professional Award

* Demonstrated expertise in creating a campus environment that promotes student learning and professional development
* Outstanding individual contribution in innovative and responsive services and programs that address varied and emerging needs of students
* Significant contributions to the profession and to TACUSPA
* Must have at least five years as a full-time practitioner in the field of Student Affairs
* Must be a current member of TACUSPA
* Press “Ctrl” and Click to submit your nomination online for the [Mid-Level Student Affairs Professional Award](https://spreadsheets.google.com/viewform?formkey=dHBOc3JsQ3VGSHBseGRxRU9oZFdmUGc6MQ).

Dissertation of the Year

* Outstanding doctoral student in, or intending to enter, student affairs work
* Demonstrates high-quality research relevant to student affairs administration
* Completed dissertations and had degree conferred no more than 12 months prior
* Must be a current member of TACUSPA
* Press “Ctrl” and Click to submit your nomination online for the [Dissertation of the Year Award](https://spreadsheets.google.com/viewform?formkey=dFlRblJXLV96QkdRNXF1ZndKaFNsdkE6MQ).

Faculty Member of the Year Award

* Full-time faculty member who teaches a course related to college students in Texas and long-term, part-time faculty members who teach similar courses or supervise internships
* In addition to nomination form, must have one letter of recommendation from current student, former student, or professional colleague
	+ The additional recommendation letter must be emailed to Awards and Recognition Committee Chair no later than Friday, April 29th.
* Must be a current member of TACUSPA
* Press “Ctrl” and Click to submit your nomination online for the [Faculty Member of the Year Award](https://spreadsheets.google.com/viewform?formkey=dG9BRmZQM285UWxIWC1HWGJ6LTVVVmc6MQ).

Nominations for the 20XXawards will be accepted through **Friday, May 20th**.

All nomination forms must be submitted online.

**Questions for Online Form (all categories)**

All Category Information

Nominee’s Name

Nominees’s Institution

Nominee’s email address

Please describe the nominee’s contributions to TACUSPA

Nominator’s Name

Nominator’s Title/Position

Nominatory’s Institution

Nominator’s email address

Additional questions by category

Faculty Member of the Year

-Nominee’s Program of Instruction

-Please describe the nominee’s outstanding contributions to the education of students in higher education preparation programs.

Dissertation of the Year

-Title of Dissertation

-Date of Degree Conferral

-Type of Degree Conferred

-Institution Attended

- Please describe the outstanding qualities of the nominee and how his/her research is relevant to student affairs administration

Mid-Level Student Affairs Professional

-How many years has the nominee served as a full-time professional in Student Affairs?

- Please describe how the nominee has demonstrated expertise in creating a campus environment that promotes student learning and professional development.

- Please describe how the nominee has address varied and emerging needs of students through innovative and responsive services and programs.

Outstanding New Professional

-How many years has the nominee served as a full-time professional in Student Affairs?

- Please describe the nominee's exemplary contributions to his/her position and the institution where he/she works.

-Name of Nominee’s Immediate Supervisor (a letter of support must be submitted by the nominee’s immediate supervisor. Please email the letter to \*\*\*\*\*\*)

Dr. James (Jim) E. Caswell Distinguished Service

- How many years has the nominee been a member of TACUSPA?

- Please describe the nominee's contributions to TACUSPA.

- Please describe how the nominee has been a leader in Student Affairs at the state, regional, or national level

- Please provide an example of how the nominee goes above and beyond the normal service required by his/her position(s) of leadership.

**Fellowship Program Application**

The Texas Association of College and University Student Personnel Administrators (TACUSPA) is pleased to announce its Fellowship Program. This program will give graduate students and new professionals (those with 1-3 years in the field) many opportunities to network and engage in activities that will promote their pursuit of careers in higher education. TACUSPA will offer four fellowships annually, starting with the fall conference.

Benefits:

* Scholarship for fall conference registration
* Reimbursement for the cost of two nights shared lodging at the conference which can be used to cover hotel costs, travel expenses or other related expenses.
* Attendance of Board meeting at conference
* Mentoring sessions with current or former TACUSPA Board member (mentors have held a Vice-Presidents at their institutions)
* Invitation of Board meeting participation

Responsibilities:

* Submission of one article annually for the newsletter
* Attendance at Fall conference, including New Professionals Institute and Case Study competition
* Serve on a caucus or committee while participating as a Fellow

Application Process

In addition to the following information, those interested in applying for the TACUSPA Fellowship program must submit a personal statement of interest and a resume with three professional references. Finalists will be interviewed by the TACUSPA Board. Materials must be received by **May 1, 2010.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 P.O. Box/Street City/State Zip

Phone (work): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cell):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mark one: □ Graduate Student □ New Professional

Graduate Student:

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated graduation date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field of Study:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Degree Sought:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

New Professional:

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of current position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For questions and submissions, please contact:

**PRESIDENT**

**PRESIDENT ELECT**

**VP FOR ADMINISTRATION**

**VP FOR EDUCATION & PROFESSIONAL DEVELOPMENT**

**SECRETARY**

**TREASURER**

**DIR. OF TECHNOLOGY**

**PAST PRESIDENT**

FALL CONFERENCE

CHAIR

SPECIAL CONFERENCE CHAIR

FALL CONFERENCE CHAIR

FALL NEW PROFESSIONALS INSTITUTE

SPECIAL CONFERENCE CHAIR

CONSTITUTION/BY-LAWS COMMITTEE

AWARDS & RECOGNITION COMMITTEE

SPECIAL PROJECTS COMMITTEE

LEGISLATIVE COMMITTEE

GEAR CHAIR

GRADUATE STUDENT CAUCUS

SCHOLARSHIPS & FELLOWSHIP COMMITTEE

KNOWLEDGE COMMUNITIES

HISTORIAN/ ARCHIVIST

FINANCE ADVISORY BOARD

TECHNOLOGY COMMITTEE

NEWSLETTER EDITOR

NOMINATIONS & ELECTION PROCESS

NEW PROFESSIONALS INSTITUTE CHAIR

Dr. James E. (Jim) Caswell Distinguished Service Award

VP MEMBERSHIP

ASSESSMENT

CHAIR

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