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ARTICLE I

NAME

The name of this association shall be The South Dakota Chapter of ASPIRE (hereafter referred to as SD/ASPIRE).

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

61 ballots. This individual and a committee of no fewer than two other SD/ASPIRE members shall count the ballots.
62 A simple majority vote of SD/ASPIRE members who respond within 14 days shall prevail. Results of the election
63 shall be reported to the membership within thirty days. No individual who is a candidate for office shall serve on
64 the election committee or be involved in counting the ballots.

65 **B. VACANCIES**

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

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

74 **C. RESPONSIBILITIES OF PRESIDENT**

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

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

- 90 8. Appoint committee chairs for all SD/ASPIRE Standing and Ad Hoc committees;
- 91 9. Identify and contact new directors in South Dakota, and provide the names to the New Members
- 92 Mentoring Subcommittee Chair. Mentors shall be responsible for providing an overview of SD/ASPIRE,
- 93 Regional ASPIRE, and COE; ASPIRE personal membership; Regional ASPIRE and COE Fair Share;
- 94 and information on specific TRIO Programs as deemed appropriate;
- 95 10. Set the SD/ASPIRE Spring Meeting dates with consideration for dates set in other states so Regional
- 96 ASPIRE President(s) may attend this meeting and invite a Regional ASPIRE President(s) to the
- 97 SD/ASPIRE Spring Meeting;
- 98 11. Coordinate, oversee, and preside over training, professional development, and the Conference
- 99 Committee for SD/ASPIRE State Meetings;
- 100 12. Oversee the editing, printing, and distribution of the South Dakota TRIO Fact Book during **even years**.
- 101 The SD TRIO Fact Book shall include a summary of information and a one-page TRIO success story
- 102 for each program in South Dakota. Information shall be collected from Directors and the Department of
- 103 Education Website and shall include the funding level and cycle, number of participants, and target
- 104 schools and areas for each program. The data collection shall begin in January, and the South Dakota
- 105 TRIO Fact Book shall be completed by February 15;
- 106 13. Chair and serve on Regional ASPIRE committees;
- 107 14. Recommend appointment of representatives for Regional ASPIRE or Council for Opportunity in
- 108 Education (COE) committees;
- 109 15. Compile and submit a roster of South Dakota TRIO personnel to the Regional ASPIRE Membership
- 110 Chair at the last Regional ASPIRE Executive Board Meeting of the year ordinarily held in December,
- 111 and report revisions as changes occur. The President shall report changes to the Regional ASPIRE
- 112 Membership Chair. The roster shall include current employees, position title, address, telephone
- 113 number, fax number, email address, and ASPIRE Membership status;
- 114 16. Generate revenues for Regional ASPIRE and SD/ASPIRE;
- 115 17. Prepare South Dakota State Reports for Regional ASPIRE Executive Board Meetings;
- 116 18. Attend the COE Policy Seminar in March in Washington, DC. Coordinate the South Dakota ASPIRE
- 117 Team of TRIO professionals and alumni to communicate budgetary concerns and promote SD TRIO
- 118 Programs to the South Dakota representatives in the House of Representatives and the Senate; In the

119 event that the President cannot attend the Policy Seminar, and there is no President-Elect at that time,
120 the President will appoint a Past President who is a Regional ASPIRE member still employed in a TRIO
121 Program;

122 19. Appoint a Past President who is a Regional ASPIRE member still employed in a TRIO Program and
123 willing to assume the duties of Secretary/Treasurer if the office is vacated;

124 20. Meet with and act as an advisor to the SD/ASPIRE President Elect to provide training and to deliver all
125 relevant records; and

126 21. Delegate authority when necessary.

127 **D. RESPONSIBILITIES OF PRESIDENT ELECT**

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

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

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

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

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

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

- 146 6. Succeed to the office of President in October of the year following election to the office of President
147 Elect. The President Elect shall assume the presidency for the remainder of the presidential term in the
148 event of the resignation or incapacitation of the President; and
149 7. Assist the President with duties as requested.

150 **E. RESPONSIBILITIES OF PAST PRESIDENT**

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

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

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

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

- 173 1. Record and distribute minutes of all SD/ASPIRE Meetings. Unapproved minutes shall be distributed to
174 members within thirty days of the meeting;

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

187 **ARTICLE III**

188 **MEETINGS**

189 SD/ASPIRE Meetings shall be held twice annually: during the Regional ASPIRE Conference at such time
190 as is scheduled by the Regional ASPIRE Executive Board or Conference Chair, and in the spring at the SD/ND
191 ASPIRE Co-State Conference, ordinarily in the month of March or April. Additional or special meetings may be
192 held as deemed necessary by the President or by a simple majority vote of the SD/ASPIRE membership.

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

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

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

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ARTICLE IV

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MEMBERSHIP

211 Regional ASPIRE Membership (Professional, Associate, Affiliate and TRIO Program Participant Members)
212 shall constitute membership in SD/ASPIRE and no additional dues shall be assessed. The membership year
213 begins the first day of the Regional ASPIRE Conference and ends the first day of the Regional ASPIRE
214 Conference the following year. SD/ASPIRE membership definition, status, eligibility, rights, and duties shall be
215 as for Regional ASPIRE memberships, except that SD/ASPIRE members shall be employed within the State of
216 South Dakota. Regional Professional ASPIRE Membership shall be required to hold office.

217

ARTICLE V

218

COMMITTEES

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

224 SD/ASPIRE Standing Committees shall include, but shall not be limited to: the Elections Committee,
225 Government Relations Committee, Membership Development Committee, Media Relations Committee, Spring
226 Conference Committee, and Social Justice Committee.

A. ELECTIONS COMMITTEE

228 The Past President, or President's designee, shall chair the Elections Committee and the President shall
229 appoint two additional members. The committee shall educate SD/ASPIRE members regarding duties,
230 responsibilities, and the importance of offices; secure nominations for the offices of SD/ASPIRE; confirm

231 willingness of nominees to serve; conduct nominations from the floor at the SD/ASPIRE Meeting; prepare the
232 final ballot, supervise the election process, count ballots, and announce election results.

233 **B. GOVERNMENT RELATIONS COMMITTEE**

234 With the assistance of the South Dakota Chapter of ASPIRE President, the Government Relations
235 Committee Chair shall coordinate with COE regarding legislative and United States Department of Education
236 actions. The Committee Chair shall provide the membership with a list of contact information for Field
237 Representative Aides, identify and cultivate advocates for TRIO, and coordinate monthly contact with Field
238 Representatives and Legislative Aides.

239 **The TRIO Awareness Subcommittee** shall be chaired by the Government Relations Committee Chair. The
240 President shall appoint two additional members. The TRIO Awareness Subcommittee shall disseminate
241 information about First Generation College Student Day and TRIO Day to encourage activities at institutions that
242 host a TRIO Program or Programs, and publicize these activities by submitting summaries and updates to the
243 ASPIRE Public Relations Committee. The Subcommittee shall also coordinate efforts with the President for a
244 statewide TRIO Day event on or around National TRIO Day.

245 **C. MEMBERSHIP DEVELOPMENT COMMITTEE**

246 The Membership Development Chair is responsible for promoting and increasing SD ASPIRE project and
247 individual membership through distribution of membership materials and providing information to new ASPIRE
248 TRIO personnel. The Membership Development Chair shall maintain membership rosters, distribute ASPIRE
249 membership applications, solicit membership from both individuals and programs who have lapsed in
250 membership, and solicit personal donations to ASPIRE.

251 **The New Member Mentoring Subcommittee** shall be chaired by the Past President, or President's
252 designee. The New Members Mentoring Subcommittee Chair shall coordinate with the SD/ASPIRE President to
253 identify new personnel in TRIO Programs in South Dakota. The committee shall be responsible for providing an
254 overview of SD/ASPIRE, Regional ASPIRE, and COE; ASPIRE membership; Regional ASPIRE and COE Fair
255 Share; and identifying mentors for new TRIO staff who request them.

256 **The South Dakota TRIO Alumni Subcommittee** Chair shall coordinate with the ASPIRE Alumni Committee
257 to promote the National TRIO Alumni Society, organize Alumni Societies in the ASPIRE Region, and publicize
258 the purposes of creating Alumni Societies.

259 **D. PUBLIC RELATIONS COMMITTEE**

260 The Public Relations Committee shall be chaired by the President-Elect, or President's designee. The Public
261 Relations Committee shall provide upkeep of the SD/ASPIRE Website and Social Media account(s), encourage
262 and serve as a resource for the membership to write opinion editorials (Op-Eds), coordinate all publication
263 activities for SD/ASPIRE, and coordinate with the ASPIRE Public Relations Committee to publicize the work of
264 SD/ASPIRE. The Public Relations Committee shall develop and submit an ad for the Regional ASPIRE
265 Conference Agenda each year, typically due in June or July.

266 **E. SPRING CONFERENCE COMMITTEE**

267 The Spring Conference Committee Chair and members of the committee shall plan all details pertaining to
268 the SD/ASPIRE State and Co-State Conference, typically held in April. The Committee Chair shall coordinate
269 with the SD ASPIRE President.

270 **F. SOCIAL JUSTICE COMMITTEE**

271 The Social Justice Committee Chair shall represent South Dakota on the ASPIRE Social Justice Committee.
272 The committee is tasked with acting as a resource and advisory committee on various social justice issues facing
273 our students to ASPIRE members. Duties to include, but not limited to: assist with volunteer project at regional
274 annual conference, offer assistance to states who wish to host a volunteer project for their State TRIO Day, offer
275 resources for social justice issues programs to be offered at regional annual conference, and any other duties
276 as designated by the board.

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ARTICLE VI
FISCAL POLICIES

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

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

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

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

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ARTICLE VII
AMENDMENTS

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

297

ADDENDUM TO SD/ASPIRE OPERATING GUIDELINES

298

Procedures and Guidelines Related to Fiscal Policies

299 **A. PROCEDURES**

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

315 **B. GUIDELINES**

- 316 1. Revenue and cash ordinarily shall be obtained from the following sources:
- 317 a. Balance from the previous year;
- 318 b. Monies from Regional ASPIRE;
- 319 c. Registration fees from SD/ASPIRE Conference; and
- 320 d. Other (such as state fund raisers).
- 321
- 322 2. Expenditures ordinarily shall be, but shall not be limited to, the following:
- 323 a. Travel for the South Dakota State President to attend Regional ASPIRE Executive Board Meetings,
- 324 if not paid by Regional ASPIRE;
- 325 b. Travel over and above that provided by Regional ASPIRE for the SD/ASPIRE President to attend
- 326 the COE Policy Seminar every year, and the President Elect or Past President or TRIO Alumni
- 327 appointed by the President to attend if the President cannot attend;
- 328 c. Lodging and per diem over and above the cost of attending the Regional ASPIRE Conference for
- 329 the President Elect to attend the Regional ASPIRE Leadership Development Institute held in
- 330 conjunction with the Regional ASPIRE Conference in the year when elected as President Elect;
- 331 d. Travel for a TRIO Achiever nominated by a South Dakota TRIO Program and selected as a Regional
- 332 TRIO Achiever to attend the Regional ASPIRE Conference to receive the award, if not paid by
- 333 Regional ASPIRE;
- 334 e. Expenses for the annual SD/ND ASPIRE Co-State Conference including, but not limited to, lodging
- 335 and per diem for the Regional ASPIRE President(s) that is invited to attend, expenses to host a
- 336 reception, cost for meeting room(s), cost for speakers who are not employed in a TRIO Program,
- 337 cost of meal(s) and refreshments for breaks, and supplies as needed; Expenses for the SD TRIO
- 338 Achiever and SD Friend of ASPIRE award, to include award plaques, banquet/food, room and travel
- 339 expenses for award recipients.
- 340 f. Expenses for Executive Board Meetings as needed;
- 341 g. Expenses for SD/ASPIRE-sponsored TRIO Day activities;
- 342 h. Contributions to COE and Regional ASPIRE;
- 343 i. Cost of full-page ad for the Regional ASPIRE Conference Agenda; and

- 344 j. Operating expenses including printing, postage, supplies, website maintenance, etc.
345
- 346 3. Requests and documentation of expenditures (including original receipts) must be approved by both the
347 SD/ASPIRE President and Treasurer prior to submitting to the ASPIRE Treasurer for payment. To
348 receive reimbursement, requests for reimbursement shall be submitted within sixty days following the
349 end of the Fiscal Year.
- 350
- 351 4. Travel policies shall be in accordance with the Regional ASPIRE Bylaws and Operating Guidelines.
352
- 353 5. SD/ASPIRE funds shall not be used to sponsor the travel of any TRIO Program personnel to attend the
354 Regional ASPIRE Conference or a SD/ASPIRE Meeting. If an individual must attend a conference or
355 meeting to conduct SD/ASPIRE business prior to the beginning of the conference or meeting,
356 SD/ASPIRE may pay lodging and per diem expenses over and above the normal cost to attend the
357 conference or meeting, if not paid by Regional ASPIRE.