

NORTH DAKOTA CHAPTER OF ASPIRE

OPERATIONAL GUIDELINES

Date Updated: April 3, 2017

PREAMBLE:

These "Operational Guidelines" are established in order to provide generally accepted procedures and activities of the North Dakota Chapter of ASPIRE who, by virtue of residence and employment in the State of North Dakota and their membership in ASPIRE, are commonly referred to as the North Dakota Chapter of ASPIRE.

These Guidelines are subordinate to the, By-Laws, and Operational Guidelines of ASPIRE.

ARTICLE I - NAME

The name of this association shall be the North Dakota Chapter of ASPIRE.

ARTICLE II - PURPOSES, GOALS, AND OBJECTIVES

The purposes, goals, and objectives of the North Dakota Chapter of ASPIRE shall be to provide an organizational structure for ASPIRE members in North Dakota and to promote the goals and objectives of ASPIRE as stated in ARTICLE II, Sections 2.1 of the ASPIRE By-Laws.

ARTICLE III - MEMBERSHIP

Membership in the North Dakota Chapter of ASPIRE shall be automatically provided to Professional, Associate, and TRIO Program Participant Members of ASPIRE. Membership definition, status, eligibility, rights, and duties shall be concurrent with ASPIRE membership, as per ARTICLE IV of the ASPIRE By-Laws, except as follows:

- The individual members must reside and/or be employed within the State of North Dakota;
- ASPIRE membership is required to hold the offices of President, Secretary, and Treasurer
- ASPIRE membership is not required of Committee Chairpersons or of Committee members.

ARTICLE IV - MEMBERSHIP DUES

Membership in ASPIRE shall constitute membership in the North Dakota Chapter of ASPIRE, and no additional dues are assessed.

ARTICLE V - OFFICERS

The officers of the North Dakota Chapter of ASPIRE shall be President, Secretary, and Treasurer.

Section A - President

The President shall be the chief elected officer of the North Dakota Chapter of ASPIRE. The President must be a Professional Member of ASPIRE. The President shall serve a maximum of two consecutive two-year terms of office, and will be elected biannually, at the Spring State meeting. The President-Elect will begin full assumption of duties following inauguration, which takes place during the annual ASPIRE regional conference in the fall. The interim period (between the time of election and assumption of duties) will serve as a training period, during which the current President will familiarize the President-Elect with duties inherent in the position. The duties of the President shall include:

- a. representing North Dakota on the Executive Board of ASPIRE;
- b. setting and presiding over all meetings of North Dakota Chapter of ASPIRE;
- c. making appointments to standing committees, ad hoc committees and task forces;
- d. ex-officio membership in all committees and task forces;
- e. representing North Dakota Chapter of ASPIRE members in matters pertaining to those members between meetings of the North Dakota Chapter of ASPIRE as a whole;
- f. approving all expenditures of North Dakota Chapter of ASPIRE funds, including funds provided to the North Dakota Chapter of ASPIRE by ASPIRE and funds raised specifically for the North Dakota Chapter of ASPIRE;
- g. communicating with each project within the state on a regular and frequent basis, including regular updates of Council Educational Opportunity (COE) Action Alert messages;
- h. keeping records of contacts and follow-up as needed;
- i. maintaining, or assigning responsibility for the maintenance of, current information regarding each project in the state including funding cycle, current employees and positions, current membership, current contributions to ASPIRE and COE, current concerns and issues for ASPIRE;
- j. informing the ASPIRE Executive Board of the date of the state meeting;
- k. complete a brief status report at all state and regional ASPIRE conference(s) and meetings in which the presidency has been held;
- l. attend training related to the duties of the office of president provided during the regional ASPIRE conference if program funds are available;
- m. fulfill fiduciary responsibilities for the North Dakota Chapter of ASPIRE which may include:
 - develop a state budget;
 - process expenses;
 - reimburse travel;
 - manage revenue.

Section B - Secretary

The Secretary must be a Professional Member of ASPIRE. The Secretary shall serve with the same powers and authority as the President in the absence of the President. The Secretary shall serve a maximum of two consecutive two-year terms of office, and will be elected biannually, at the Spring State meeting. The Secretary will begin full assumption of duties following training, which takes place during the annual ASPIRE regional conference in the fall.

The Secretary shall assume the Presidency for the remainder of the Presidential term in the event of the resignation or incapacitation of the President. Option to decline; see Article VIII-Committees.

In the event that the Secretary is unable to complete his/her term of office, the President shall appoint a North Dakota Chapter of ASPIRE member to assume the duties of the Secretary for the remainder of the term.

Duties of the Secretary shall include:

- a. Representing the North Dakota Chapter of ASPIRE on the ASPIRE Executive Board in the absence of the North Dakota Chapter of ASPIRE President;
- b. Recording and distributing minutes of all North Dakota Chapter of ASPIRE business meetings within thirty (30) calendar days following the meeting;
- c. Maintaining records of North Dakota Chapter of ASPIRE meetings, correspondence, and activities in order to maintain a continuing permanent record that will be transferred to incoming secretary and state president;
- d. Maintaining a current listing of North Dakota Chapter of ASPIRE members (based on membership in ASPIRE);
- e. Assist the President in collecting articles and/or information for the regional newsletter.
- f. Store and maintain North Dakota Chapter of ASPIRE documents. Documents to be maintained include, but are not limited to, Treasurer's documents, minutes, committee reports, conference materials, membership rolls, and State Reports. Documents older than three (3) years may be permanently stored in an electronic method allowing for the elimination of paper copies.
- g. attend training related to the duties of the office of secretary provided during the regional ASPIRE conference if program funds are available.

Section C - Treasurer

The Treasurer must be a Professional Member of ASPIRE. The Treasurer shall serve with the same powers and authority as the Secretary in the absence of the Secretary. The Treasurer shall serve a maximum of two consecutive two-year terms of office, and will be elected biannually, at the Spring State meeting. The Treasurer will begin full assumption of duties following inauguration, which takes place during the annual ASPIRE regional conference in the fall.

In the event that the Treasurer is unable to complete his/her term of office, the President shall appoint a North Dakota Chapter of ASPIRE Member to assume the duties of the Treasurer for the remainder of the term.

Duties of the Treasurer shall include:

- a. maintaining records, including copies of receipts, of North Dakota Chapter of ASPIRE income and expenditures;
- b. maintaining contact with the North Dakota Chapter of ASPIRE Secretary for the purpose of assuring consistent and accurate records, income, expenditure and membership;
- c. approving all expenditures of North Dakota Chapter of ASPIRE funds, including funds provided to the North Dakota Chapter of ASPIRE by ASPIRE and funds raised specifically for the North Dakota Chapter of ASPIRE;
- d. becoming familiar with accounting procedures and policies set up by the Regional ASPIRE Association.
- e. attend training related to the duties of the office of treasurer provided during the regional ASPIRE conference if program funds are available.

ARTICLE VI - ELECTIONS

Nominations and elections for the offices shall take place annually during the State meeting held in the spring. The nomination and election of the President shall occur on alternating years from that of the offices of Secretary and Treasurer.

Nominations shall be taken from the floor during the meeting specified for elections by the current President.

Election of officers shall be by a show of hands following nominations, except in the case of a motion made and passed to elect by written ballot. A simple majority of North Dakota Chapter of ASPIRE members present and voting shall prevail. Proxy votes and absentee ballots shall not be recognized. Members of ASPIRE and members of the North Dakota Chapter of ASPIRE who are ASPIRE members shall have one vote each.

ARTICLE VII - MEETINGS

Section A - Business Meetings

Business meetings of North Dakota Chapter of ASPIRE shall be held annually during the ASPIRE Conference at such time as is scheduled by the ASPIRE Executive Board or Conference Chair for State Meetings. A spring meeting of the North Dakota Chapter of ASPIRE shall also be held, typically in the month of March or April as determined by the President.

Additional or special business meetings may be held at such other times as are determined necessary by the President or by a simple majority of the membership as a whole.

Business meetings shall be conducted according to Roberts Rules of Order. A quorum shall consist of 50% of the North Dakota Chapter of ASPIRE. North Dakota Chapter of ASPIRE members shall have one vote each.

A simple majority of North Dakota Chapter of ASPIRE members present and voting shall prevail, unless exception is made in these Guidelines. Proxy votes shall not be recognized.

Meetings shall be open to any interested persons. Non-members shall have a voice, but not a vote.

Section B - Conferences and Workshops

North Dakota Chapter of ASPIRE may sponsor conferences and workshops for the professional development of members and other professionals.

Cancellation policy for State Conferences

Registrations for State Conferences or events must be submitted in writing (e-mail). Cancellation will be considered by the State President, a refund will be given minus any fees related to the conference that have already been charged. Requests will be handled on a case by case basis.

Co-State Conference:

The North Dakota State Chapter and South Dakota State Chapter will alternate years hosting the co-state spring conference. Registration for the conference is set at \$150 for members, the non-member rate is \$250.

ARTICLE VIII - COMMITTEES

The President shall appoint such committees and task forces as are necessary for the purposes of furthering the goals of ASPIRE and the North Dakota Chapter of ASPIRE.

The only standing committees of the North Dakota Chapter of ASPIRE shall be the Finance and State Initiative Committees, consisting of the current North Dakota Chapter of ASPIRE President, Secretary and Treasurer.

The Finance Committee has the power to appoint a new North Dakota Chapter of ASPIRE President in that the position is vacant and the secretary declines the position.

The State Initiative Committee's function shall be to promote information in North Dakota which advocates for educational access for disadvantaged populations.

Other committees that the President can appoint are:

Professional development: Develop and provide professional development for ASPIRE members.

Alumni: Collecting and constructing a TRIO alumni database.

Development: Work with state and regional constituents who are TRIO supporters and develop relationships that could turn into potential donors.

ARTICLE IX- FISCAL MATTERS:

The Finance Committee shall develop a budget for approval by the members of the North Dakota Chapter of ASPIRE prior to the annual ASPIRE conference (normally held in October). The procedure and guidelines for development and approval of this budget are as follows:

I. PROCEDURE

- a. The North Dakota Chapter of ASPIRE Finance Committee shall develop a general, or estimated budget for approval by the state membership.
- b. North Dakota Chapter of ASPIRE members shall vote to approve or disapprove a budget, at fall the meeting.
- c. The budget should cover the period of September 1 - August 31. It would include an estimate of funds available to the North Dakota Chapter of ASPIRE during that period, and would project estimated expenses.
- d. After the budget has been approved by the North Dakota Chapter of ASPIRE membership, the North Dakota Chapter of ASPIRE is authorized to spend money in accordance with the budget. Modifications to the budget must be approved by the Finance Committee.

II. GUIDELINES

- a. Available funds for the state budget would ordinarily come from the following sources:
 - balance from prior year;
 - ASPIRE Regional Association contributions;
 - registration fees from state meetings;
 - other (e.g., state fund raisers).
- b. Projected expenditures should respect priorities established by the membership of the North Dakota Chapter of ASPIRE. Examples of appropriate expenditures from the state budget include:
 - printing/postage for North Dakota Chapter of ASPIRE-related expenses;
 - travel for the President of the North Dakota Chapter of ASPIRE to attend the COE Policy Seminar, if necessary to achieve representation for North Dakota.
 - contributions to COE or ASPIRE;
 - to partially fund, if needed, travel for a North Dakota TRIO achiever, if selected, to attend the meeting at which award is to be made;
- c. The following travel policies are adopted to extend the state budget as much as possible:
 1. Whenever possible, persons traveling on North Dakota Chapter of ASPIRE business should seek institutional or regional support for some or all of their travel expenses.

2. Whenever appropriate, persons traveling on North Dakota Chapter of ASPIRE business should use project funds for a part or all of their travel expenses if the trip coincides with legitimate project business (e.g., Upward Bound school visitations, etc.). North Dakota Chapter of ASPIRE funds shall not be used to sponsor the travel of any association member to the annual ASPIRE meeting in October or to a state meeting of the North Dakota Chapter of ASPIRE.
3. When travel is sponsored by North Dakota Chapter of ASPIRE funds, the following general policies shall apply:
 - When airfare is required, sufficient advance planning should take advantage of any discounts available;
 - When a private car is used, mileage will be reimbursed at the current reimbursement rates as identified by the Federal Reimbursement Guidelines;
 - Meals should be reasonable and reimbursed at the current reimbursement rates as identified by the North Dakota State Reimbursement Guidelines;
 - Lodging reimbursement should assume double occupancy whenever possible.

Officers and persons serving as members of committees shall receive no compensation for time or services, but may receive reasonable reimbursement for direct and documented expenses.

Requests for reimbursement and documentation of expenditures (including original receipts for expenditures) shall be approved by the North Dakota Chapter of ASPIRE President and submitted to the ASPIRE Treasurer in accordance with the ASPIRE By-Laws and Operational Guidelines. The North Dakota Chapter of ASPIRE Secretary and/or Treasurer shall maintain records of all such requests and copies of documentation.

ARTICLE X - AMENDMENTS

These Operational Guidelines and any addenda may be amended by the affirmative vote of a simple majority of members present and voting at any duly called meeting of the North Dakota Chapter of ASPIRE at which a quorum is present.