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ARTICLE II
OFFICERS

The officers of SD/ASPIRE shall be President, President Elect, Past President, and Secretary/Treasurer. Officers shall be Professional Members of Regional ASPIRE during the membership year(s) of their term(s) in office. For any SD/ASPIRE officer who is not a member of Regional ASPIRE within fifteen days of being elected, the election or appointment of such officer should be considered null and void.

The SD/ASPIRE President, President Elect, Past President, and Secretary/Treasurer shall comprise the Executive Committee of SD/ASPIRE that shall represent the interests of SD/ASPIRE and the members of the organization between meetings of the full membership. The President shall appoint a SD/ASPIRE member to serve as Parliamentarian at each State Meeting.

The President, Past President, and Secretary/Treasurer shall serve for a term of two years or until a successor shall be elected; President Elect shall serve for a term of one year or until a successor shall be elected. Each term of office shall begin at the Regional ASPIRE Conference, ordinarily held in the month of October. Outgoing officers shall forward all paper and electronic records to incoming officers within thirty days.

A. ELECTION OF OFFICERS

Election of President-Elect and Secretary/Treasurer will be held at the spring state meeting in **even** years.

Election procedures are outlined under the Elections Committee (ARTICLE V, A). A simple majority vote of SD/ASPIRE shall prevail. In the event that only one candidate for an office is nominated, the election may be conducted by a voice or hand count during the SD/ASPIRE Meeting. Proxy votes and absentee ballots shall not be recognized. Members of SD/ASPIRE shall have one vote. If election of officers does not occur at the Spring Meeting, election of the office may be held at the State Meeting held in conjunction with the Regional ASPIRE Conference, or may be conducted by electronic mail.

For an election by electronic mail, the most recent Past President available, who is a Regional ASPIRE member still employed in a TRiO Program and willing to conduct the election by electronic mail, shall be responsible for the election process. This individual shall solicit nominations, distribute ballots, and receive ballots. This individual and a committee of no fewer than two other SD/ASPIRE members shall count the ballots. A simple majority vote of SD/ASPIRE members who respond within 14 days shall prevail. Results of the election shall be reported to the membership within thirty days. No individual who is a candidate for office shall serve on the election committee or be involved in counting the ballots.

61 **B. VACANCIES**

62 If the office of President is vacated and there is not a President Elect to assume the responsibility of the
63 office, the most recent Past President available, who is a Regional ASPIRE member still employed in a TRiO
64 Program and willing to assume the responsibility, shall assume the duties of President until the next scheduled
65 state meeting at which time the office of President shall be included on the election ballot.

66 If the office of President Elect is vacated, an election will be held within 45 days to fill the position (either at
67 an SD/ASPIRE meeting or by electronic ballot). If the office of Secretary/Treasurer is vacated, the President
68 shall appoint a Past President who is a Regional ASPIRE member still employed in a TRiO Program and
69 willing to assume the duties of Secretary/Treasurer.

70 **C. RESPONSIBILITIES OF PRESIDENT**

71 The President shall be the chief elected officer of SD/ASPIRE. The duties and responsibilities as specified
72 in the Regional ASPIRE Operating Guidelines and amended to serve the needs of SD/ASPIRE shall be to:

- 73 1. Communicate with the ASPIRE membership within TRiO Programs in South Dakota on a regular and
74 frequent basis to identify and ensure concerns and governmental relation issues related to
75 SD/ASPIRE, Regional ASPIRE, and TRiO Programs are addressed with the Regional ASPIRE
76 Executive Board, and ensure that the SD/ASPIRE membership is represented;
- 77 2. Develop a budget in conjunction with the President Elect to be presented for approval at the State
78 Meeting held in conjunction with the Regional ASPIRE Conference. In the event the office of
79 President Elect is vacated, the incoming President shall be elected in October, and the incoming
80 President shall develop a budget for approval within thirty days of assuming office;
- 81 3. Oversee the budget of SD/ASPIRE and approve all expenditures;
- 82 4. Schedule, determine the agenda, and preside at all SD/ASPIRE Meetings;
- 83 5. Appoint a Parliamentarian for SD/ASPIRE Meetings;
- 84 6. Represent SD/ASPIRE in all matters between meetings of the membership;
- 85 7. Serve as an ex-officio member of all SD/ASPIRE special and standing committees;
- 86 8. Appoint committee chairs for all SD/ASPIRE Standing and Ad Hoc committees;
- 87 9. Coordinate with the Publications Committee to submit an article on SD/ASPIRE activities for each
88 issue of *ASPIRATIONS*;

- 89 10. Identify and contact new directors in South Dakota, and provide the names to the New Members
90 Mentoring Committee Chair. Mentors shall be responsible for providing an overview of SD/ASPIRE,
91 Regional ASPIRE, and COE; ASPIRE personal membership; Regional ASPIRE and COE Fair Share;
92 and information on specific TRiO Programs as deemed appropriate;
- 93 11. Set the SD/ASPIRE Spring Meeting dates with consideration for dates set in other states so Regional
94 ASPIRE President(s) may attend this meeting and invite a Regional ASPIRE President(s) to the
95 SD/ASPIRE Spring Meeting;
- 96 12. Coordinate, oversee, and preside over training, professional development, and the Conference
97 Committee for SD/ASPIRE State Meetings;
- 98 13. Oversee the editing, printing, and distribution of the South Dakota TRiO Fact Book during **even years**.
99 The SD TRiO Fact Book shall include a summary of information and a one-page TRiO success story
100 for each program in South Dakota. Information shall be collected from Directors and the Department
101 of Education Website and shall include the funding level and cycle, number of participants, and target
102 schools and areas for each program. The data collection shall begin in January, and the South
103 Dakota TRiO Fact Book shall be completed by February 15;
- 104 14. Chair and serve on Regional ASPIRE committees;
- 105 15. Recommend appointment of representatives for Regional ASPIRE or Council for Opportunity in
106 Education (COE) committees;
- 107 16. Compile and submit a roster of South Dakota TRiO personnel to the Regional ASPIRE Membership
108 Chair at the last Regional ASPIRE Executive Board Meeting of the year ordinarily held in December,
109 and report revisions as changes occur. The President shall report changes to the Regional ASPIRE
110 Membership Chair. The roster shall include current employees, position title, address, telephone
111 number, fax number, email address, and ASPIRE Membership status;
- 112 17. Generate revenues for Regional ASPIRE and SD/ASPIRE;
- 113 18. Prepare South Dakota State Reports for Regional ASPIRE Executive Board Meetings;
- 114 19. Attend the COE Policy Seminar in March in Washington, DC. Coordinate the South Dakota ASPIRE
115 Team of TRiO professionals and alumni to communicate budgetary concerns and promote SD TRiO
116 Programs to the South Dakota representatives in the House of Representatives and the Senate; In
117 the event that the President cannot attend the Policy Seminar, and there is no President-Elect at that

118 time, the President will appoint a Past President who is a Regional ASPIRE member still employed in
119 a TRiO Program;

120 20. Appoint a Past President who is a Regional ASPIRE member still employed in a TRiO Program and
121 willing to assume the duties of Secretary/Treasurer if the office is vacated;

122 21. Meet with and act as an advisor to the SD/ASPIRE President Elect to provide training and to deliver all
123 relevant records; and

124 22. Delegate authority when necessary.

125 **D. RESPONSIBILITIES OF PRESIDENT ELECT**

126 In the absence of the President, the President Elect shall serve with the same powers and authority as the
127 President. Duties of the President Elect shall be to:

128 1. Attend the Regional ASPIRE Leadership Training Institute at the Regional ASPIRE Conference, in
129 October of the year when elected as President Elect. Lodging and per diem over and above the cost
130 of attending the Regional ASPIRE Conference shall be paid by SD/ASPIRE;

131 2. Oversee the editing, printing, and distribution of the South Dakota TRiO Fact Book during **odd years**.
132 The SD TRiO Fact Book shall include a summary of information and a one-page TRiO success story
133 for each program in South Dakota. Information shall be collected from Directors and the Department
134 of Education Website and shall include the funding level and cycle, number of participants, and target
135 schools and areas for each program. The data collection shall begin in January, and the South
136 Dakota TRiO Fact Book shall be completed by February 15;

137 3. Attend the ASPIRE Regional Executive Board Meeting with the current President prior to the Regional
138 ASPIRE Conference in the year when assuming the Presidency of the South Dakota Chapter of
139 ASPIRE;

140 4. Attend the COE Policy Seminar with the President in the year before assuming the Presidency, if they
141 can secure funding outside of SD/ASPIRE;

142 5. Develop a budget, in conjunction with the President, to be presented for approval at the State Meeting
143 held in conjunction with the Regional ASPIRE Conference in the year when assuming the Presidency;

144 6. Succeed to the office of President in October of the year following election to the office of President
145 Elect. The President Elect shall assume the presidency for the remainder of the presidential term in
146 the event of the resignation or incapacitation of the President; and

147 7. Assist the President with duties as requested.

148 **E. RESPONSIBILITIES OF PAST PRESIDENT**

149 The Past President shall act as a mentor and advisor to the President, and President Elect.
150 Secretary/Treasurer, and SD/ASPIRE. Duties of the Past President shall be to:

- 151 1. Serve as South Dakota State Development Coordinator to solicit contributions for Regional ASPIRE
152 Fair Share by purchasing an ASPIRE Project Membership, and COE Fair Share by purchasing an
153 Institutional Membership. In the event the Past President is not available to serve as South Dakota
154 State Development Coordinator, the President shall assume the responsibility or appoint a
155 SD/ASPIRE member to carry out the responsibilities;
- 156 2. Serve as SD/ASPIRE Membership Chair to contact South Dakota TRiO Program personnel who are
157 not current members of Regional ASPIRE to join and support the regional and state organizations. In
158 the event the Past President is not available to carry out this responsibility, the President shall assume
159 the responsibility or appoint a SD/ASPIRE member to carry out the responsibility;
- 160 3. Serve as Chair of the New Members Mentoring Committee;
- 161 4. Serve as the South Dakota Representative on the Regional ASPIRE Legislative Advocacy Committee;
- 162 5. Disseminate detailed information on COE and ASPIRE contribution categories and Personal ASPIRE
163 membership to all TRiO personnel in September. Information shall include the cost, whether it is an
164 allowable cost from program funds, and due dates;
- 165 6. Collect and disseminate information on current South Dakota state and national congressional
166 delegates and educational aides to the ASPIRE membership. Information shall include names, office
167 address, telephone number, fax number, and email address;
- 168 7. Chair the Elections Committee and conduct an election of officers by electronic mail if officers are not
169 elected at the State Meeting, typically held in April;
- 170 8. Assume the office of President if vacated and there is not a President Elect to assume the
171 responsibility of the office until the next scheduled election; and
- 172 9. Assist the President with duties as requested.

173 **F. RESPONSIBILITIES OF SECRETARY/TREASURER**

174 The Secretary/Treasurer shall serve as recording Secretary for all SD/ASPIRE Meetings, and shall be
175 responsible for the receipt and expenditures of all funds in accordance with Regional ASPIRE and SD/ASPIRE
176 policies. Duties of the Secretary/Treasurer shall be to:

- 177 1. Record and distribute minutes of all SD/ASPIRE Meetings. Unapproved minutes shall be distributed
178 to members within thirty days of the meeting;
- 179 2. Maintain records of all votes, SD/ASPIRE Meetings, correspondence, and activities;
- 180 3. Maintain a list of South Dakota State Presidents, including the years of their terms of office;
- 181 4. Maintain records, including copies of receipts, of SD/ASPIRE revenue and expenditures, and issue
182 receipts for monies received;
- 183 5. Maintain contact with the Regional ASPIRE Treasurer for the purpose of ensuring accuracy of records
184 of income and expenditures;
- 185 6. Distribute the budget to the membership within thirty days of approval, obtain approval of modifications
186 to the budget between regularly scheduled meetings of SD/ASPIRE by mail, email, or telephone; and
187 provide a written Treasurer's Report for distribution at all SD/ASPIRE Meetings. When an approval or
188 a vote is conducted by mail, email, or telephone, a simple majority vote of SD/ASPIRE members who
189 respond shall prevail; and
- 190 7. Update SD/ASPIRE Operating Guidelines as amended.

191 **ARTICLE III**

192 **MEETINGS**

193 SD/ASPIRE Meetings shall be held twice annually: during the Regional ASPIRE Conference at such time
194 as is scheduled by the Regional ASPIRE Executive Board or Conference Chair, and in the spring, ordinarily in
195 the month of March or April. Additional or special meetings may be held as deemed necessary by the
196 President or by a simple majority vote of the SD/ASPIRE membership.

197 SD/ASPIRE Meetings shall be conducted according to *Robert's Rules of Order*. A quorum shall be
198 defined as thirty-five percent (35%) of the paid membership. SD/ASPIRE members shall have one vote. A
199 simple majority of SD/ASPIRE members present and voting shall prevail. Proxy votes and absentee ballots
200 shall not be recognized.

201 The pre-registration fee for the SD/ASPIRE State Conference shall be \$150 for ASPIRE members and
202 \$250 for Non-ASPIRE members. Registration fees shall be differentiated for pre-registered participants and
203 on-site registrations for both SD/ASPIRE members and for non-members. On-site registration shall be \$175
204 for members and \$275 for non-members. A minimal fee of \$25 will be assessed for cancellations made with
205 less than five working days prior to the conference start date. The Student State Registration Fee shall be \$75
206 with an ASPIRE Student Membership.

207 Officers of SD/ASPIRE and other individuals directly involved with the issue or business to be addressed
208 may meet in Executive Session if the nature of the issue or business requires confidentiality. Executive
209 Sessions shall be closed to the general membership. An Executive Session shall be held only upon a majority
210 vote of the officers present and discussion during the closed meeting is restricted to the purpose specified in
211 the closure motion. Any official action concerning such matters shall be made at an open meeting.

212 **ARTICLE IV**

213 **MEMBERSHIP**

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215 Regional ASPIRE Membership (Professional, Associate, Affiliate and TRiO Program Participant Members)
216 shall constitute membership in SD/ASPIRE and no additional dues shall be assessed. The membership year
217 begins the first day of the Regional ASPIRE Conference and ends the first day of the Regional ASPIRE
218 Conference the following year. SD/ASPIRE membership definition, status, eligibility, rights, and duties shall be
219 as for Regional ASPIRE memberships, except that SD/ASPIRE members shall be employed within the State
220 of South Dakota. Regional Professional ASPIRE Membership shall be required to hold office. The cost of the
221 Regional ASPIRE Membership is \$60 a year.

222 **ARTICLE V**
223 **COMMITTEES**

224 The President shall appoint individuals to chair or serve on special or standing committees as required for
225 the purpose of furthering the mission of Regional ASPIRE and SD/ASPIRE. Each committee chairperson or
226 member shall be a paid member of SD/ASPIRE. Any committee chairperson or member who is not a paid
227 member of SD/ASPIRE shall become a paid member within fifteen days of their appointment or the
228 appointment shall be terminated.

229 SD/ASPIRE Standing Committees shall include, but shall not be limited to, the Elections Committee, TRiO
230 Awareness Day Committee, New Members Mentoring Committee, Media Relations Committee, Spring
231 Conference Committee, and Governmental Relations Committee.

232 **A. ELECTIONS COMMITTEE**

233 The Past President, or President's designee, shall chair the Elections Committee and the President shall
234 appoint two additional members. The committee shall educate SD/ASPIRE members regarding duties,
235 responsibilities, and the importance of offices; secure nominations for the offices of SD/ASPIRE; confirm
236 willingness of nominees to serve; conduct nominations from the floor at the SD/ASPIRE Meeting; prepare the
237 final ballot, supervise the election process, count ballots, and announce election results.

238 **B. TRiO AWARENESS DAY COMMITTEE**

239 The TRiO Awareness Day Committee Chair shall disseminate information about TRiO Day to encourage
240 activities at institutions that host a TRiO Program or Programs, and submit an article to *ASPIRATIONS* on the
241 activities. The Committee Chair shall also coordinate efforts with the President for a statewide TRiO Day
242 event on or around National TRiO Day.

243 **C. NEW MEMBERS MENTORING COMMITTEE**

244 The Past President, or President's designee, shall chair the New Members Mentoring Committee. The
245 New Members Mentoring Committee Chair shall coordinate with the SD/ASPIRE President to identify new
246 personnel in TRiO Programs in South Dakota. The committee shall be responsible for providing an overview
247 of SD/ASPIRE, Regional ASPIRE, and COE; ASPIRE membership; Regional ASPIRE and COE Fair Share;
248 and identifying mentors for new TRiO staff who request them.

249 **D. MEDIA RELATIONS COMMITTEE**

250 The Media Relations Chair shall provide upkeep of the SD/ASPIRE Website and Social Media account,
251 encourage and serve as a resource for the membership to write opinion editorials (Op-Eds), coordinate all

252 publication activities for SD/ASPIRE, solicit articles for *ASPIRATIONS*, and coordinate with the President to
253 ensure that an article on SD/ASPIRE activities is included in each issue of *ASPIRATIONS*. The Media
254 Relations Committee shall develop and submit an ad for the Regional ASPIRE Conference Agenda each year,
255 typically due in June or July

256 **E. SPRING CONFERENCE COMMITTEE**

257 The Spring Conference Committee Chair and members of the committee shall plan all details pertaining to
258 the SD/ASPIRE State and Co-State Conference, typically held in April. The Committee Chair shall coordinate
259 with the President Elect who will be President at the time of the conference.

260 **F. GOVERNMENTAL RELATIONS COMMITTEE**

261 With the assistance of the South Dakota Chapter of ASPIRE President, the Governmental Relations
262 Committee Chair shall coordinate with COE regarding legislative and United States Department of Education
263 actions. The Committee Chair shall provide the membership with a list of contact information for Field
264 Representatives and Aides, identify and cultivate advocates for TRiO, and coordinate monthly contact with
265 Field Representatives and Legislative Aides

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ARTICLE VI
FISCAL POLICIES

269 The SD/ASPIRE Fiscal Year shall be concurrent with that of Regional ASPIRE beginning January 1 and
270 ending December 31.

271 Officers and persons serving as members of committees shall receive no compensation for time or
272 services, but may receive reasonable reimbursement for direct and documented expenses. Requests for
273 reimbursement shall be in accordance with the Regional ASPIRE Bylaws and Operating Guidelines.
274 Reimbursement requests must be submitted within sixty days following the end of the Fiscal Year. The
275 SD/ASPIRE Secretary/Treasurer shall maintain records and documentation of all SD/ASPIRE revenue and
276 expenditures.

277 Expenditures over \$100 other than those in the approved budget shall require approval of SD/ASPIRE
278 members by a simple majority vote. If approval is sought by mail, email, or telephone, a simple majority vote
279 of SD/ASPIRE members who respond by the designated deadline shall prevail.

280 Procedures and guidelines for development and approval of the budget are attached as an addendum to
281 these Operating Guidelines.

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ARTICLE VII
AMENDMENTS

These Operating Guidelines and attached addendum may be amended by a simple majority vote of SD/ASPIRE members at any duly called meeting of SD/ASPIRE.

ADDENDUM TO SD/ASPIRE OPERATING GUIDELINES
Procedures and Guidelines Related to Fiscal Policies

A. PROCEDURES

1. The incoming President each year shall develop a budget to be presented for approval at the State Meeting held in conjunction with the Regional ASPIRE Conference. In the event that a budget is not presented for approval at the State Meeting held in conjunction with the Regional ASPIRE Conference, the incoming President shall develop a budget for approval within thirty days of assuming office.
2. If a budget is not approved at the State Meeting held in conjunction with the Regional ASPIRE Conference, it shall be distributed within thirty days for approval by mail. A simple majority vote of SD/ASPIRE members who respond by the designated deadline shall prevail.
3. The budget shall include an estimate of revenue available and projected expenditures during the Fiscal Year.
4. Expenditures over \$100, other than those in the approved budget, shall require a simple majority vote by the SD/ASPIRE members. If approval is sought by mail, email, or telephone, a simple majority vote of SD/ASPIRE members who respond by the designated deadline shall prevail.
5. Modifications to the budget between regularly scheduled meetings of SD/ASPIRE shall be by mail, email, or telephone conducted by the SD/ASPIRE Secretary/Treasurer. A simple majority vote of SD/ASPIRE members who respond by the designated deadline shall prevail.

B. GUIDELINES

1. Revenue and cash ordinarily shall be obtained from the following sources:
 - a. Balance from the previous year;
 - b. Monies from Regional ASPIRE;
 - c. Registration fees from SD/ASPIRE Conference; and
 - d. Other (such as state fund raisers).

- 313 2. Expenditures ordinarily shall be, but shall not be limited to, the following:
- 314 a. Travel for the South Dakota State President to attend Regional ASPIRE Executive Board
- 315 Meetings, if not paid by Regional ASPIRE;
- 316 b. Travel over and above that provided by Regional ASPIRE for the SD/ASPIRE President to attend
- 317 the COE Policy Seminar every year, and the President Elect or Past President appointed by the
- 318 President to attend if the President cannot attend;
- 319 c. Lodging and per diem over and above the cost of attending the Regional ASPIRE Conference for
- 320 the President Elect to attend the Regional ASPIRE Leadership Development Institute held in
- 321 conjunction with the Regional ASPIRE Conference in the year when elected as President Elect;
- 322 d. Travel for a TRiO Achiever nominated by a South Dakota TRiO Program and selected as a
- 323 Regional TRiO Achiever to attend the Regional ASPIRE Conference to receive the award, if not
- 324 paid by Regional ASPIRE;
- 325 e. Expenses for the annual SD/ASPIRE Conference including, but not limited to, lodging and per
- 326 diem for the Regional ASPIRE President(s) that is invited to attend, expenses to host a reception,
- 327 cost for meeting room(s), cost for speakers who are not employed in a TRiO Program, cost of
- 328 meal(s) and refreshments for breaks, and supplies as needed;
- 329 f. Expenses for Executive Board Meetings as needed;
- 330 g. Expenses for SD/ASPIRE-sponsored TRiO Day activities;
- 331 h. Contributions to COE and Regional ASPIRE;
- 332 i. Cost of full-page ad for the Regional ASPIRE Conference Agenda; and
- 333 j. Operating expenses including printing, postage, supplies, website maintenance, etc.
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- 336 3. Requests and documentation of expenditures (including original receipts) must be approved by both
- 337 the SD/ASPIRE President and Treasurer prior to submitting to the ASPIRE Treasurer for payment. To
- 338 receive reimbursement, requests for reimbursement shall be submitted within sixty days following the
- 339 end of the Fiscal Year.
- 340 4. Travel policies shall be in accordance with the Regional ASPIRE Bylaws and Operating Guidelines.
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- 342 5. SD/ASPIRE funds shall not be used to sponsor the travel of any TRiO Program personnel to attend
343 the Regional ASPIRE Conference or a SD/ASPIRE Meeting. If an individual must attend a conference
344 or meeting to conduct SD/ASPIRE business prior to the beginning of the conference or meeting,
345 SD/ASPIRE may pay lodging and per diem expenses over and above the normal cost to attend the
346 conference or meeting, if not paid by Regional ASPIRE.