



Colorado Chapter of ASPIRE Constitution

RATIFIED

1991	1996	2007
1993	1998	2012
1994	2000	2017
1995	2004	2023

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Article I: Name

The name of this association shall be the “Colorado Chapter of ASPIRE”, shortened as Colorado ASPIRE or CO ASPIRE.

Article II: Purpose, Goals, Objectives

Section A: Purpose

The purpose of this association is to provide assistance to eligible participants involved in programs devoted to increasing the opportunity for success in secondary and postsecondary institutions of higher learning.

Section B: Goals

- a) To provide a vehicle which will strengthen the professionalism, expertise, and competence of TRIO or other educational personnel through communication, information sharing, educational awareness, professional development, and technical assistance.
- b) To provide a structure in unity with ASPIRE as is related to the purpose, definition, and representation among TRIO and other educational opportunity projects and project personnel throughout the region.

Section C: Objectives

- a) To develop an organization in which TRIO personnel and other educational opportunity personnel may become more involved with ASPIRE on the local and state level.
- b) To develop an awareness among TRIO personnel and other educational opportunity personnel through timely sharing of information about policy, legislative, and educational issues which have an effect on student and programs developed to serve disadvantaged students; and if possible, to organize support efforts for continuation of programs and initiation of new programs devoted to the higher education of disadvantaged students.
- c) To act as a liaison between the TRIO projects and project personnel in the state chapter and the ASPIRE organization and the U.S. Department of Education.

Article III: Membership and Dues

An individual who is an Active Member of ASPIRE is automatically a member of the Colorado Chapter of ASPIRE (CO ASPIRE). Dues for ASPIRE membership shall be paid to the regional ASPIRE Treasurer beginning August 1. ASPIRE has rolling membership and benefits begin the moment it is paid. The membership year is September 1 through August 31, regardless of purchase date. Membership is non-transferable and non-refundable. Members whose dues are not received by the first day of the Annual ASPIRE Conference shall be taken from the roll call of active Colorado Chapter membership and shall be denied further CO ASPIRE voting privileges until they become Active ASPIRE members again.

Each active ASPIRE member of CO ASPIRE is entitled to one vote and is eligible to hold any office within the State Chapter, providing they remain an Active ASPIRE Member, as designated in Articles III – V of this constitution.

Each associate member is entitled to one vote and is eligible to hold the office of chapter secretary, treasurer and support staff officer; however, they must be an Active ASPIRE Member. Affiliate and student members may have voice, may have a vote but may not hold office.

Article IV: Chapter Officer

Section A: Officers

The officers for the Chapter shall be the President, President-Elect, Past-President, Secretary/Archivist, Treasurer, Support Staff Officer and Representatives-at-Large (with four positions available).

Officers shall be elected in accordance with this Constitution.

Section B: President

- a) The President must be an Active Professional Member of ASPIRE.
- b) The President will be the chief elected officer of the Chapter and shall preside at all meetings of the Chapter.
- c) The President shall also be the Chairperson of the Colorado ASPIRE Executive Board and shall, with the advice and consent of the Executive Board, make all appointments for special and/or standing committees.
- d) The President must have been involved with TRIO for least one (1) year before election and be a paid ASPIRE member through the duration of the term of office.
- e) The President shall be an ex-officio member of all such committees.
- f) Shall have the authority to represent the Chapter in all matters pertaining to the Chapter between meetings of the Colorado ASPIRE Executive Board. Such authority must remain within the provisions of this constitution and shall not conflict with decisions, actions, or policies established by the Executive Board or the State Chapter membership.
- g) The President may delegate such authority when necessary.
- h) The President shall be elected for a two-year term beginning in October after the swearing of the officers at the Regional ASPIRE conference.
- i) The President shall act as Colorado's representative to the ASPIRE Board.
- j) The President shall assist the President-elect in organizing an agenda for State meetings.
- k) The President shall chair the staff Training and Development Seminar and State meetings.
- l) With the assistance from the President-elect and Past-President, the President shall organize the Colorado ASPIRE committees and maintain regular contact with the committee chairs.
- m) The President shall distribute information to the membership via the Secretary/Archivist as it is passed down from the regional board and the national office.

- n) The President shall appoint from CO ASPIRE as representative to seek active membership preferably on the Board of Directors in professional organization but not limited to such organizations as the Colorado Educational Services and Development Association (CESDA) serving a one-year term.
- o) The President shall conduct Executive Board meetings at least quarterly.
- p) The President shall be a voting member of the CO ASPIRE Executive Board.

Section C: President Elect

- a) The President–Elect must be an Active Professional Member of ASPIRE and paid member throughout the duration of term.
- b) The President–Elect shall succeed to the office of President at the end of their term and serve as CO ASPIRE President.
- c) The President–Elect will assume the Presidency for the remainder of the presidential term in the event of the resignation or incapacity of the President. The President-elect shall be an ex-officio member of all committees and shall be a member of the executive board.
- d) The President–Elect shall be elected for a one (1) year term beginning in October at the ASPIRE conference.
- e) The President-Elect shall succeed to the office of President immediately following the swearing in of officers at the Regional Conference.

In the event the President-Elect is unable to complete their term of office,

- f) An election will be held within 60 days of resignation to fill the position.
- g) With the President and Past-President, the President-Elect shall organize the CO ASPIRE committees and maintain regular contact with the committee chairs.
- h) The President-Elect shall chair the CO ASPIRE State Initiatives Committee.
- i) The President-Elect shall assist the President as needed.
- j) The President-Elect shall be a voting member of the CO ASPIRE Executive Board.

Section D: Past-President

- a) The Past President must be an Active Professional Member of ASPIRE and through the duration of their term.
- b) The President shall succeed to the office of Past President at the end of the term as President.
- c) The Past President shall act as an advisor and mentor to the President, President Elect, and Executive Board on issues related to CO ASPIRE and ASPIRE.
- d) Serve on ASPIRE committees as appropriate.

- e) Organize CO ASPIRE past presidents for the purpose of mentoring and other special projects, such as fundraising activities, for CO ASPIRE.
- f) Serve as liaison between CO ASPIRE executive board and membership, and other TRIO associations.
- g) At the request of a State President, represent CO ASPIRE at meetings of ASPIRE.
- h) The Past President shall be a voting member of the CO ASPIRE Executive Board and serve for one-year.

Section E: Secretary/Archivist

- a) The Secretary/Archivist must be an Active Professional Member of ASPIRE and through the duration of their term.
- b) The Secretary/Archivist shall be a voting member of the executive board.
- c) The Secretary/Archivist shall serve for a term of two (2) years at onset of term. Any individual may not hold the office of Secretary for more than two consecutive terms.
- d) The Secretary/Archivist shall take minutes of all Staff-Training and Development Seminars, state meetings, and executive board meetings.
- e) The secretary will distribute minutes and other necessary reports for approval to the membership.
- f) The Secretary/Archivist shall maintain a file of all Chapter correspondences.
- g) The Secretary/Archivist shall participate in Colorado ASPIRE meetings.
- h) The Secretary/Archivist shall develop and coordinate a state communication network and keep updated member and all CO ASPIRE email distribution lists.
- i) The Secretary will update the CO ASPIRE website as needed.
- j) The Secretary will assist the CO ASPIRE Conference chair(s) with CO ASPIRE website registration.
- k) The Secretary/Archivist shall be a voting member of the CO ASPIRE Executive Board.

Section F: Treasurer

- a) The Treasurer must be an Active Professional Member of ASPIRE.
- b) The Treasurer shall oversee the receipt and expenditures of all funds in accordance with policies established by the executive board. The Treasurer shall maintain appropriate and adequate financial records and shall be prepared at any time to surrender such records and money to the executive board.
- c) The Treasurer shall serve for a term of two (2) years. Any individual may not hold the office of Treasurer for more than two consecutive terms.

- d) The Treasurer shall maintain records of all fees paid to CO ASPIRE for state registrations for state meetings and collaborate with the Secretary/Archivist to ensure that all records are accurate. The Treasurer shall also collaborate with the ASPIRE membership chairperson to ascertain an updated active ASPIRE list.
- e) The Treasurer will provide updated budget documents at the CO ASPIRE Board meetings and work directly with ASPIRE Treasurer to reconcile budget ledgers.
- f) The Treasurer shall maintain records of all income from fund-raisers and expenses incurred and reported at executive board meetings and to the membership at each Staff Training and Development Seminar and State Meeting.
- g) The Treasurer shall participate in Colorado ASPIRE committees as needed and/or appropriate.
- h) The Treasurer shall be a voting member of the CO ASPIRE Executive Board.

Section G: Support Staff Officer

- a) The Support Staff Officer must be an Active Professional Member of ASPIRE.
- b) The Support Staff Officer shall serve a two (2) year term.
- c) The Support Staff Officer shall maintain regular contact with other support staff in the state.
- d) The Support Staff Officer shall be a voting member of the Executive Board.
- e) The Support Staff Officer will maintain a current list of support staff in the State and actively pursue their ideas and opinions.

Section H: Representatives-at-Large

- a) The Representative-at-Large must be an Active Professional Member of ASPIRE.
- b) The Representative-at-Large shall serve a two-year term.
- c) The Representative-at-Large shall be a liaison between the membership and the Executive Board.
- d) The Representative-at-Large shall serve as representative of the membership of this association on matters coming before the Executive Board.
- e) The Representative-at-Large shall be a voting member of the Executive Board.
- f) Each Representative-at-Large will be responsible for facilitating communication and information to designated TRIO programs (designated by Congressional District) in Colorado. This amendment shall be considered when redistricting.
 - i) Rep. 1: District 1 & District 6
 - ii) Rep. 2: District 2 & District 7
 - iii) Rep. 3: District 3 & District 4
 - iv) Rep. 4: District 5 & District 8

- g) The Representative-at-Large should ideally be from that designated district(s), however does not have to be in order to serve in the role.
- h) Duties associated with Representative-at-Large include:
 - i) Ongoing communication for TRIO members about association needs
 - ii) Collection of Fact Book student stories for Policy Fact book
 - iii) Serve on State Initiatives committee
 - iv) Serve on the FairShare committee for Association dues

Article V: Vacancies

Vacancies, with the exception of President and President-elect, shall be filled by appointment by a majority vote of the Executive Board. 2/3 of the Executive Board should be in attendance during voting.

Article VI: Executive Board

Section A: Function

The Executive Board shall have the authority to conduct affairs of the Chapter between meetings of the membership as a whole and as otherwise provided by this Constitution. Such authority must remain within the provisions of the Constitution and must not conflict with decisions, actions or policies established by the membership.

Section B: Composition and Election of Members

The Executive Board shall be composed of ten members-President, President-Elect, Past-President, Secretary/Archivist, Treasurer, Support Staff Officer and four Representatives-at-Large of the chapter.

Section C: Meetings

- a) The Executive Board shall meet at least four (4) times per year, and meetings of the executive board may be called more often as necessary by the Executive Board.
- b) The Executive Board meeting shall be conducted according to such rules and procedures as are deemed appropriate by the executive board. In the absence of such rules and procedures, the meeting shall be conducted according to Robert’s Rules of Order.
- c) The minutes of all meetings of the Executive Board shall be distributed to the Membership.

Section D: Voting

- a) A minimum of 2/3 of the Executive Board should be in attendance when voting for CO ASPIRE Business.

Article VII: Nominations, Elections, Voting

Section A: Date

- a) Election of all officers (President, President-elect, Secretary/Archivist, Treasurer, Support Staff Officer, Representatives-at-Large) shall take place annually at the Spring meeting.
 - i) On odd years, the following positions are up for election: President-Elect, Treasurer, Support Staff, 2-Representatives-at-Large.
 - ii) On even years, the following positions are up for election: Secretary, 2 Representative-at-Large.

- b) Installation of all officers shall take place in October at the Regional ASPIRE meeting.
- c) Elections may be facilitated using an online platform and in-person in order to accommodate individuals that cannot travel to conference.

Section B: Nominations and Elections

- a) The President shall appoint a chairperson for the Nominations/Elections committee.
- b) The chairperson may ask for no more than three volunteers to be members of the committee.
- c) The Nominations and Elections Committee shall establish a nominating procedure and determine appropriate and necessary qualifications of candidates.
- d) The Nominations and Elections Committee shall determine that all nominees are paid members of the Regional ASPIRE Association and the Colorado Chapter of ASPIRE.
- e) The Nominations and Elections Committee shall ascertain the willingness to be candidates and serve, if elected.
- f) The Nominations and Elections Committee shall prepare a ballot of the nominee(s) of each office to be filled (except for the office of the President for which the name of the current President-elect may be listed alone).
- g) The nominee(s) name (s) for each office shall be listed in alphabetical order. The ballot shall include the title and a brief description of the professional qualifications and activities of each nominee. The ballot shall be delivered in person or emailed the day of the election.

Section C: Elections During Chapter Meetings

- a) Elections shall take place annually at the Spring Colorado Chapter of ASPIRE State meeting and training conference. Such elections shall be made by secret ballot of all eligible members.
- b) Elections may be facilitated using an online platform and in-person in order to accommodate individuals that cannot travel to conferences.
- c) The Nominations and Elections Committee will count all ballots and the majority vote shall prevail.

Section D: Voting Eligibility

Each Active Professional and associate member who is in good standing with ASPIRE and CO ASPIRE shall have one vote.

Article VIII: Association Meetings

Section A: Meeting Times

Meeting of the Chapter shall be held at least two (2) times per year, one at the Regional ASPIRE Conference and additionally at the State Conference.

Section B: Quorum

Twenty-five percent (25%) of the members registered for the Staff Training and Staff Development Seminars, as well as state meetings shall constitute a quorum for purposes of conducting the business of CO ASPIRE.

Section C: Special Staff Training and Development Seminars and State Meetings

The President, at the request of the Executive Board shall be empowered to call special meetings of the Chapter when deemed necessary.

Article IX: Committees

- a) The President shall establish such standing and special committees as are necessary for the purposes of furthering the goals and the objectives of the chapter.
- b) Active, professional, affiliate and student members who have a specific interest in the assigned business of the committee may serve on that committee.
- c) Each committee shall provide for its own organization, and rules of procedure unless otherwise specified in this constitution, by the Executive Board, or by the vote of the Chapter membership.
- d) Such committees may include but are not limited to: Membership, Credentials, Research, Training, Legislation, Finance, Publications, Amendments, TRIO Achievers, Development, and Fund-raising.

Article X: Ratification

This constitution shall be ratified by a majority of members present and voting or responding by email, on or before such date as determined by the Executive Board. Prior to ratification, amendments to the draft constitution should be submitted to the Executive Board for consideration. Amendments, as approved by the Executive Board, will be incorporated into the draft constitution, to be submitted to the Chapter membership for ratification.

Article XI: Amendments

This constitution may be amended by an affirmative vote of a majority of the members voting at any regular or special meetings of the Chapter. An Amendments Standing Committee shall be established, and all proposed amendments shall be delivered by the chairperson of the amendments committee to the membership.

Article XII: By-Laws

Members not present at such meetings may vote via an online platform to the Secretary/Archivist and received prior to said meetings. The Executive Board may develop such standing rules as are necessary to ensure the orderly, efficient, and effective conduct of the extra spacing business of the Chapter. Such standing rules may include but are not limited to: rules of procedure regarding expenditures, rules of procedure regarding the conduct of the meeting, establishment of specific responsibilities of officers of the Chapter, collection of membership and/or conference registration fees, etc. The standing rules may be established and amended by the committee members present and voting. The standing rules shall not conflict with decisions, actions, or policies established by the Chapter membership, or as otherwise

provided by this constitution. The standing rules shall be in addition to, and not a part of this constitution.

Article XIII: Dissolution of Final Liquidation

On dissolution or final liquidation of the Colorado Chapter of ASPIRE, the Chapter (after paying or making provisions to pay all debts, obligations, and liabilities) shall make adequate provisions to transfer, convey or distribute all remaining assets of the Chapter to one or more of the following categories of recipients as determined by the Colorado Chapter of ASPIRE upon majority vote.

A nonprofit organization or organizations which may have been created to succeed Colorado Chapter of ASPIRE, as long as organizations or each of such organizations shall then qualify as an organization exempt from federal income taxation under Section 501 (a) of such code as an organization described in Section 170 (c) (2) and 501 (c) (3) of such code, and/or a nonprofit organization or organizations having similar aims and objectives as Colorado Chapter of ASPIRE and which may be selected as an appropriate recipient of such assets, as long as such organizations, or each of such organizations shall then qualify as an organization exempt from federal income taxation under Section 501 (a) of such code as an organization described in Section 170 (c) (2) and 501 (c) (3) of such code.