

Article I - MEMBERSHIP AND FEES

Section 1. Eligibility for Membership

- The membership shall be an annual individual membership.

Section 2. Discontinuation of Membership

Any member of the Association may be dropped from membership for: (1) nonpayment of fees or (2) conduct which in any way tends to injure the Association or to adversely affect its reputation or which is contrary to or destructive of its objectives. In the latter circumstance, no member shall be dropped without notification and being given the right to be heard by the Executive Council as provided in the Policies and Procedures.

Section 3. Fees

- The amount of annual fees for membership as active or associate member of the Association shall be determined by the Executive Council.
- The membership year shall be from October 1 to September 30. Fees will be due and payable on October 1 of each year.
- Members of the Association who are in arrears in the payment of their fees shall be considered to be not in good standing.
- Honorary members shall not be required to pay dues.

Article II - OFFICERS OF THE ASSOCIATION

Section 1. Election of Officers

The Executive Council ballot shall be made available at least a week before the conference begins. Voting will close on the Friday after the conference.

Section 2: Term of Office

The term of office of elected officers shall begin annually May 1 and conclude the following April 30.

Section 3. Succession

With the Exception of the President, President-Elect, and Secretary/Treasurer Elect, an elected officer may be a candidate to succeed himself/herself.

Section 4. Duties of the Officers

- The President shall be the chief elected officer of the Association, shall preside at all the meetings of the Association, and shall be Chairperson of and preside at all meetings of the Executive Council. The President shall appoint the members of all committees, except as otherwise specified in the Constitution or Policies and Procedures, and shall be an ex-officio member of all committees. The President shall represent the association by serving as a member of the WASFAA Executive Council. The President shall submit an annual report to the Association on all matters which may be of interest or concern to the members of the Association and which have taken place during the president's term of office.
- The Vice-President shall perform the duties of the President in the event of absence or incapacity of the President, and shall perform such duties as are assigned to the Vice-President by the President or prescribed by the Executive Council. The Vice-President shall be the chair of both the Nominations Committee and the Scholarship Committee.
- The President-Elect shall, in the absence or disability of the President and Vice President, perform the duties and exercise the powers of the President. The President-Elect shall also perform whatever duties and have whatever powers the President may from time to time assign. The President-Elect, or designee, shall represent the Association at the

annual NASFAA Leadership & Legislative Conference & Expo and succeed to the Office of President at the conclusion of the term as President-Elect.

- The Immediate Past-President serves as a member of the Executive Council and performs duties assigned by the President or prescribed in Policies and Procedures. The Past-President serves the Executive Council by providing historical background to assist in decision-making. The Past-President also serves as chair of the Policies and Procedures Committee.
- The Secretary-Treasurer shall: (1) be responsible for keeping and maintaining the records of the Association and the Executive Council, for the distribution of meeting notices and such other communication as provided for in the Constitution and Policies and Procedures, and for the performance of such other duties as are appropriate to the Secretary-Treasurer's office or are prescribed by the Executive Council; and (2) represent the Association in, and be responsible for, the receipt and expenditure of funds in accordance with the directives established by the Executive Council. The Secretary-Treasurer shall also maintain appropriate and adequate financial records and shall be ready, whenever required, to give to the Executive Council all monies and financial records, and shall give same to the Secretary-Treasurer's successor upon termination of the term of office. The Secretary-Treasurer shall additionally submit an annual financial report reviewed and approved by the Executive Council, to be presented to the Association members at the annual business meeting; and shall be under such bond as determined by the Executive Council.
- The Secretary-Treasurer-Elect shall learn the record keeping and accounting procedures and become familiar with the financial records of the Association. This officer shall perform all duties as assigned by the President, Secretary-Treasurer or prescribed by the Executive Council and shall succeed to the Office of Secretary-Treasurer at the conclusion of the term as Secretary-Treasurer-Elect.
- The Representative-at-Large shall perform all duties as assigned by the President or prescribed by the Executive Council.

Section 5. Vacancies in Office

- A vacancy created by the death, resignation, or removal of the President shall be filled by the Vice-President. A Vice-President succeeding to the office of President through such vacancy may serve the unexpired term of the deceased, resigned or removed President.
- A vacancy in any office other than that of President shall be filled with an active member of the Association to be appointed by a majority vote of the Executive Council from nominations by the President. Such appointment shall be on an interim basis until the next general election of officers, and shall not prejudice the election of the incumbent to a regular term of office.

Article III - THE EXECUTIVE COUNCIL

Section 1. Voting Members

The voting members of Executive Council shall be composed of the officers of the Association described in Article IV, Section 1.

Section 2. Rights and Responsibilities

The Executive Council shall have full authority over the affairs of the Association and shall perform the functions of the Association during the interim between meetings of the Association.

Such authority shall not include that of rescinding or modifying any official action taken by the Association.

Section 3. Assisting Other Associations

The Executive Council may assist other associations whose purposes and ideals are compatible with those of the Association, through which the expansion of activities, programs, and communications of interest to the Association may be accomplished.

Section 4. Executive Council

- Meetings of the Executive Council may be called by the President or upon petition by two other members of the Executive Council. The time and place of such meetings to be designated by the President.
- Minutes of special meetings of the Executive Council shall be distributed to all members of the Association when appropriate and/or necessary.
- Four members present and voting shall constitute a quorum at any official meeting of the Executive Council.

Article IV - STANDING RULES

Section 1. Adoption and Amendment

Standing rules may be adopted or amended by the Association or the Executive Council by a majority vote of those present and voting at any meeting of either body, provided a quorum is present at such meeting.

Section 2. Recording and Distribution

A record of the standing rules of the Association shall be kept by the Secretary and shall be made available to all Executive Council members and upon request, to any member of the Association.

Article V - COMMITTEES

Committees of the Association, both standing committee and special committee, may be created to promote the purposes of the Association or to carry out necessary functions of the Association. Such committees shall consist of members of the Association; their number, jurisdiction, methods of selection, and tenure shall be the responsibility of the President, subject to the approval of the Executive Council.

Article VI - RULES OF ORDER

Section 1.

The latest revision of "Robert's Rules of Order" (by Henry Martin Robert) shall govern the proceedings of the Association not otherwise specified in the Constitution and By-Laws.

Section 2.

The By-Laws of the Association may be suspended by a two-thirds vote of active members present at a meeting of the Association