



ASPIRE UTAH OPERATING GUIDELINES

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ASPIRE UTAH
OPERATING GUIDELINES

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ASPIRE UTAH

OPERATING GUIDELINES

1. OVERVIEW

1.1 Purpose

The Operating Guidelines shall describe the policies, procedures, and general practices of ASPIRE Utah.

1.2 Description

The Board of Directors of ASPIRE Utah (hereafter referred to as the Board) may develop such Operating Guidelines as are necessary to ensure the orderly, efficient, and effective operation of ASPIRE Utah. Such Operating Guidelines may include but are not limited to: rules of procedure regarding expenditures, rules of procedure for conducting meetings and business, establishment of specific responsibilities of officers and standing committees, and collection of conference registration fees and other fees as determined by the Board.

1.3 Relationship to Bylaws

The Operating Guidelines shall not conflict with the ASPIRE Utah Bylaws (hereafter referred to as the Bylaws) or with decisions, actions, or policies established by the membership as a whole. The Operating Guidelines shall be in addition to and not part of the Bylaws.

1.4 Amendments

The Operating Guidelines may be amended by a majority vote of the Board present and voting at any regular or special meeting of the Board, except that amendments may not conflict with the Bylaws or decisions, actions or policies established by the membership as a whole.

Date of Board approval of a rule or amendment is identified [month/year] and shall be inserted at the end of a paragraph or item when amended, e.g. [04/10].

1.5 Waiver of Guidelines

Specific Operating Guidelines may be waived for a specific period of time by a majority vote of the Board at any regular or special meeting of the Board, except that such waiver may not conflict with the Bylaws or decisions, actions or policies established by the membership as a whole.

1.6 Incorporation

[Reserved]

2. BOARD OF DIRECTORS

Per Article V, Section 2 of the ASPIRE Utah Bylaws, the Board shall be comprised of the President, President Elect OR Immediate Past President, Secretary and Treasurer.

Article V, Section 8 of the ASPIRE Utah Bylaws defines a quorum for the Board. Votes by the Board shall be conducted by the President. Votes may be taken by phone, fax, electronic mail, or in meetings as necessary to serve the needs of ASPIRE Utah. The President shall have a vote in all matters before the Board.

The Board shall be responsible to:

- a. Develop and maintain policies and procedures relevant to fiscal matters of ASPIRE Utah;
- b. Develop and maintain policies and procedures relevant to other activities or concerns of ASPIRE Utah;
- c. Represent the interests of ASPIRE Utah and the members of the organization between meetings of the full membership;
- d. Communicate with members of ASPIRE Utah regarding issues relevant to the members, which may include state, regional, and national issues.

3. OFFICERS

3.1 President

Article VI, Section 1 of the ASPIRE Utah Bylaws defines the position of President.

Specific duties of the President:

- a. Set and preside over all Board and business meetings of the membership of ASPIRE Utah;
- b. Make appointments to standing committees, ad hoc committees, and task forces;
- c. Ex-officio member, without vote, of all committees and task forces;
- d. Represent ASPIRE Utah members between meetings of ASPIRE Utah as a whole;
- e. Represent Utah on the Board of Directors of ASPIRE, Inc. and assume such duties and responsibilities as required by the Bylaws and Operating Guidelines of ASPIRE, Inc.;
- f. Communicate with each project within the state on a regular and frequent basis;
- g. Oversee the budget of ASPIRE Utah and approve all expenditures;
- h. Mentor and prepare the President Elect to assume the office of President;
- i. Transfer relevant records and files to the incoming President.

3.2 President Elect

Article VI, Section 2 of the ASPIRE Utah Bylaws defines the position of President Elect.

The President Elect shall succeed to the office of President in October of the year following election to the office of President Elect.

Specific duties of the President Elect:

- a. Serve with the same powers and authority as the President in the absence of the President;
- b. Attend and participate in Board meetings of ASPIRE Utah;
- c. Represent ASPIRE Utah on the Board of Directors of ASPIRE, Inc. in the absence of the ASPIRE Utah President;
- d. Assist the ASPIRE Utah President as necessary.

3.3 Immediate Past President

Article VI, Section 3 of the ASPIRE Utah Bylaws defines the position of Immediate Past President.

Specific duties of the Immediate Past President:

- a. Serve as an advisor and mentor to the President, the President Elect, and the Board on issues related to ASPIRE Utah, ASPIRE, Inc., and TRIO;
- b. Attend and participate in Board meetings of ASPIRE Utah;
- c. Responsible for assuring that Utah programs achieve the Fair Share objective for ASPIRE, Inc. and COE.

3.4 Secretary

Article VI, Section 4 of the ASPIRE Utah Bylaws defines the position of Secretary.

Specific duties of the Secretary:

- a. Attend and participate in Board meetings of ASPIRE Utah;
- b. Record and distribute minutes of all ASPIRE Utah business meetings of the membership;
- c. Record and distribute minutes of all ASPIRE Utah Board meetings;
- d. Maintain records of ASPIRE Utah correspondence and activities;
- e. Annually, prior to the fall business meeting of the membership, distribute ASPIRE Utah Bylaws and Operating Guidelines electronically to the members;
- f. Maintain and update ASPIRE Utah Bylaws and Operating Guidelines as these documents are amended;
- g. Distribute amended ASPIRE Utah Bylaws to the members within 60 days of amendment;
- h. Maintain and distribute a current directory of TRIO projects in the state including current employees, positions, and contact information (address, phone, email).

3.5 Treasurer

Article VI, Section 5 of the ASPIRE Utah Bylaws defines the position of Treasurer.

Specific duties of the Treasurer:

- a. Attend and participate in Board meetings of ASPIRE Utah;
- b. Maintain contact with the ASPIRE, Inc. Treasurer for the purpose of assuring consistent and accurate records of income, expenditure and membership which are processed through ASPIRE, Inc.;
- c. Verify approval of the ASPIRE Utah President for disbursement of all ASPIRE Utah funds in compliance with ASPIRE Utah and ASPIRE, Inc. policies;
- d. Maintain records of all ASPIRE Utah income and expenditures;
- e. Prior to business meetings and elections, verify ASPIRE, Inc. membership status for voting eligibility
- f. Prepare a draft budget for approval by the membership at the fall business meeting;
- g. Prepare and present a financial statement showing income and expenditures at spring and fall business meetings;
- h. Prepare and file such reports or documents as may be required by the State of Utah or the IRS.

3.6 Vacancies

Article VI, Section 2 of the ASPIRE Utah Bylaws defines the procedure to fill the vacancy in event the President is unable to complete his/her term of office.

In the event the President Elect is unable to complete his/her term of office, the President shall appoint an ASPIRE Utah member to assume the duties of the President Elect for the remainder of the term. The appointee shall be employed in a TRIO/EOP program in Utah and shall be a Professional member. Such appointee shall not automatically succeed to the office of President and the office of President shall be added to the ballot for the year in which the President Elect shall have succeeded to the office of President.

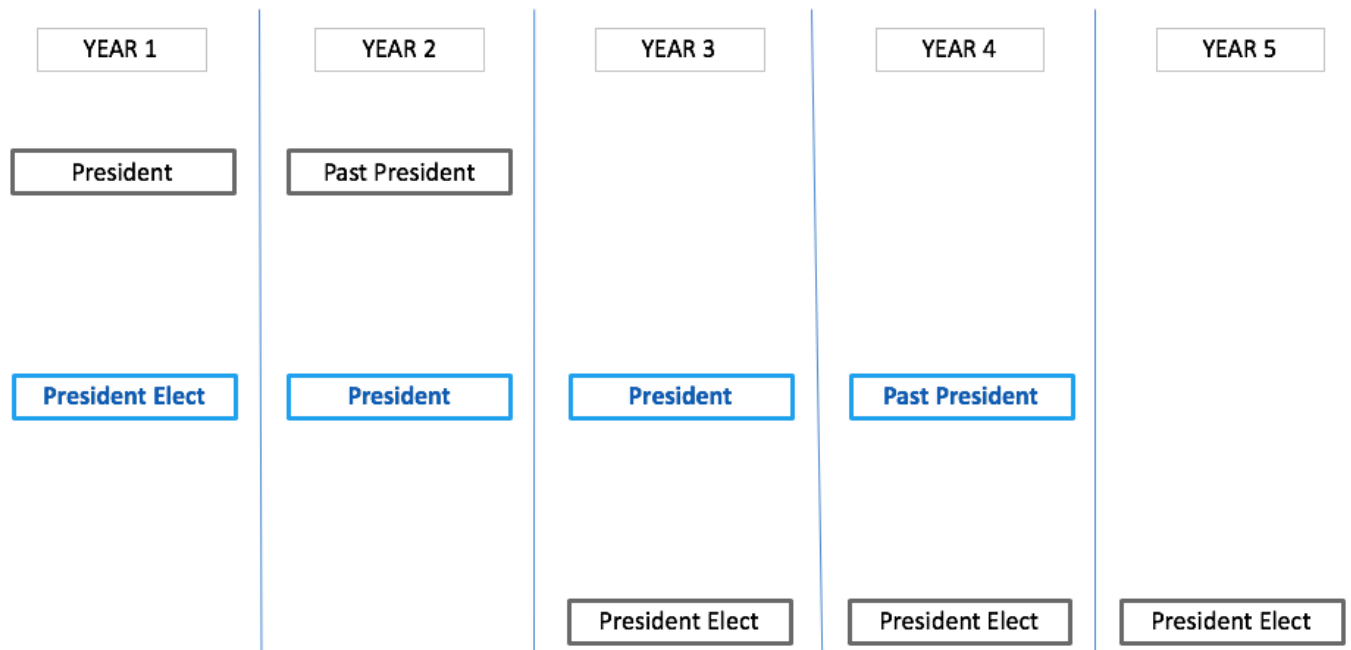
In the event the Immediate Past President is unable to complete his/her term of office, the President shall appoint a former President of ASPIRE Utah to fulfill the responsibilities of the Immediate Past President for the remainder of the term. The appointee shall be employed in a TRIO/EOP program in Utah and shall be a Professional member.

In the event that the Secretary or the Treasurer is unable to complete his/her term of office, the President shall appoint an ASPIRE Utah member to assume the duties of the office for the remainder of the term. The appointee shall be employed in a TRIO/EOP program in Utah and shall be a Professional member.

3.7 Rotation of Presidential term

The “Presidential term” will last four years total. This term will include one year serving as president elect, two years serving as president and one year serving as immediate past president. The duties of each office are described in articles 3.1, 3.2 and 3.3 respectively. The commitment cycle can be seen in the image below.

UTAH ASPIRE PRESIDENT FOUR-YEAR COMMITMENT CYCLE



4. ELECTIONS

Elections for ASPIRE Utah Officers shall be conducted according to Article V, Section 5 of the ASPIRE Utah Bylaws at a business meeting of the membership during the annual ASPIRE Utah spring conference.

Article IV, Section 1(b), 2(b), 3(b) defines voting eligibility and eligibility to hold office.

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

Voting members are defined in Article IV of the Bylaws. Prior to the meeting during which elections will be held, the Treasurer shall request a list of current ASPIRE, Inc. membership and membership status in order to verify eligibility to vote and to run for office

5. MEMBERSHIP

Membership in ASPIRE Utah is defined in Article IV of the ASPIRE Utah Bylaws.

In the event that ASPIRE, Inc. changes its membership fee rebate structure, the ASPIRE Utah Board shall establish appropriate fees.

6. BUSINESS MEETINGS OF THE MEMBERSHIP

Article IV, Section 5 of the ASPIRE Utah Bylaws defines the time and conduct of business meetings of the membership.

At each business meeting of the membership, the President shall appoint a Parliamentarian to advise the President and members regarding parliamentary procedure and actions as they pertain to the ASPIRE Utah Bylaws, the Operating Guidelines, and Robert's Rules of Order.

7. FINANCE AND BUDGET

ASPIRE Utah funds shall be held by ASPIRE, Inc. and disbursed under the same guidelines and procedures as ASPIRE, Inc. except that approval for disbursement is by the ASPIRE Utah President as verified by the ASPIRE Utah Treasurer.

In the event that ASPIRE Utah incorporates as a separate entity; the Board shall establish appropriate fiscal procedures in accordance with Utah law.

At the annual fall business meeting of the membership, the ASPIRE Utah Treasurer shall present for approval an estimated budget for the following year. In preparation for the development of the budget, the ASPIRE Utah Treasurer shall request that the Board and Committee Chairpersons provide estimates of expenses for the following year.

8. CONFERENCES AND WORKSHOPS

ASPIRE Utah may sponsor conferences, seminars, and workshops for the professional development of members, other professionals, and TRIO participants.

Conference or workshop fees shall be determined by the Board in consultation with the Conference Committee.

9. COMMITTEES

The President shall establish committees, including task forces, as are necessary for the purpose of furthering the goals of ASPIRE Utah. Committees or specific committee members may have

responsibilities related to ASPIRE Utah only or may have membership in and responsibility to similar committees established by ASPIRE, Inc. and the Council for Opportunity in Education (COE).

Each committee shall provide for its own organization and rules of procedure unless specified in these Operating Guidelines, by the Board, or by the vote of a majority of the membership. Rules of procedure that are developed for specific committees may be incorporated into these Operating Guidelines by the Board.

Qualifications of Committee and Task Force Chairpersons are defined in Article VII of the ASPIRE Utah Bylaws.

Responsibilities of Committee and Task Force Chairpersons:

- a. Conduct the business of the committee as charged;
- b. Communicate with committee members and the ASPIRE Utah President and other persons as may be necessary to achieve the purposes of the committee;
- c. Submit a budget request to ASPIRE Utah Treasurer as requested by the Treasurer prior to the fall business meeting of the membership for inclusion in draft budget;
- d. Report on the committee progress at each business meeting of ASPIRE Utah.

Committees and task forces, such as the following, may be established:

- Membership committee: Responsible for promoting membership and participation in ASPIRE, Inc. and ASPIRE Utah;
- Professional Development committee: Responsible for planning professional development activities which may include conferences, workshops, consultations, peer review, mentoring, etc., for the benefit of the members;
- Fair Share committee: Responsible for assuring that Utah programs achieve the fair share objectives for ASPIRE, Inc. and COE;
- TRIO Achiever committee: Responsible for identifying and coordinating TRIO Achievers to be recognized by ASPIRE Utah, ASPIRE, Inc., and/or COE;
- TRIO Day committee: Responsible for developing and coordinating TRIO Day activities in the State of Utah;
- Governmental Relations committee: Responsible for tracking progress and disseminating information regarding federal and state legislation relevant to TRIO and for developing and coordinating responses to issues;
- ASPIRE Utah Scholarship committee: Responsible to distribute scholarship application and qualifications materials and for selecting scholarship recipients;
- TRIO Participant Conferences and Workshops committee: Responsible for planning and implementing conferences and workshops for participants in TRIO programs.
- Utah TRIO Fact Book committee: Compile and print highlighted facts about each Utah TRIO program including outcomes, student stories illustrating the impact of the programs, and statewide statistics on funding. The Fact Book is to be completed in time to give to Utah congressional delegation during Policy in March.
- Alumni Committee: Promotes the organization of Alumni Society in Utah ASPIRE and coordinates with the Region ASPIRE and COE Alumni Society Chapters

9.1 ASPIRE Utah Conference Planning Committee

Under the direction of the Board, the Conference Committee plans, implements, and evaluates the ASPIRE Utah Annual Conference. The Conference Committee Chair will oversee the state conference and utilize subcommittees to organize and carry out the conference. Only the sitting ASPIRE Utah President has contractually obligating, signatory authority. Should any person enter into a contract without written authorization from the ASPIRE Utah President, that person is liable for all costs that exceed the amount of the approved budget.

Subcommittees report regularly to the Conference Committee Chair and coordinate with each other. Subcommittees may include but are not limited to the following:

Agenda Subcommittee
Logistics Subcommittee
Registration Subcommittee
Corporate Development Subcommittee

Site Selection

- 1) The Annual ASPIRE Utah Conference shall rotate among the institutions in Utah:

ASPIRE Utah State Conference

Year	Host	Year	Host
2037	UVU	2023	SLCC
2036	WSU	2022	DSU
2035	SUU	2021	UVU
2034	USU Eastern	2020	WSU
2033	U of U	2019	Snow
2032	USU	2018	WSU
2031	SLCC	2017	SUU
2030	UTU	2016	USU Eastern
2029	UVU	2015	U of U
2028	WSU	2014	USU
2027	SUU	2013	UVU
2026	USU Eastern	2012	SUU
2025	U of U	2011	WSU
2024	USU	2010	Snow

Youth Leadership Conference

Year	Host	Year	Host
2036	SUU	2025	UTU
2035	U of U	2024	UVU (cancelled)
2034	SLCC	2023	WSU

2033	UTU	2022	Snow
2032	UVU	2021	None - Covid
2031	WSU	2020	SLCC
2030	Snow	2019	USU Eastern
2029	USU Eastern	2018	SUU
2028	SUU	2017	WSU
2027	U of U	2016	U of U
2026	SLCC	2015	UVU

- 1) Because the Annual Conference is our state professional development opportunity and a significant source of income for our state organization, the Board has ultimate responsibility to select a site and facility in the city of the hosting institution that best serves the needs of the entire state.
- 2) The hosting institution shall submit at least one proposed conference site to the Board no later than October of the year preceding the conference. The facility must meet the following criteria:
 - a. The facility must be in compliance with the Americans with Disabilities Act and must provide necessary accommodations.
 - b. The facility must be able to accommodate up to 75 rooms.
 - c. The facility must have one ballroom that will hold a minimum of 80 people seated at rounds, and at least 4 break out rooms that will seat 20 people seated in theater or classroom style.

Registration Fees

- 1) Registration fees will be charged to cover the costs of conference facilities, speakers, supplies, and etc. The Board has the authority to set such registration fees as are determined necessary.
- 2) Until the Board determines that it is necessary to revise registration fees, YLC fees will be \$50 and state conference registration fees shall be as follows:

Registration Type	Early Bird Registration	Regular Registration
ASPIRE Member	\$199	\$225
Non-ASPIRE member	\$310	\$335

- 3) Meals Only fees or One Day Registration fees will be based on fair market Price and recommended by the Conference Chair to the Board for approval.
- 4) Registration fees will not be waived, nor will special consideration fees be approved, except as otherwise specified in the Operating Guidelines, without the approval of the Conference Chair and Board.
- 5) Registration fees paid in advance are refundable less a processing charge of \$50 if notice of cancellation is received 2 weeks prior to the conference. Requests for refunds after that date will not be considered.

Conference Guests and Presenters

- 1) Conference fees may be waived for special guests and guest presenters at the discretion of the Conference Chair.
- 2) A list of the waived registration fees will be given to the Treasurer and the Registration Subcommittee Chair prior to the conference.
- 3) ASPIRE Region President or Representative: ASPIRE Utah will provide lodging and per diem, no registration fee charged.
- 4) No honorarium is paid to TRIO/EOP or ASPIRE personnel for workshop presentations. Registration fees are not waived for TRIO/EOP or ASPIRE presenters.
- 5) Special guests at luncheon or banquets must be pre-approved by the Board and may include only the following:
 - a. TRIO Achievers and one guest
 - b. Legislative aides, elected officials, or College presidents.
- 6) Credit for complimentary hotel rooms should be utilized for the cost of the rooms for which ASPIRE Utah must absorb the expenses, such as ASPIRE Regional President.

Conference Agenda Ads

- 1) Ads may be sold to underwrite printing of the conference agenda at the following rates for camera ready copy:

	ASPIRE Member	Non-ASPIRE Member
Full Page Ad	\$20	\$25
Half Page Ad	\$15	\$20

- 2) Additional fees will be charged to the purchaser for any additional costs incurred by the state association for inclusion of the ad as determined by the Conference Chair.
- 3) Each institution is responsible for selling at least one page of ads each year.
- 4) The Board Members will personally contribute to buy a one-page ad.
- 5) Vendors, travel agencies, or other organizations which provide special consideration to ASPIRE Utah, i.e. donated goods for fund raising, may be provided a free add of not more than one page in the agenda at the discretion of the Conference Chair.
- 6) The Treasurer shall prepare, send, and monitor all unpaid ads and other bills for the State Conference in accordance with the Operating Guidelines.

Post-Conference Reporting

The Conference Chair shall prepare a detailed report for submission to the ASPIRE Utah President no later than 45 days following the end of the conference. The report shall include the following information:

- Number of people in attendance, broken down by ASPIRE membership
- Itemized Budget of expenditures and revenue
- Conference evaluation results
- Suggestions or recommendations for future conferences.

APPENDIX A

ASPIRE Utah – Installation of Officers Participants:

Installing Officer, President, President Elect, Past President, Secretary, Treasurer
The installing officer must be an ASPIRE Utah Past President.

INSTALLATION CEREMONY:

Installing Officer:

Will the retiring Board of Directors members please stand?

Today marks the end of your immediate service to ASPIRE Utah. I am happy to speak for the membership to acknowledge publicly our appreciation of your services during the past year (applause). Please be seated.

Installing Officer (to new Board of Directors members):

Will the new Board of Directors members please come forward?

You have been chosen by the membership to assume leadership in ASPIRE Utah. Thank you for your commitment to the goals of ASPIRE Utah and for your willingness to serve.

Installing Officer:

Will the treasurer please step forward?

Your newly elected treasurer is _____ (give name).

As treasurer, your responsibilities will include: maintaining records of all ASPIRE Utah income and expenditures, maintaining contact with the ASPIRE, Inc. Treasurer, attending and participating in the Board meetings of ASPIRE Utah, and additional duties as assigned by the Board of Directors.

Do you, _____, promise to fulfill the duties of this office as charged?

Treasurer:

I do.

Installing Officer:

Will the secretary please step forward?

Your newly elected secretary is _____ (give name).

As secretary, your responsibilities will include: taking minutes at all business and Board meetings, submitting minutes in written form for approval by the Board and distribution to the members, keeping the ASPIRE Utah membership directory up to date, and additional duties as assigned by the Board of Directors.

Do you, _____, promise to fulfill the duties of this office as charged?

Secretary:

I do.

Installing Officer:

Will the Past President please step forward?

Your Past President is _____ (give name).

As Past President, your responsibilities will include: assisting the President as needed; in the absence of both the President and President Elect, performing the duties of the President; acting as Fair Share coordinator; and additional duties as assigned by the Board of Directors.

Do you, _____, promise to fulfill the duties of this office as charged?

Past President:

I do.

Installing Officer:

Will the President Elect please step forward?

Your new President Elect is _____ (give name).

As President Elect, your responsibilities will include: assisting the President; preparing for your term of office; in the absence of the President, performing the duties of the President; overseeing professional development at ASPIRE Utah State Conferences, and additional duties as assigned by the Board of Directors.

Do you, _____, promise to fulfill the duties of this office as charged?

President Elect:

I do.

Installing Officer:

Will the President please step forward?

Your new President is _____ (give name).

As President, your duties will include: setting and presiding over all Board and business meetings of the membership of ASPIRE Utah; making appointments to standing committees, ad hoc committees and task forces and be an ex-officio member of all state committees and task forces; mentoring and preparing the President Elect to assume the office of President; representing Utah on the Board of Directors of ASPIRE, Inc.; and assuming such duties and responsibilities as required by the Bylaws and Operating Guidelines of ASPIRE, Inc.

Do you, _____, promise to fulfill the duties of this office as charged?

President:

I do.

Installing Officer (to all new Board members):

New Board Members, you are now charged with the task of carrying forward the duties of your offices; of giving interpretation to the objectives and programs of ASPIRE Utah; of meeting new challenges; and of planning new undertakings for greater achievements of ASPIRE Utah.

Will you, the new Board of Directors, please repeat after me the pledge of your offices?

"We, the Board of Directors of ASPIRE Utah, acknowledge the honor and the opportunity for service bestowed upon us in the offices we now assume. We pledge to remain committed to advancing the goals and mission of ASPIRE Utah."

Board Members Repeat Above

Installing Officer (to all ASPIRE Utah members): ASPIRE Utah members, please rise.

Members, this is our Board of Directors for _____ (year). They have pledged their services and their loyalty to us. Will all ASPIRE members pledge your support to their efforts by repeating after me:

"We pledge to our Board of Directors our loyalty and support, and we, as members, will give of our time, talent, and resources to support the goals of ASPIRE Utah."

Thank you. Please be seated.

Installing Officer:

As the Installing Officer, I now declare these persons to be duly installed officers of ASPIRE Utah for _____ (year). Please join me in congratulating our new Board of Directors.