



OPERATING GUIDELINES
ADOPTED
JANUARY 2012

ASPIRE, INC.
OPERATING GUIDELINES

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1. OVERVIEW

1.1 Purpose

The Operating Guidelines shall describe the policies, procedures, and general practices of ASPIRE, INC. (hereafter referred to as ASPIRE).

1.2 Description

The Board of Directors of ASPIRE (hereafter referred to as the Board) may develop such Operating Guidelines as are necessary to ensure the orderly, efficient, and effective operation of ASPIRE. 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 collection of membership fees, conference registration fees, etc.

1.3 Relationship to Bylaws

The Operating Guidelines shall not conflict with the ASPIRE, INC. 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

As specified in Section 6.7 of the Bylaws (Board of Directors, Board Quorum), 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 (when known) 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. [10/93]

1.5 Waiver of Guidelines

Specific 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

ASPIRE is incorporated in the state of North Dakota. [05/08]

The Registered Agent for ASPIRE is: [01/11]

Lori Larson
625 Booth Ave PO Box 341
Larimore, ND 58251



2. BOARD OF DIRECTORS

2.1 General

2.1.1 Authority

As specified in Section 6.1 (Board of Directors, General Authority) of the Bylaws, the Board has the authority to conduct the affairs of ASPIRE between meetings of the membership.

As specified in Section 6.2.1 (Board of Directors, Board Composition, Composition) of the Bylaws, the Board of Directors shall be composed of eleven members including: the officers: the President, President Elect, Past President, Secretary, Treasurer; and other Board members: the State Presidents from Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming.

Board members shall be Professional members of ASPIRE and in good standing during the membership year in which they are elected and during the membership year(s) of their term(s) in office.

Actions of the Board must be within the provisions of the Bylaws and not conflict with decisions, actions, or policies established by the membership as a whole.

The Board members, collectively and individually, are responsible for all policy made and action taken by the Board.

2.1.2 Terms of Office

Officers shall be elected and vacancies filled in accordance with Section 6.2.2 (Board of Directors, Board Composition, Vacancy) and 6.3.1 (Board of Directors, Board Elections, Election Process) of the Bylaws. Terms of office for Board Officers are specified in Section 6.3.2 (Board of Directors, Board Elections, Terms of Office) of the Bylaws.

The President shall preside for one year or until such time as the President Elect shall succeed to the office of President. One individual may not hold the office of President for more than two consecutive terms.

The President Elect shall serve in this position for a term of one year. The President Elect shall succeed to the office of President of ASPIRE the year following his/her election as President Elect.

The Secretary shall serve for a term of two years. One individual may not hold the office of Secretary for more than two consecutive terms.



The Treasurer shall serve for a term of two ASPIRE fiscal years. One individual may not hold the office of Treasurer for more than two consecutive terms.

State Presidents shall be selected at such time and place as determined by the state association, except that the term of office as a member of the ASPIRE Board must run concurrent with that of the ASPIRE Officers.

No person shall be a regional ASPIRE officer and State President concurrently.

2.1.3 Vacancies

In the absence of the President, the President Elect shall serve with the same powers and authority as the President. The President Elect will assume the Presidency for the remainder of the Presidential term in the event of the resignation or incapacitation of the President.

In the event of a vacancy in the position of President Elect or Past President, the Board shall appoint a former President of ASPIRE to serve the duration of the one year un-expired term. The former President must be employed in a TRIO/EOP program in the ASPIRE region and must be a Professional member of ASPIRE. In the event there is not a former President willing to assume the duties of the position, a former Board member shall be appointed.

In the event that the President Elect is unable to complete his/her term of office, the office of President shall be added to the ballot for the elections for the year in which the President Elect should have succeeded to the office of President and a President shall be elected for that one year term.

Any Board member who moves out of the ASPIRE region or is no longer employed in a TRIO/EOP program, or is on a leave of absence from employment with a TRIO/EOP program, must resign from the ASPIRE board in writing, within 30 days. [05/11]

2.1.4 Board Meeting Attendance

Each Board member is required to attend each ASPIRE Board meeting. State Presidents shall notify the ASPIRE President that he/she is sending a representative from their state who is not currently on the Board for meetings from which he/she will be absent. The President, Past President, and President Elect are required to attend each COE Board meeting. [05/11]

After one non-emergency absence from any Board meeting, the Board may request the member's resignation and fill the vacancy according to such procedures as specified in Section 6.2.2 (Board of Directors, Board Composition, Vacancy) of the Bylaws.



If a member is unable to fulfill the necessary duties, it is the responsibility of this member to discuss the situation with the ASPIRE President, whereby alternate arrangements, or resignation, will be arranged.

2.1.5 Parliamentarian

The Parliamentarian shall:

- Be appointed by the President and approved by the Board;
- Be a Board member or a former Board member who is otherwise attending the Board meeting;
- If a Board member, retain the right to vote;
- Provide training for Board members regarding basic rules of parliamentary procedure;
- Advise the President and Board members on actions as they pertain to the Bylaws, the Operating Guidelines, and Robert's Rules of Order.

2.1.6 Board Manual

The President Elect shall prepare a Board Manual for the incoming Board to be issued to each Board member. It should be noted that an electronic form of a manual, such as a CD or flash drive compilation, is an acceptable format. [05/11]

The Manual shall contain:

- current Bylaws and Operating Guidelines,
- minutes of Board meetings over the past two years,
- condensed Robert's Rules,
- copies of forms,
- account codes
- other documents as appropriate.

Outgoing Board members are responsible to deliver additional documents pertinent to the position to the new Board member in that position.

2.2 President

2.2.1 Authority

The President shall:

- Be the chief elected officer of ASPIRE;
- Preside at all general membership meetings of ASPIRE;
- Be the Chairperson of the Board and shall preside at all meetings of the Board;
- Make all special and/or standing committee appointments, with the advice and consent of the Board;



- Represent ASPIRE in all matters pertaining to ASPIRE between meetings of the membership and between meetings of the Board;
- Delegate such authority when necessary.

2.2.2 Responsibilities

The President shall have the following duties and responsibilities:

- Represent ASPIRE on the Council for Opportunity in Education (COE) Board of Directors and report to the regional Board regarding business and issues of the Council;
- Schedule and set agendas for Board meetings;
- Serve as Chair and voting member of the Personnel Committee (when active);
- Serve as voting member of the Finance Committee;
- Serve as ex-officio member of all other committees;
- Supervise all committee chairpersons; [5/12]
- Supervise, when active, the ASPIRE Training Institute as delineated in the ASPIRE Personnel Policies section of the Operating Guidelines;
- Appoint a Parliamentarian;
- Appoint one State President to serve on the Finance Committee;
- Appoint one ASPIRE member to serve as Archivist [05/11];
- Solicit budget requests from officers and committee chairs and develop the budget with the Finance Committee for the following fiscal year for approval at the first Board meeting of the fiscal year as specified in Section 11.2 (Finance and Budget Policy, Annual Budget and Budget Process) of the Operating Guidelines;
- Oversee the budget of ASPIRE and approve expenditures which are above ten percent (10%) of the budgeted items;
- At the request of a State President, represent ASPIRE at the State Association Meetings (see Operating Guidelines, Section 11.6, Travel Policy);
- Maintain communication with Board members;
- Collect committee reports for Board meetings and the Annual Report;
- Arrange leadership training at Board meetings, if desired;
- Submit items required for the annual audit as requested by the auditor and the Registered Agent;
- Prepare an Annual Report of ASPIRE for presentation to the membership at the Annual Meeting;
- Convene a meeting of Past Presidents at the Annual Conference for the purposes of raising funds for ASPIRE and soliciting feedback regarding ASPIRE initiatives.



2.3 President Elect

2.3.1 Authority

The President Elect shall:

- Serve with the same powers as the President in the absence of the President;
- Assume the Presidency for the remainder of the Presidential term in the event of the resignation or incapacitation of the President;
- Succeed to the office of President the year following his/her election as President Elect;
- Assist the President as needed.

2.3.2 Responsibilities

The President Elect shall have the following duties and responsibilities:

- Represent ASPIRE on the COE Board of Directors;
- Chair the Strategic Planning Committee, serve as a voting member of the Finance Committee;
- Serve on ASPIRE committees as appropriate; [5/12]
- At the request of a State President, represent ASPIRE at State Association Meetings of ASPIRE;
- Assist the President to prepare an Annual Report of ASPIRE for presentation to membership at the Annual Meeting;
- Select and present an award or gift of appreciation to the outgoing President at Annual Banquet;
- Select, in advance, committee chairpersons to serve during his/her term of office;
- Facilitate the passing down of committee materials when a new chair takes over a committee. The materials should include a committee description, current Bylaws and Operating Guidelines, copies of forms, information and advice from the outgoing committee chair;
- Prepare a Board Manual (Operating Guidelines, Section 2.1.6) for new Board members;
- Completes revisions to the ASPIRE Bylaws and Operating Guidelines;
- Reviews Bylaws for necessary changes; proposes amendments for consideration by Board and membership;
- Reviews Operating Guidelines for internal consistency, compliance with Bylaws, and other beneficial changes; proposes amendments for consideration by the Board;
- Reviews minutes of Board meetings to determine if policy or procedural decisions of the Board should be included in the Operating Guidelines;
- Incorporates approved amendments into printed version of Operating Guidelines prior to next regularly scheduled Board meeting;



- Updates the Bylaws and Operating Guidelines following the annual Conference and transfers revised Bylaws and Operating Guidelines (and computer disks) to the next Past President by November 15; [1/97]
- Posts updated Bylaws on the website as amended;
- Sends updated Operating Guidelines to Board Members as amended

2.4 Past President

2.4.1 Authority

The President shall succeed to the office of Past President at the end of the term as President.

The Past President shall act as an advisor and mentor to the President, President Elect and Board on issues related to ASPIRE and COE.

2.4.2 Responsibilities

The Past President shall have the following duties and responsibilities:

- Represent ASPIRE on the COE Board of Directors;
- Chair the Bylaws and Operating Guidelines Committee;
- Serve as a voting member of the Finance and Personnel Committee;
- Serve on ASPIRE committees as appropriate;
- Organize ASPIRE past presidents for the purpose of mentoring and other special projects, such as fund raising activities, for ASPIRE;
- Serve as liaison with other TRIO Associations;
- In cooperation with Treasurer, assure initiation and completion of bi-annual audit [5/11];
- At the request of a State President, represent ASPIRE at state association meetings of ASPIRE;
- As former Past President, serve on Disciplinary Appeal for Board Officers (Operating Guidelines, Section 2.8), if requested.

2.5 Secretary

2.5.1 Authority

The Secretary shall serve as recording secretary for all Board meetings and business meetings of the general membership.

2.5.2 Responsibilities

The Secretary shall have the following duties and responsibilities:

- Record minutes of Board meetings. Disseminate unapproved Board meeting minutes to Board members within one month of the Board meeting.



- Board minutes are corrected and approved by the Board at the following Board meeting or via e-business. Post approved minutes on the ASPIRE website within one month of Board approval.
- Prepare an “Action List” and distribute to Board Members following each meeting;
- Deposit any Board meeting Executive Session minutes with the ASPIRE attorney as specified in Operating Guidelines, Section 3.4 (Board Meetings, Executive Session);
- Record and disseminate minutes of business meetings of the general membership;
- Prepare a roster of Board members;
- Prepare new letterhead and distribute following each year’s elections;
- Maintain a list of Past Presidents;
- At the end of term of office, submit a file of approved minutes (electronically and hard copy) to new Secretary and to the Archivist;
- Chair and/or serve on ASPIRE committees, as appropriate.

2.6 Treasurer

2.6.1 Authority

The Treasurer shall be responsible for the receipt and expenditure of all funds in accordance with such policies as are established by the Bylaws, Operating Guidelines, and the Board.

2.6.2 Responsibility

The Treasurer shall have the following duties and responsibilities:

- Maintain appropriate and adequate financial records and be prepared at any time to surrender such records and moneys to the Board within thirty (30) days of formal notice;
- Transfer savings and checking account signature authority to new Board officers within one month of elections;
- Obtain credit cards as specified in Operating Guidelines, Section 11.4 (Finance and Budget Policy, Credit Cards).
- Records will be made available to the succeeding Treasurer at the conclusion of the winter Board meeting and will be transferred to the succeeding Treasurer when no longer needed for audit purposes by the outgoing Treasurer.
- Records all incoming moneys including conference registration fees, donations, membership fees, etc., as well as any State Association moneys held by ASPIRE; [5/12]
- Open and oversee savings, checking, certificate of deposit, and credit card accounts;



- Send appropriate payment requests to the President [01/08] for checks to be issued from ASPIRE;
- Develop and/or maintain an accurate accounting system for all ASPIRE assets and liabilities;
- Arrange for yearly bonding as described in the Operating Guidelines, Section 11.3 (Finance and Budget Policy, Insurance/Bonding);
- Collaborate with Membership Chair to maintain up-to-date records concerning membership status;
- Develop registration procedures and coordinate with Conference Registration Subcommittee Chair regarding receipt of moneys;
- Chair the Finance Committee;
- Prepare and submit quarterly reports to Finance Committee and Board including a narrative of activities, regional account balances, state account balances, status of audit, and copies of account statements;
- Prepare and submit an Annual Report to membership;
- In conjunction with the Registered Agent, complete and submit annual incorporation fees and paperwork as may be required by the State of North Dakota [05/11];
- In conjunction with ASPIRE's accounting firm, [05/11] complete and submit such forms (i.e. IRS form 990- Return of Organization Exempt from Income Tax) as are required by the IRS for 501(c)(3) organizations;
- Develop appropriate expense request and reimbursement forms and procedures;
- Prepare and submit invoices for all outstanding bills and accounts receivable; these invoices shall be maintained and billed on a monthly basis until all are paid in full;
- Maintain appropriate and adequate financial records for the immediate past Annual Conference;
- Prior to the January Board meeting, provide transition training to the new Treasurer;
- Prepare a final accounting for the Fiscal Year ending December 31;
- Ensure a bi-annual audit is conducted as specified in the Operating Guidelines, Section 11.11 (Finance and Budget Policy, Annual Audit);
- Submit items required for the bi-annual audit as requested by the auditor and the ASPIRE accounting firm; [05/11]
- Maintains and updates annually an inventory list of ASPIRE equipment valued at \$500 or more. The inventory list should be attached to the Operating Guidelines in the Appendix.
- Coordinate electronic reservation system for annual conference

2.7 State Presidents

2.7.1 Authority



As specified in Section 7.3 (State Associations, State Association Board of Directors Representation) of the Bylaws, each state association shall elect a President to serve on the ASPIRE Board of Directors.

Each State President shall have such duties and responsibilities to ASPIRE and their state associations as specified in these Operating Guidelines and as determined by their respective state associations.

2.7.2 Responsibilities

The State President shall:

- Communicate with each project in his/her respective state on a regular and frequent basis;
- Maintain and update information regarding each project within the state regarding projects' funding cycle, current employees and positions, current ASPIRE memberships, contributions to ASPIRE and COE, and concerns and issues for ASPIRE;
- Chair and/or serve on ASPIRE committees;
- If possible, attend Policy Seminar and COE Leadership Training(s) as State President Elect and State President (see Operating Guidelines, Section 11.6, Finance and Budget Policy, Travel Policy);
- Appoint representative from the state to the ASPIRE Awards and TRIO Achievers committee, Governmental Relations, Corporate Development, and Multiethnic Advocacy committees; [5/12]
- Appoint committee within each state for specific activities;
- Appoint state membership chair by December 1; [5/12]
- Set State Meeting dates with consideration for dates set in other states so ASPIRE officers may attend meetings;
- Preside over and coordinate training at the State Association Meetings;
- Invite ASPIRE President, President Elect, or Past President to State Association Meetings annually, if state funds are available (see Operating Guidelines, Section 11.6, Finance and Budget Policy, Travel Policy); [5/12]
- Meet with, and act as an advisor to, incoming State President; [5/12]
- Generate revenues for ASPIRE and the State Associations;
- Identify and mentor new projects and/or directors within the state and notify the Leadership Development Institute Committee;
- Prepare and submit State Reports for Board meetings and the Annual report;
- Prepare and submit articles for "ASPIRATIONS"; [5/12]
- Ensure the state association submits a minimum of 1 page of advertisement for the conference agenda as specified in the Operating Guideline, Section 7.3 (Conference - Policies and Procedures, Conference Agenda Ads).
- Submit a report of all ASPIRE retirees from their state to the Awards Chair by May 1;



- Submit a proposed conference site and one or more alternative sites to the board for consideration no later than the January board meeting four years prior to the conference.

2.8 Disciplinary Process for Board Officers

- Any regionally elected officer who fails to fulfill their appointed duties as specified in the ASPIRE, INC. Bylaws or Operating Guidelines or whose actions or inactions are found to impede the mission of ASPIRE may be brought before the Board for disciplinary review and possible dismissal from their office.
- Any member of ASPIRE may present charges against a regionally elected officer, in written form, to any member of the Board. The charges must be in writing and fully explain the charge and how the action or inaction violates the ASPIRE, INC. Bylaws, Operating Guidelines, or mission. These charges must be presented to the Board and party charged at least thirty (30) days before formal disciplinary hearing may begin. [05/11]
- The Board will hear the disciplinary proceeding. The Board will hear such issues at the earliest possible meeting date. Such dates include, but are not limited to, Board Meetings, State Meetings, and Annual Conferences. ASPIRE and the officer cited will present testimony and evidence to support their position at this time. Following initial presentations, examination and rebuttal will be allowed. The Board will make their decisions based upon testimony, evidence, and rebuttal presented at the proceeding.
- The disciplinary actions of this Board can range from, but are not limited to: acquittal, reprimand, suspension, or dismissal. A minimum of two-thirds (2/3) majority of Board Members [10/11] present must vote for dismissal to remove an officer from their elected position. The right to appeal the decision of the Board is held by all parties.
- Individuals and ASPIRE maintain the right to legal representation, at their own expense, to act as counsel to the parties, not as an active participant in the proceedings. The Board will convene and render judgment in the most prompt manner possible. [10/94]

2.8.1 Appeal of Disciplinary Process

1. Appeals of the Board decision must be made in writing to any member of the Board within seventy-two (72) working hours of its decision.
2. The Disciplinary Appeal Board will consist of three former Presidents of ASPIRE still affiliated with ASPIRE chosen by lot, with no state affiliation to the proceeding. The Disciplinary Appeal Board will review the case to hear old and new evidence, to determine if due process was followed or to determine that the disciplinary action was appropriate. Additional evidence may be reviewed by the Disciplinary Appeal Board. Should the appeal be found to have grounds, it may be overturned or referred to a new Disciplinary Appeal Board.



- 442 3. If this decision is appealed, or if the decision is referred, the new Disciplinary
443 Appeal Board will consist of three former Presidents of ASPIRE still affiliated
444 with ASPIRE with no state affiliation to the proceeding. No member will serve on
445 two Disciplinary Boards hearing the same complaint.
- 446 4. Individuals and ASPIRE maintain the right to legal representation, at their own
447 expense, to act as counsel to the parties, not as an active participant in the
448 proceedings. The Board will convene and render judgment in the most prompt
449 manner possible. [10/94]

3. BOARD MEETINGS

3.1 Procedures

1. The President establishes the agenda in consultation with the other Board members. (See Appendix, Generic Agenda)
2. The President presides at all meetings of the Board.
3. Board meetings shall be conducted according to the procedures specified in the most recent edition of Robert's Rules of Order.
4. A Parliamentarian shall advise the President and Board members.
5. As specified in Section 6.7 (Board of Directors, Board Quorum) of the Bylaws, a majority of the number of board members shall constitute a quorum for the transaction of business at any Board of Directors meeting.
6. The Secretary shall serve as recording secretary for all Board meetings. In the absence of the Secretary, the Board shall appoint a recording secretary.
7. Board meetings shall be attended by members of the Board and such others as may be requested by the President.
8. Previously scheduled Board meeting dates may be changed only upon thirty (30) days' notice.
9. Board meetings are open to general membership unless Executive Session is warranted.
10. Board meetings will include reports from the President, Treasurer, State Presidents, and committee chairpersons, as per the meeting agenda, followed by old business and new business. [05/11]
11. Minutes of Board meetings shall be available to the members at large as described in the Operating Guidelines, Section 2.5.2 (Secretary, Responsibilities).
12. When warranted, board business can be conducted via ASPIRE e-business procedures, as described in the Operating Guidelines, Section 3.3.5.

3.2 Frequency of Board Meetings

The Board shall meet no less than twice per year.

Traditionally, the Board meets four times per year as follows:

- First meeting of the new Board shall be at the conclusion of the Annual Conference in October; [5/12]
- Second meeting shall be held during the winter, generally in January;
- Third meeting shall be held during the spring, generally May.[05/11]
- Fourth and final meeting shall be held immediately preceding the Annual Conference in October.
- When warranted, board business can be conducted via ASPIRE e-business procedures, as described in the Operating Guidelines, Section 3.3.5 or teleconference. [5/12]



3.3 Site of Board Meetings

To provide Board Members an opportunity to investigate potential facilities for upcoming conferences, the regularly scheduled Board meetings will be held in the six states on the following rotation schedule: [05/11]

Board Year	January Board Meeting Location	May Board Meeting Location	Annual Conference
2011 – 2012	Colorado 2013 conference site	Montana 2012 conference site	Montana
2012 – 2013	North Dakota 2014 conference site	Colorado 2013 conference site	Colorado
2013 – 2014	South Dakota 2015 conference site	North Dakota 2014 conference site	North Dakota
2014 – 2015	Wyoming 2016 conference site	South Dakota 2015 conference site	South Dakota
2015 – 2016	Utah 2017 conference site	Wyoming 2016 conference site	Wyoming
2016 – 2017	Montana 2018 conference Site	Utah 2017 conference site	Utah

When warranted, by majority vote, the Board may vote to move the location of that meeting. A specific site within the scheduled state will be decided by a majority vote of the Board based upon the recommendation of the hosting State President.

3.4 Executive Session

- 1) The Board may meet in Executive Session when, by majority vote, the Board determines that the nature of the business to be discussed should be confidential. (See Robert's Rules of Order for additional procedure and Board Member responsibility).
- 2) Following an Executive Session and approval of the minutes of the session by the Board, the Secretary shall seal and deposit all Executive Session written transcripts and/or tapes with the ASPIRE attorney.
- 3) Tapes and/or transcripts of Executive Sessions shall be available upon written request of the ASPIRE President following a majority vote of the Board directing the President to request the minutes. Only those transcripts specifically requested will be released.
- 4) Executive Session transcripts/tapes will be opened and reviewed only during Executive Session of the Board. They will be returned to the ASPIRE attorney immediately following use by the Board to protect the confidentiality of the contents.



3.5 ASPIRE E-Business Procedures

Business may be conducted between regional meetings through email. Any items requiring a vote will be emailed to all voting members of the ASPIRE board. Board Members will have ten days to discuss and respond to any voteable item through email. A simple majority will determine the outcome. The procedure governing e-business is as follows;

1. The President will bring the item to the membership via email with the subject line:
ASPIRE BUSINESS: (subject)*
The body will include the reason for conducting the business and may entertain a specifically worded motion.
2. A motion will be made by responding via email with the subject line:
ASPIRE BUSINESS: (subject): Motion:
The body will include the wording for the motion.
3. The motion is seconded by a member by responding via email with the subject line:
ASPIRE BUSINESS: (subject): Motion: Seconded
4. Discussion can follow by responding via email with the subject line:
ASPIRE BUSINESS: (subject): Motion: Discussion
5. The question may be called by any member by responding with the subject line:
ASPIRE BUSINESS: (subject): Motion: Call for the question
The body will contain the closing date for objecting to the call for closing.
The closing date will be three days after calling for the question.
The membership will have three days to object to the call for question.
If no one objects to the call for question then the President will call for a vote.
If an objection is made the membership will vote on the calling the question.
- 5a. Any member may object to the call for question by responding with:
ASPIRE BUSINESS: (subject): Motion: Call for the question: Objection
The body may contain an argument for continued discussion.
- 5b. The President will call for a vote on calling the question by responding with the subject line:
ASPIRE BUSINESS: (subject): Motion: Call for the question: Vote
The body will contain the closing date for voting on the call for question.
The closing date will be three days after the vote has been called for.
6. The President will call for the vote by responding with the subject line:
ASPIRE BUSINESS: (subject): Motion: Please vote!
The body will contain wording of motion being voted on and closing date for vote.
The closing date will be ten days after the vote has been called for.
7. The membership will have ten days to vote by responding via email with the subject line:
ASPIRE BUSINESS: (subject): Motion: (Aye/Nay)
8. The president will close the business by responding via email with the subject line:
ASPIRE BUSINESS: (subject): Motion: (carries/fails)
The body will contain a list of who voted and their vote. No quorum is required.
Board members shall have one vote each. A simple majority of the board voting shall prevail. Proxy votes shall not be recognized.



118 9. The entire email collection will be appended to the last regular meeting's minutes
119 for approval at the subsequent meeting.

120
121 * (subject) - Insert text for item of business under consideration; Re: ASPIRE
122 BUSINESS: (subject) acceptable for all responses.
123

4. ELECTIONS

4.1 Date of Elections

Election of President (if vacant), President Elect, Secretary (every other year, alternating with Treasurer), and Treasurer (every other year, alternating with Secretary) shall take place annually at the annual conference or between September 1 and November 30, on such date as determined by the Board. [5/12]

4.2 Elections Committee and Nominations

- The President shall appoint an Elections Committee of no less than three (3) persons for the purpose of nominating candidates for vacant positions.
- The Elections Committee shall establish a nominating procedure and determine appropriate and necessary qualifications for candidates.
- The Elections Committee shall ascertain the willingness of the nominees to be candidates and to serve.
- The Elections Committee shall ascertain that all nominees are paid Professional Members of ASPIRE and work in TRIO/EOP programs in the ASPIRE region.
- The Elections Committee shall prepare a list with the names of the nominee(s) for each office to be filled (except for the office of President for which the name of the current President Elect may be listed alone). The nominees' names shall be in alphabetical order for each office. The list of nominees to date shall include the title and a brief description of the professional qualifications and activities of nominee(s). The list of nominees to date shall be emailed through the ASPIRE listserv at least thirty days before the election to all ASPIRE members. [5/12]
- Nominations may be taken from the floor at such time as specified in the Conference Agenda. Each nomination from the floor shall include the title and a brief description of the professional qualifications and activities of each nominee.
- The Election Committee shall prepare a ballot for voting.

4.3 Elections During Association Meetings

- Elections shall take place during the Annual Conference, at such times as determined by the Board. Elections shall be by secret ballot of all members present and voting. The Elections Committee will count all ballots and the majority vote of members present and voting shall prevail.
- In the event that only one candidate for an office is nominated, the elections may be conducted by voice or hand count during the general business meeting. The majority vote of members present and voting shall prevail.



4.4 Elections by Mail

If a meeting of the Association is not possible or practical during the period prescribed above, the Board shall instruct a member of the Board to prepare an election ballot to be sent to all voting members. Such ballot shall be marked and returned to the Board, or appointed member, prior to November 30. When election of officers is taken by mail, the Board shall be responsible for the ballot tally and a majority of those members who respond shall prevail.

5. MEMBERSHIP

5.1 Membership Dues

Membership shall be open to all persons who qualify for membership under Section 4.1 (Membership, Membership Types) of the Bylaws and who pay membership dues in the amount of:

\$60	per year for Professional Membership
\$40	per year for Associate Membership
\$0	per year for Emeritus Membership [01/11] [5/12]
\$20	per year for Friends and Alumni Membership
\$5	per year for TRIO Program Participant Membership
\$100	per year for Project Membership

Individuals eligible for Professional or Associate Membership shall be offered membership at one-half the cost of membership when they join ASPIRE for the first time.

Dues shall be due and payable to the Treasurer beginning August 1. Members for whom membership dues are not received by the first day of the Annual Conference shall be taken from the roles of active membership and shall cease to receive the benefits of the Association and shall be denied further voting privileges until such time as membership dues are paid in full.

5.2 Term of Membership

The membership year begins the first day of the Annual Conference and ends the day prior to the first day of the Annual Conference of the following year. [5/12]

5.3 Benefits of Membership

Membership and involvement in ASPIRE supports the purposes of both ASPIRE and COE. Benefits include:

- Newsletter *ASPIRATIONS*
- Staff Development
- Annual Conference (reduced fee to participate)
- Leadership Institute (reduced fee to participate)
- Technical Assistance
- Inclusion in the ASPIRE Projects and Personnel Directory [5/12]
- Professional Network

5.4 Membership Dues Credited to State Associations

ASPIRE shall credit to each state association twenty-five percent (25%) of the membership dues from said state [10/97].



5.5 Directory

- Maintenance of the ASPIRE Membership Roster is the responsibility of the Membership Committee Chair.
- State Presidents appoint a state membership chair to assist in the maintenance of the ASPIRE Membership Roster.
- Membership Chair produces and makes available to ASPIRE members an ASPIRE Projects and Personnel Directory by December 31. [5/12]
- The Membership Chair, with consultation with the Board, may elect to produce the ASPIRE Projects and Personnel Directory in electronic rather than paper format.



6. Appointments

6.1 General

The President and/or Board shall establish such appointments as are necessary for the purpose of furthering the goals and objectives of ASPIRE. Furthermore, certain appointments may be declared inactive if it is determined that they do not have business to conduct at the present time.

Each appointment may be comprised of a current ASPIRE member who have a specific interest in the assigned business of the committee.

Each appointment shall have a coordinator appointed by the President and shall provide for its own rules of procedures unless otherwise specified in the Operating Guidelines, by the Board or by the vote of a majority of the membership as a whole.

- Appointees shall provide the President with a written summary of accomplishments/activities prior to each Board Meeting.

Appointees shall submit budget requests to the President by the winter Board meeting for the upcoming fiscal year.

6.2 Elections Coordinator

- Elections are described in the Operating Guidelines, Section 4 (Elections);
- Educates ASPIRE members regarding duties, responsibilities, benefits, and importance of ASPIRE offices; encourages and secures nominations for the offices of ASPIRE; and supervises elections during the Annual Conference;
- Sends correspondence to all members requesting nominations for all available offices. The letter will include a description and major responsibilities of each office;
- Contacts each nominee to ascertain willingness to serve;
- Thirty (30) days in advance of the Annual Conference, submits a listing of nominees to all members. For each nominee, this listing will include at least the following: name, position sought, address, and phone number;
- Conducts nominations from the floor at the Business Meeting and candidates forum during Annual Conference;
- Prepares the final ballot, supervises elections, counts ballots, and announces election results during the Annual Conference.

6.3 International Access Coordinator

- Promotes and disseminates information on COE international access opportunities to the membership;
- Promotes and disseminates information on other resources for international experiences for TRIO participants and professionals.



6.4 Membership Coordinator

- Membership is described in the Operating Guidelines, Section 5 (Membership);
- Responsible for promoting and increasing ASPIRE membership; [5/12]
- Distributes membership materials and provides information to new TRIO personnel in ASPIRE Region;
- Maintains and disseminates official membership roster to all members.
- Develop annual membership director

6.5 Diversity Advocacy Coordinator

- Develop a regional response that empowers staff to advocate for diverse students;
- Raise awareness of current issues and challenges facing diverse populations and provide multicultural professional development through regional conference and trainings.
- Provide suggestions for diversity professional development opportunities

6.6 Archivist

- Archive historical documents and other items related to ASPIRE
- Maintain storage space
- Report annually on archived materials
- Create and maintain retention schedule for documentation
- Create and maintain an archival process

7. COMMITTEES

6.1 General

The President and/or Board shall establish such standing and special committees as are necessary for the purpose of furthering the goals and objectives of ASPIRE. Furthermore, certain committees may be declared inactive if it is determined that they do not have business to conduct at the present time.

Each committee may be comprised of current ASPIRE members who have a specific interest in the assigned business of the committee.

Each committee shall have a chairperson appointed by the President and shall provide for its own organization and rules of procedures unless otherwise specified in the Operating Guidelines, by the Board or by the vote of a majority of the membership as a whole.

- Committee chairpersons shall provide the President with a written summary of accomplishments/activities prior to each Board Meeting.
- Committee chairpersons shall submit budget requests to the President by the winter Board meeting for the upcoming fiscal year.

Committee activities and timelines are in the Appendix D.

6.2 Awards Committee [Made up of representatives from all six states that also constitute the TRIO Achievers Committee, each appointed by the State President by November 15th.

- Responsible for all ASPIRE awards not otherwise assigned;
- Awards are described in Operating Guidelines, Section 8 (ASPIRE Awards);
- Establishes nomination procedures (where appropriate);
- Selects recipients of awards;
- Selects and purchases plaques, certificates, or other appropriate awards.
- TRIO Achiever Awards are described in the Operating Guidelines, Section 8.2 (ASPIRE Awards, TRIO Achiever Awards);
- Coordinates the selection of three ASPIRE TRIO Achievers [5/96];
- Notifies award recipients of ASPIRE's financial responsibilities as specified in the Operating Guidelines, Section 11.6 (Finance and Budget Policy, Travel Policy) and Section 7.2.2 (Conference - Policy and Procedures, Conference Guests and Presenters);
- Arranges transportation, lodging, etc, coordinating with the person who nominated the Achiever and the ASPIRE Treasurer [5/96];
- Moderates the ASPIRE TRIO Achiever luncheon during the Annual Conference.

6.6 Conference Committee



Under the direction of the Board, the Conference Committee plans, implements, and evaluates the ASPIRE Annual Conference (see Operating Guidelines, Section 7, Conference - Policy and Procedures). The Conference Committee Chair will oversee the conference and utilize subcommittees to organize and carry out the Annual Conference. Subcommittees will be co-chaired by one ASPIRE board member and a representative of the host state. Representatives from the host state will be submitted to the ASPIRE board at the board meeting immediately following the annual conference, and one year prior to the host states conference. One board member will be assigned as co-chair to each committee at that same meeting. Subcommittee co-chairs will report regularly to the Conference Committee Chair and coordinate with each other. Subcommittees may include, but are not limited to, the following:

6.6.1 Agenda Subcommittee

- Plans overall schedule of events;
- Solicits, selects, and confirms presenters and workshops;
- Coordinates with Logistics Subcommittee regarding facilities.

6.6.2 Logistics Subcommittee

- Researches conference facilities and makes arrangements and reservations concerning costs, meeting rooms, meals, handicapped accessibility, travel connections, ground transportation, etc.;
- Plans recreational and social activities for conference;
- Coordinates equipment for workshops with local TRIO projects to defray costs.

6.6.3 Registration Subcommittee

- In collaboration with the Treasurer, the Conference Committee Chair selects an individual to Chair the Registration Subcommittee;
- Develops registration procedures and coordinates receipt of moneys; [5/96]
- Oversees on-site registration during conference, to include enforcing the policy that all non-paid registrants will be required to provide a copy of a purchase order, write a personal check, or give credit card information for registration that will be held for up to 30 days or until institutional payment is received whichever comes first. [9/07]
- Appoint coordinator for electronic registration system

6.6.4 Agenda Ads

- Solicit advertisements for the conference agenda.

6.6.5 Leadership Development Institute Subcommittee [4/93]



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- Provides professional development for individuals interested in preparing for and participating in the leadership of ASPIRE and COE;
 - Provides an opportunity for persons who have an interest in developing their personal and professional leadership skills [10/95];
 - Offers a Leadership Institute prior to the Annual Conference.

6.6.5 Corporate Development

- Membership will include regional Corporate Development Chair
- Seek and solicit corporate donations of goods or money to offset expenses or support conference activities.

6.6.6 Entertainment

- Organize the entertainment during President's Reception at the conference opening.
- Organize optional activities during the conference such as excursions to introduce conference goers to the surrounding community and/or historical locations

6.6.7 Evaluation

- Create evaluation tool to be issued to all conference goers.
- Collect and compile data, and report findings to the board and conference chairs.

6.6.8 Fun Run

- Organize the annual fun run. Design & order commemorative t-shirts.
- Scout the fun run route. Arrange for recognition of winners.

6.6.9 Special Guests

- Invite special guests to the conference such as COE President, COE Board Chair, Department of Education representative, etc. Arrange for travel when appropriate (refer to 11.6 Finance and Budget Policy, Travel Policy)

6.6.10 Head Tables

- In coordination with conference chair and agenda subcommittee chair, identify those individuals that will be seated at head tables throughout the conference. Prepare place cards for seating assignments and arrange to have them in place prior to the start of each session.

6.6.11 Newcomers

- In coordination with the conference chair, and regional president, arrange for newcomer related activities.



6.6.12 Moderators

- Solicit volunteers from the ASPIRE membership to serve as moderators during breakout sessions throughout the annual conference.

6.7 Corporate Development Committee [1/01] [Made up of representatives from all six states, each appointed by the State President by the November 15th.]

- Advances the mission of ASPIRE through fundraising and professional development opportunities and partnerships with corporations, foundations, and businesses.
- Enhance Annual Conference revenue by making partnerships with and soliciting sponsorships from corporations, foundations and businesses for the banquet, awards, and conference materials.
- Annually update development incentive packages, as part of the corporate development strategy, and present to the board for approval at the winter board meeting. [1/08]
- Chair serves as member of annual conference Corporate Development subcommittee.

6.9 Development Committee [Co-chair: Past-President]

- Responsible for ASPIRE and COE Fair Share and fund raising activities; to include solicitation of personal donations and project memberships. Project memberships will be solicited on separate invoices from personal donations. [1/08]
- Coordinates with COE for Regional Fair Share (Publications Package, Institutional Membership, President's Council, etc.);
- Determines recipients of development awards (Operating Guidelines, Section 8.10, ASPIRE Awards, Development Awards);
- Reconciles with the Treasurer regarding income from donations.

6.11 Finance Committee [Chair: Treasurer]

- The Finance Committee includes the President, President Elect, Past President, Treasurer, Development Chair and a State President appointed by the President;
- Monitors the budget for the current Fiscal Year;
- Recommends preliminary and final budgets for the new Fiscal Year to the Board as described in the Operating Guidelines, Section 11.2 (Finance and Budget Policy, Annual Budget and Budget Process);
- Annually, provides information to committee chairs on fiscal management of their committee line item.
- Brings motions to board regarding fiscal policy



6.13 Governmental Relations Committee [Co-chair: Past President]

- Consists of chairs and one representative from each state, appointed by State Presidents
- Disseminates legislative and U.S. Department of Education information to the membership;
- Coordinates with COE regarding legislative and U.S. Department of Education actions;
- Participates in annual COE Policy Seminar and encourages regional participation.
- Coordinates communications with state Governmental Relations chairs

6.14 International Access Committee

- Promotes and disseminates information on COE international access opportunities to the membership;
- Promotes and disseminates information on other resources for international experiences for TRIO participants and professionals.

6.15 Leadership Development Institute Subcommittee [4/93]

- Provides professional development for individuals interested in preparing for and participating in the leadership of ASPIRE and COE;
- Provides an opportunity for persons who have an interest in developing their personal and professional leadership skills [10/95];
- Offers a Leadership Institute prior to the Annual Conference.

6.17 Diversity Advocacy

- Develop a regional response that empowers staff to advocate for diverse students;
- Raise awareness of current issues and challenges facing diverse populations and provide multicultural professional development through regional conference and trainings.

6.18 National TRIO Day Committee

- Coordinates National TRIO Day activities with the State Associations, ASPIRE and COE;
- Documents activities within the region.

6.19 Professional Development Committee

- Consists of chair(s) and one representative from each state, appointed by State Presidents

- Provide resources to membership on topics such as CAS Standards and other evaluation tools
- Provide professional development opportunities at annual regional conference as well as state conferences as requested

6.20 Publications and Media Relations Committee [5/12]

- Coordinates all publications activities for ASPIRE and represents ASPIRE on the COE Committee;
- Annually, publishes at least three editions of “ASPIRATIONS,” the official newsletter of ASPIRE.
- The first issue of “ASPIRATIONS” each year shall be e-mailed to all TRIO/EOP personnel with one additional copy to all projects within the region. Subsequent issues shall be e-mailed to paid ASPIRE members only. [10/90],[2/07]
- One issue of “ASPIRATIONS” each year shall be designated as the policy and governmental relations issue with copies of the newsletter being distributed at Policy Seminar and mailed to policy makers in the region. [2/07]
- Assist in, and track, the publication of opinion editorials in local newspapers; [5/12]
- Coordinate the development and publication of state and regional fact books.[5/12]

6.21 State Initiative Committee

- The State Initiative Committee acts as a liaison to the COE State Leadership Committee,
- Coordinates regional state initiative activities
- Acts as a resource to State Chapter Presidents on state initiative activities.

6.25 TRIO Alumni Committee



- Consists of chair(s) and one representative from each state, appointed by State Presidents
- Promotes national TRIO Alumni Society
- Promotes the organization of Alumni Society Chapters in ASPIRE and coordinates with the COE Alumni Society Chapters.
- Directs social media efforts

6.26 TRIO Masters Committee [6/12]

- Develop and maintain current contact information for retirees and long-time members of ASPIRE.
- Coordinate activities for retirees and long-time members no longer working with a TRIO/EOP program designed to continue their involvement with ASPIRE and the TRIO/EOP community.
- Coordinate efforts with Development Chair to solicit personal donations from potential members.

6.27 Public Relations [Chair: President-Elect]

6.27.1 Website Sub-Committee

- The Website Committee coordinates current ASPIRE Website
- Ensure the most recent forms, Operating Guidelines, By-laws, logos, and other documents are available on the ASPIRE website.

- Publish ASPIRATIONS on website

6.27.2 Publications Committee [5/12]

- Coordinates all publications activities for ASPIRE and represents ASPIRE on the COE Committee;
- Annually, publishes at least three editions of “ASPIRATIONS,” the official newsletter of ASPIRE.
- The first issue of “ASPIRATIONS” each year shall be e-mailed to all TRIO/EOP personnel with one additional copy to all projects within the region. Subsequent issues shall be e-mailed to paid ASPIRE members only. [10/90],[2/07]
- One issue of “ASPIRATIONS” each year shall be designated as the policy and governmental relations issue with copies of the newsletter being distributed at Policy Seminar and mailed to policy makers in the region. [2/07]

6.27.3 Media Relations Committee

- Assist in, and track, the publication of opinion editorials in local newspapers; [5/12]
- Coordinate the development and publication of state and regional fact books.[5/12]
- Coordinate COE media relations efforts
- Provides professional development opportunities to membership



7. CONFERENCE - POLICIES AND PROCEDURES

7.1 Site

- The Annual Conference shall rotate among the six states in the following order: Utah, Montana, Colorado, North Dakota, South Dakota, and Wyoming.
- Because the Annual Conference is a Regional Conference and is a significant source of income for ASPIRE, the Board has ultimate responsibility to select a site and facility in the host state that best serves the needs of the entire region.
- The host State Association shall submit a proposed conference site in addition to one or more alternate sites to the Board for consideration no later than the January Board Meeting three years prior to the conference to be hosted in their state. [01/06] [5/12]
- The facility must be in compliance with the Americans with Disabilities Act and must provide necessary accommodations. [10/93]
- The minimum criteria for selecting a conference hotel site are 250 sleeping rooms; one ballroom that will hold a minimum for 350 persons seated at rounds and is not counted as one of the minimum number of meeting rooms, and a minimum of seven meeting rooms that cumulatively accommodate 300 persons using a combination of theater and classroom-style seating. Other considerations include the number of current ASPIRE members and attendance at recent ASPIRE conferences. The Conference Chair should determine on an annual basis whether the above numbers are appropriate given the current number of ASPIRE members and ensure that these numbers are updated in the Operating Guidelines.

7.2 Fees

7.2.1 Conference Registration Fees

- Registration fees will be charged to cover costs of conference facilities, speakers, supplies, etc. The Board has the authority to set such registration fees as are determined necessary.
- Until the Board determines that it is necessary to revise registration fees, conference registration fees shall be as follows: [1/06] [1/11]

Registration Fee Chart

	Early Bird Registration (By August 15)	Regular Registration (After August 15)
<u>Full Conference Registration</u>		
ASPIRE Member	\$375	\$425
Non-ASPIRE Member	\$475	\$525
<u>LDI Registration</u>		
ASPIRE Member	\$ 65	\$ 65
Non-ASPIRE Member	\$125	\$175



Pre-Conference Workshop Registration

ASPIRE Member	\$0	\$0
Non-ASPIRE Member	\$100	\$150

- Fees may be charged to cover expenses associated with materials used during pre-conference workshops. [5/12]
- Meals Only fees will be based on fair market price and recommended by the Conference Chair to the Board for approval.
- Registration packets, name tags, and other registration materials will not be issued to persons for whom a registration fee is not paid without the approval of the Conference Chair. [10/89]

7.2.2 Registration Payment [01/11] & Refunds [5/12]

- If registration is made prior to the early bird registration deadline (August 15), payments must be received within 30 days of registration.
- If registration is made after the early bird deadline, payment is due at the time of registration.
- If payment is not received within the stated guidelines, registration will be withdrawn.
- 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. [10/89]
- Registration fees paid in advance are refundable less a processing charge of \$100 if written notice of cancellation is received 30 days prior to the conference. Requests for refunds after that date will not be considered. There will be no refunds for the Leadership Development Institute or pre-conference sessions. Refunds will be mailed following the conference. Requests for refunds should be sent or faxed to: the address/number listed on the conference registration. [01/06]

7.2.3 Conference Guests and Presenters

- The Director of Federal TRIO Programs shall be invited to represent the U.S. Department of Education at the Annual Conference each year.
- Conference fees may be waived for special guests and guest presenters at the discretion of the Conference Chair.
- Conference fees are waived for ATI personnel. [01/06]
- A list of the waived registration fees will be given to the Treasurer and the Registration Subcommittee Chair before the conference.
- Political and Educational Speakers: ASPIRE may provide travel, meals, lodging, and honorarium. No registration fee charged.
- Out-of-Region Workshop Presenter: ASPIRE may provide travel, meals, lodging, and honorarium, if requested. No registration fee charged.



- COE President or representative: ASPIRE may provide travel, meals, and lodging. No registration fee charged.
- Out-of-Region COE Board Member: Guests pay for Meals Only; no registration fee charged.
- COE Board Chair: ASPIRE may provide travel, meals, and lodging. No registration fee charged.
- The Board may solicit non-TRIO Workshop Presenters: ASPIRE may provide travel, meals, lodging, and honorarium. No registration fee charged.
- TRIO or ASPIRE Workshop Presenters: No honorarium is paid to TRIO/EOP or ASPIRE personnel for workshop presentations. Registration fees are not waived for TRIO/EOP or ASPIRE presenters.
- TRIO Achievers: No registration fee will be charged unless the Achiever is eligible to be an ASPIRE Professional member in which case the Achiever's project is expected to pay the registration fee and all expenses to attend Conference. [1/90] See Operating Guidelines, Section 11.6 (Finance and Budget Policy, Travel Policy).
- Special guests at luncheons or banquets may include only the following:
 - ASPIRE Attorney
 - Spouse or one guest of TRIO Achiever for TRIO Achiever meal; [10/93]
 - Special guests such as legislative aides, elected officials, college presidents, corporate CEO's, etc, as approved in advance and in writing by the Conference Chair.
- Credit for complimentary hotel rooms should be utilized for the cost of rooms for which ASPIRE must absorb the expenses, such as TRIO Achievers, speakers, hospitality room. [10/95]

7.3 Conference Agenda Ads

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

	ASPIRE Member	Non-Member
1 Page	\$100	\$175
½ Page	\$ 60	\$100

- Additional fees will be charged to the purchaser for any additional costs incurred by the region for inclusion of the ad to be determined by the Conference Chair.
- Each State Association is responsible for selling at least one page of ads each year.
- The Board Members will personally contribute to buy a one page ad.
- Vendors, travel agencies, or other organizations which provide special consideration to ASPIRE, i.e. donated goods for fund raising, may be provided a free ad of not more than one page in the Annual Conference agenda, at the discretion of the Conference Chair. [5/95]



- The Treasurer shall prepare, send, and monitor all unpaid ads and other bills for the Annual Conference in accordance with Operating Guidelines Section 2.6.2 (Board of Directors, Treasurer, Responsibilities) and Section 11 (Finance and Budget Policy).

7.4 Conference Exhibitors and Fund Raising

- Non-ASPIRE fund raising and sales during Annual Conference:
 - Non-ASPIRE is defined as any group, organization, or individual which does not represent ASPIRE and for which profits from any sales will not be donated one hundred percent to ASPIRE.
- The following guidelines apply to fund raising and sales during Annual Conference:
 - Exhibitors (non-sales and sales) or fund raisers shall submit a letter or application to Conference Chair stating purpose and nature of sales, exhibits or fund raising; [01/06]
 - Exhibitors shall pay at least a \$200 exhibitor fee. [02/07]
- Those who are donating profits to ASPIRE will not be charged an exhibitor fee
- At the discretion of the Conference Chair, potential exhibitors may submit a letter of application to provide a concurrent session if the hotel does not allow exhibitors. For-profit businesses conducting these sessions will be charged a fee of at least \$300, plus any other technology or other fees incurred as a result of the session. [01/06] [5/12]
- Fund raisers or exhibitors may petition the Board for a fee waiver.
- Exhibitors or fund raisers shall observe any guidelines established by the Conference Chair regarding time or place of sales or fund raising activities during the conference.
- TRIO Associations from other regions: Sale of items by other regions shall not be allowed at the Annual Conference unless one hundred percent of profits support ASPIRE. [01/06]
- Table sponsorship at the Annual Conference banquet can be sold to non-ASPIRE entities for no less than \$500 per table. [5/12] The table sponsorship includes an ad in the program and eight dinners at the banquet. ASPIRE state associations are encouraged to purchase tables as well. [02/07]

7.5 Annual Business Meeting of Membership

- The Annual Business Meeting of the membership of ASPIRE shall take place during the Annual Conference at such time as determined by the Conference Committee.
- As described in the Operating Guidelines, Section 2.2.1 (Board of Directors, President, and Authority), and the President shall preside at all Business Meetings of ASPIRE.
- As described in the Operating Guidelines, Section 2.2 (Board of Directors, President), and 2.6 (Board of Directors, Treasurer), the President, and Treasurer shall prepare and present an Annual Report of ASPIRE to the membership during the Business Meeting. [5/12]
- As described in the Operating Guidelines, Section 2.5.2 (Board of Directors, Secretary, Responsibilities), minutes of Business Meetings of ASPIRE shall be disseminated to members of ASPIRE.



180 **7.6 Annual Conference Evaluations**

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- 182 • Evaluation forms for the Annual Conferences will be determined by the Conference
 - 183 Chair.

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185 **7.7 Duplicating**

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- 187 • To avoid the high cost of copying at the hotel site, the Conference Chair will negotiate
 - 188 a rate and charge account at a convenient copy business.
 - 189 • The Conference Chair and President will designate authorized users on the charge
 - 190 account.
 - 191 • Each person with responsibilities for duplicating large jobs for conference, Board
 - 192 business, or other ASPIRE business shall use the copier business which offers the most
 - 193 reasonable cost. This does not preclude using an institution's facilities.

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195 **7.8 Generic Agenda - see Appendix E**

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8. ASPIRE AWARDS

8.1 General

ASPIRE awards shall be presented at the Annual ASPIRE Conference. In the event an award recipient does not attend the Annual ASPIRE Conference, the award shall be presented in the manner deemed most appropriate by the ASPIRE Board.

Award recipients, who ordinarily would not be in attendance at the Annual ASPIRE Conference, shall be notified by the President and invited to attend the awards ceremony to receive the award, specifically TRIO Achievers Awards, Retirees Recognition Awards, Friend of ASPIRE Award, and Champion of TRIO Award.

ASPIRE is not responsible for expenses of any award recipient with the exception of TRIO Achievers Awards.

With the exception of State Meetings at the Annual ASPIRE Conference, State ASPIRE Associations shall present their awards at an event other than the Annual ASPIRE Conference.

Responsibility for selection of awards recipient(s) is indicated in brackets following the award title.

8.2 TRIO Achievers Awards [TRIO Achievers Committee]

ASPIRE members may submit nominations. A maximum of three ASPIRE TRIO Achievers shall be selected by the TRIO Achievers Committee. All ASPIRE TRIO Achievers will receive an ASPIRE plaque at the Annual Conference. [5/96]

Guidelines for expenses for TRIO Achievers to attend the ASPIRE award function from Operating Guidelines, Section 11.6 (Finance, Travel Policy) are as follows. [5/96]

- One ticket to the TRIO Achiever function for a guest of the TRIO Achiever; [1/90]
- A complimentary one year Friends and Alumni Membership to ASPIRE to each TRIO Achiever who is not otherwise eligible for Professional or Associate ASPIRE Membership as defined in Article IV, Section 4.1 of the ASPIRE, INC. (Membership, Membership Types) of the Bylaws; [5/12]
- Annual Conference registration fee unless the Achiever is eligible to be an ASPIRE Professional Member in which case the Achiever's project is expected to pay the registration fee. [1/90]

Selection Criteria

- The TRIO Achiever candidate must be a former TRIO Project participant who was enrolled in and successfully completed a TRIO program in the ASPIRE region.



- The TRIO Achiever candidate must have enrolled in and successfully completed a postsecondary program of study resulting in a baccalaureate or terminal degree from an accredited institution of higher education.
- The TRIO Achiever candidate must be a person of high stature within his/her profession or has received recognition for outstanding academic achievement.
- The TRIO Achiever candidate must currently be employed above the entry level designation for his/her profession or enrolled in a program for a degree above the baccalaureate degree.
- The TRIO Achiever candidate must have made significant civic, community, or professional contributions.
- Participation in the TRIO project must have had a significant impact upon the candidate in obtaining his/her educational and/or professional objectives (as acknowledged by the participant).

8.3 Retirees Recognition Awards [Awards Committee]

TRIO/EOP personnel who have retired since the last Annual Conference or will be retiring before the next Annual Conference shall be identified by the Awards Committee and typically receive a plaque.

Recipients must have worked in TRIO/EOP, paid ASPIRE membership appropriate for their position for a minimum of five years, and must be members at the time of retirement. [10/93] [01/94]

8.4 Tenure Recognition Awards [Awards Committee]

- Recipients who have been ASPIRE members for five years typically receive a pin.
- Recipients who have been ASPIRE members for ten years typically receive a paperweight.
- Recipients who have been ASPIRE members for fifteen years typically receive a plaque.
- Recipients who have been ASPIRE members for twenty years typically receive a desk pen set.
- Recipients who have been ASPIRE members for twenty-five years typically receive a clock wall plaque.
- Recipients who have been ASPIRE members for thirty years or more typically receive a plaque. [5/12]

8.5 Friend of ASPIRE Award [Awards Committee]

ASPIRE members at an institution with a COE Institutional Membership may submit nominations. The recipient typically receives a plaque.

Nominees must be a President, Vice-President, Dean, or other non-TRIO individual at the institution or community who has demonstrated support of TRIO.



8.6 Rising Star Award [Awards Committee]

ASPIRE members may submit nominations. The recipient typically receives a plaque.

Nominees must be an ASPIRE member; must have been an employee in a TRIO/EOP program for two years or less at the time of their nomination; and must have excelled in providing services to TRIO and/or ASPIRE at the institutional, state, and/or regional levels. [5/12]

8.7 Appreciation Award to Outgoing President [President Elect]

An award or gift shall typically be presented to the outgoing President by the President Elect at the Annual Conference awards banquet.

8.8 Art Quinn Memorial Award [ASPIRE Board]

ASPIRE Board members may submit nominations. The recipient shall be selected by the ASPIRE Board and typically receives a plaque.

At the presentation of the award, the previous recipients shall be named.

Nominees must be an ASPIRE member, or in the case of a retiree, an ASPIRE member at the time of retirement; must have been employed in a TRIO/EOP program for 10 years or more; must have excelled in providing services and/or support to TRIO and/or ASPIRE at the institutional, state, and/or regional levels; and must have demonstrated a sincere desire to assist students beyond the general expectations of the project guidelines.

8.9 Champion of TRIO Award [selected by Awards Committee, approved by ASPIRE Board]

ASPIRE members may submit nominations. The recipient shall be selected by the Awards Committee and approved by the ASPIRE Board and typically receives a plaque at the Annual Conference. If the winning nominee is not at the Annual Conference, the award may be presented at the COE Policy seminar.

This Award is given each year that appropriate nominations are received and approved by the Board. [10/90]

Nominees must be elected public officials (includes Tribal Council Members); must serve constituents within the ASPIRE region; and must have demonstrated active support and advocacy of TRIO students and programs.

8.10 Development Awards [Development Committee]

Development Awards are based on Fair Share and personal donations.



Recipients shall be identified by the Development Committee on the basis of monetary support of ASPIRE by TRIO/EOP personnel and programs.

Time frame for the awards shall be from September 1 through August 31 with awards being made at the annual regional conference taking place in October.

8.10.1 Individual Contributions Awards [Development Committee]

Recipients shall be awarded tokens of appreciation as appropriate to be determined by the Development Committee with consultation with the Executive Board.

1. Friend of ASPIRE shall be for contributions of between \$25 and \$49.
2. Advocate of ASPIRE shall be for contributions of between \$50 and \$99.
3. Council of ASPIRE shall be for contributions of between \$100 and \$249.
4. Patron of ASPIRE shall be for contributions of between \$250 and \$499.
5. Champion of ASPIRE shall be for contributions of between \$500 and \$999.
6. Benefactor of ASPIRE shall be for contributions of \$1000.

8.10.2 Most Supportive Project and Honorable Mention for Most Supportive Project Award [Development Committee]

Recipients typically will be awarded plaques. These awards shall be determined on the basis of total moneys contributed to ASPIRE as Fair Share and personal donations by the project at the institution. Moneys contributed by personnel identified as staff in more than one project shall be divided equally among the projects and moneys contributed by personnel not identified as staff in a specific project shall be divided equally among all projects at the institution.

8.10.3 Most Supportive Institution and Honorable Mention for Most Supportive Institution Awards [Development Committee]

These awards shall be determined on the basis of total moneys contributed to ASPIRE as Fair Share and personal donations by all projects and personnel at the institution, and shall be determined by dividing the total moneys by the number of projects at the institution. Plaques shall typically be presented to each project Director of projects that contributed.

8.10.4 Most Supportive State and Honorable Mention for Most Supportive State Awards [Development Committee]

377 These awards shall be determined on the basis of total moneys contributed to
378 ASPIRE as Fair Share and personal donations by all projects and personnel in
379 the state, and shall be determined by dividing the total moneys by the number of
380 projects in the state. Plaques shall typically be presented to each
381 program/institution in the state that contributed.
382

383 **8.10.4 Project Membership Longevity Awards [Development Committee]**

384 These awards shall be determined on the basis of continual annual project
385 membership, in five year increments, to ASPIRE. Tokens of recognition shall be
386 determined by the Development Chair in consultation with the board.
387
388

9. ARCHIVES

9.1 Purpose

Because ASPIRE's first site of incorporation and the ASPIRE Training Institute was in Laramie, WY, appropriate ASPIRE documents will be archived and stored at a location in Wyoming determined by University of Wyoming staff.

9.2 Archivist

9.2.1 Appointment

Annually, the President shall appoint an ASPIRE member who is employed in Wyoming to serve as Archivist for the Association.

9.2.2 Responsibilities

The Archivist is responsible for the storage and maintenance of ASPIRE documents. Documents to be maintained in the archives include, but are not limited to, Treasurer's documents, minutes, committee reports, conference materials, membership rolls, and State Reports.

Annually, at or immediately following the Annual Conference, the Archivist will collect, catalog, and file all appropriate documents from former ASPIRE officers and committee chairs.

ASPIRE will reimburse the Archivist for collapsible file drawers, file folders, and other supplies as needed to maintain the archives.



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10. ASPIRE PROFESSIONAL ASSOCIATION MEMBERSHIPS

10.1 Council for Opportunity in Education Membership

ASPIRE shall purchase a membership to the Council for Opportunity in Education each year.

11. FINANCE AND BUDGET POLICY

11.1 Fiscal Year

The ASPIRE Fiscal Year begins January 1 and ends December 31.

All receipts (to include personal and project membership and donations) and expenditures shall be posted to the Fiscal Year during which they are received by the Treasurer.

The time frame used to determine awards are specified in the appropriate sections of this these operating guidelines and do not need to coincide with the ASPIRE Fiscal Year.

Any member of ASPIRE may request and receive a copy of the complete ASPIRE ledger for each year.

11.2 Annual Budget and Budget Process

ASPIRE shall have an annual budget approved by the Board for the following Fiscal Year. In addition, ASPIRE shall maintain minimum net assets in the amount of \$40,000.

Budget Process

- The President shall contact committee chairs and officers to obtain budget requests for the upcoming fiscal year. Committee chairs and officers are responsible for submitting their budget requests prior to the January Board meeting.
- Until a budget is approved, a committee or officer may operate on twenty-five percent of the previous year's budget line item, in consultation with the Finance Committee.
- At the January Board meeting, the Finance Committee will prepare and present to the Board a budget (considering current assets, estimated income for the coming Fiscal Year, and proposed operating expenses). The Board may make recommendations to the Finance Committee for modifications to the proposed budget. The Finance Committee will prepare and present a final budget. The Board will approve a final budget.
- Any special budget requests (items not included in the approved budget or in excess of the approved line item) must be submitted to the Finance Committee by the committee chair or officer. The Finance Committee will review and make recommendations to the Board for approval within thirty (30) days.

11.3 Insurance/Bonding

- The positions of President, President Elect, Past President, Treasurer, Conference Committee Chair, Conference Registration Subcommittee Chair, Membership Committee Chair, and Development Committee Chair shall be insured /bonded each year for the minimum amount of \$50,000. The Treasurer and Registered Agent shall coordinate to identify and contract for a policy.
- As of October 2002, the insurance/bonding policy is issued through Warner & Co, Fargo, ND.



- The primary signatory for any bank, credit union or investment account for ASPIRE shall be the Treasurer. Additional signatories will be the President, President Elect, and the Past President.

11.4 Credit Cards

Credit Cards

- The Treasurer will obtain a credit card for the President, President Elect, Past President, Conference Chair, and Treasurer. [5/12]
- The ASPIRE credit card may be used only for purchases related to ASPIRE business. Receipts must be submitted as required by the ASPIRE Treasurer to document all expenditures. [5/97]
- Given the credit card is only for ASPIRE expenditures, the annual fee per credit card will be paid by ASPIRE. [5/97]

11.5 Investments

Financial Institutions

- All business regarding savings and checking accounts, certificates of deposit, or other investments shall be approved by the Board and shall be conducted with a federally insured bank or credit union. Currently savings and checking accounts are at Wells Fargo. [5/12]

Certificates of Deposit

- The Treasurer, with the approval of the Board, may purchase and oversee Certificates of Deposit in the amount specified by the Board.

11.6 Travel Policy

- Officers, Board members, and others traveling on ASPIRE funds are expected to:
 - identify alternative sources of funding when possible;
 - secure the lowest possible fare available to reasonably accomplish ASPIRE business when traveling by public transportation;
 - Personally pay any additional cost over the lowest reasonable round trip fare by public transportation, barring extenuating travel circumstances.
- ASPIRE may pay all or partial travel expenses for the following as specified below. [5/12]
 - Expenses for President, President Elect, Past President, Treasurer, and Secretary to attend ASPIRE Board Meetings not held in conjunction with ASPIRE's annual conference. [5/12]
 - Expenses for President, President Elect, and Past President to attend COE Policy Seminar. [5/12]



- Expenses for President, President Elect, and Past President to attend COE Board of Directors Meetings not held in conjunction with COE's annual conference. [5/12]
- If project funds are not available, the expenses for the ASPIRE President to attend the National COE Conference will be paid with prior Board approval.
- Expenses for President or designee to attend an out-of-region conference.
- Incentive fund to pay expenses for the State President or designee to attend the COE Policy Seminar, up to an amount recommended by the Finance Committee and approved by the Board. [5/12]
- Expenses for travel for outgoing Treasurer to train new Treasurer. (Two days maximum).
- Expenses for Treasurer to meet annually with the ASPIRE accountant.
- Expenses for travel for a committee chair or other person who is not a member of the Board, but who is specifically requested to attend a Board Meeting by the President or Board.
- Plane fare or mileage, but not per diem or lodging, for one representative (President, Past President, President Elect) to attend each State Meeting.
- TRiO Achiever travel expenses
- One ticket to the TRIO Achiever function for a guest of the TRIO Achiever; [1/90]
- A complimentary one year Affiliate Membership to ASPIRE to each TRIO Achiever who is not otherwise eligible for Professional or Associate ASPIRE Membership as defined in Article IV, Section 4.1 of the ASPIRE, INC. (Membership, Membership Types) of the Bylaws;
- Annual Conference registration fee unless the Achiever is eligible to be an ASPIRE Professional Member in which case the Achiever's project is expected to pay the registration fee. [1/90]
- When an invitation is extended, each state is responsible to cover the per diem and lodging expenses for the President, Past President, or President Elect to attend that State Meeting.
- Expenses for transportation expenses of each State President to attend the January and May Board meetings each year unless there are insufficient funds. Each State Association is responsible for meals and lodging expenses for their State President to attend the January and May Board meetings. Each State President's project is responsible for one hundred percent of the travel expenses incurred to attend the pre- and post- Annual Conference Board Meetings. [5/12]
- In the event that there are insufficient funds to pay for all State Presidents' travel, the responsibility for the cost of travel will again belong to the State Associations.
- Expenses for up to three TRIO Achievers to attend the ASPIRE TRIO Achiever's award function and Annual Conference, providing the individual Achiever is not eligible for Professional Membership in ASPIRE, as defined in Article IV, Section 4.1.1 (Membership, Membership Types, Professional Membership) of the Bylaws:
- Maximum reimbursement shall be three nights lodging, and four days meals; [10/95]



- Travel expenses for conference speakers and guests as specified in Operating Guidelines, Section 7.2.2 (Conference, Fees, Guests, and Presenters).
- Other travel expenses specifically approved by the Board.

11.7 Travel and Per Diem Rates

The following rates apply to all travel expenses paid by ASPIRE unless otherwise indicated in the Operating Guidelines or special exception is made in advance by a majority vote of the Board. These policies and rates are intended to comply with GSA Standards. Should these policies or rates conflict with GSA Standards, the GSA Standards will prevail.

- Airfare, up to the amount of the lowest reasonable round trip fare with a minimum 30 day advanced booking. [5/12]
- Lodging at the standard hotel single room rate in the conference or meeting facility (or comparable hotel); only nights necessary for reasonable accomplishment of ASPIRE business will be paid, except if an additional night will result in a significantly lower plane fare. A Saturday night stay over is required if it will significantly reduce the plane fare. [10/95]
- Double occupancy accommodation is encouraged to save money.
- Per Diem reimbursement to correspond to federal rates published by the United States General Service Administration (www.gsa.gov) and will be paid for overnight travel only.
- If travel commences prior to:
 - 7 a.m. - ASPIRE pays breakfast, lunch, and dinner;
 - 11 a.m. - ASPIRE pays lunch and dinner;
 - 4 p.m. - ASPIRE pays dinner.
- If travel ends:
 - Before 8 a.m. - ASPIRE pays no per diem for that day;
 - Between 8 am. and noon - ASPIRE pays breakfast;
 - Between noon and 5 p.m. - ASPIRE pays breakfast and lunch;
 - After 5 p.m - ASPIRE pays breakfast, lunch, and dinner.
- In the event that per diem is not paid for a full day, individual meals will be reimbursed as follows: [5/12]
 - Breakfast = 20% of the daily per diem;
 - Lunch = 30% of the daily per diem;
 - Dinner = 50% of the daily per diem.
- Receipts are not required for per diem meals.
- Receipts are required for actual cost meals.
- Per diem or actual cost (but not both) may be claimed for any meal.
- Taxi, shuttle fare, or rental car from airport to hotel, hotel to airport, and to and from scheduled events at other locations, such as hotel tours or activities which persons are expected to attend.
- Taxi or shuttle receipts listing pick up point and destination are required.
- Free shuttles should be used when available.



- Mileage reimbursement will correspond to the federal rate published by the United States General Service Administration (www.gsa.gov). [1/97]
- Tips may be reimbursed if the tip was necessary to further official ASPIRE business (for example, a tip given to a bellman or porter to assist in transporting numerous boxes of ASPIRE materials);

11.8 Travel Advances and Reimbursements

- Every individual requesting reimbursement from ASPIRE must sign and adhere to the Certification Statement on the Travel Expense Voucher and Reimbursement Request which states:
 - I hereby certify that the information on this travel expense voucher and reimbursement request is accurate to the best of my knowledge; that submission of this voucher complies with ASPIRE Travel Policy; and finally, that these expenses have been submitted only to ASPIRE for reimbursement or payment consideration. [1/96]
- Reimbursement Process
- Advances should be requested three weeks in advance.
- Original receipts or other acceptable documentation (if receipt is not available) for all travel expenditures, with the exception of per diem meals, should be submitted to the Treasurer within (30) days of travel.
- Additional travel advances or reimbursements will not be provided until any outstanding advances are settled.
- Requests for reimbursement of committee expenditures must be authorized and submitted by the committee chair to the Treasurer.
- Expenditures other than for items included in the approved annual budget must be authorized by the Board.

11.9 Administration of State Accounts

- All unexpended State Association funds held by ASPIRE shall be kept in the ASPIRE account.
- According to the Operating Guidelines, Section 5.4 (Membership, Membership Dues Credited to State Associations), ASPIRE shall credit to each state association twenty-five percent (25%) of the membership dues from said state.
- Disbursement of state funds will be under the same procedures as for ASPIRE funds, except approval is made by the appropriate State President. [5/96]

11.10 Donations

Lead by the Development Committee, ASPIRE conducts an annual fund raising campaign requesting all TRIO/EOP personnel to make personal donations. [5/12]



11.11 Annual Audit

- An audit will be performed at the conclusion of each Treasurer's term in office. [1/08]
- An audit shall be arranged by the President and Treasurer in conjunction with the Registered Agent.
- If a Treasurer serves for less than a full two-year term, an audit shall be performed as soon as possible following the resignation or incapacitation of the Treasurer. [10/96]
- The auditor and the Registered Agent will inform the Treasurer of items required for the annual audit. It is the responsibility of the President and Treasurer to submit the items.

11.12 Cash Receipts and Requests for Reimbursements

- All deposits shall be made within five working days of receipt;
- All requests for reimbursements must be submitted to the Treasurer. The Treasurer will submit the requests for reimbursements to the President for approval. The Treasurer will issue checks. [5/12]

12. ASPIRE Training Institute

Effective February 2007, the ASPIRE Training Institute (ATI) is inactive. Should ATI reactivate, ASPIRE shall provide the Institute, in accordance with past practice, renters insurance, COE dues, and a percentage of the collected in-directs. At time of reactivation, the current board of ASPIRE may choose to adopt ASPIRE's personnel policies that are currently housed in the ASPIRE archives.

251 APPENDIX A

252 **Generic Board of Directors Meeting Agenda [5/12]**

- 253 1) Pre Board meeting
- 254 a) Finance Committee meeting
- 255 2) Board meeting
- 256 a) Call to Order/Agenda modification
- 257 b) Approval of Minutes
- 258 c) President's Report
- 259 d) Treasurer's Report
- 260 e) Finance Committee Report
- 261 f) Conference Report
- 262 g) Committee Reports
- 263 h) State Reports
- 264 i) Unfinished Business
- 265 j) New Business
- 266 k) Adjourn
- 267



268 APPENDIX B

269 **ASPIRE - Installation for Executive Board**

270 **Participants:**

271 Installing Officer, President, President-Elect, Past President, Secretary, Treasurer, State
272 Presidents

273 **Preparation:**

274 Seats for the newly elected officers and the installing officer should be placed on the stage.

275 **INSTALLATION CEREMONY:**

276 **Installing Officer:**

277 Will the retiring Executive Board members please stand?

278 Today you have reached the culmination of your immediate service to ASPIRE. You are to be
279 commended for the manner in which you have fulfilled the duties and obligations of your
280 offices; your efforts in promoting the association's mission have been outstanding.

281 I am happy to speak for the membership, to acknowledge publicly our appreciation of your
282 services during the past year (applause). Please be seated.

283 **Installing Officer (to new Executive Board members):**

284 You, the new Executive Board members, have been chosen to assume leadership in ASPIRE. To
285 you is now delegated the responsibility of guiding us toward even greater achievement through
286 leadership on the Executive Board. In conferring these positions, the membership expresses its
287 conviction that you possess the qualities necessary for the great responsibilities you now assume.

288 **Installing Officer:**

289 Will the treasurer please stand?

290 Your newly elected treasurer is _____ (give name).

291 I charge you with the duties of your office. You shall be responsible for receiving and disbursing
292 all monies of ASPIRE under policies approved by the Board. You shall keep adequate records of
293 such receipts and disbursements. You shall perform additional duties as directed by the
294 Executive Board.

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

296 **Treasurer:**

297 I do.

298 **Installing Officer:**

299 Will the secretary please stand?

300 Your newly elected secretary is _____ (give name).



301 I charge you with the duties of your office. You shall be responsible for all Executive Board
302 minutes and shall submit such minutes in written form for approval by the Board and distribution
303 to the membership. You shall perform additional duties as directed by the Executive Board.

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

305 **Secretary:**

306 I do.

307 **Installing Officer:**

308 Will the Past President please stand?

309 Your Past President is _____ (give name).

310 I charge you with the duties of your office. You shall assist the President, and in the absence of
311 both the President and President-Elect, you shall perform the duties of the President. You shall
312 perform other duties as directed by the Executive Board.

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

314 **Past President:**

315 I do.

316 **Installing Officer:**

317 Will the President-Elect please stand?

318 Your newly elected President-Elect is _____ (give name).

319 I charge you with the duties of your office. You shall assist the President, and in ways prepare
320 for your term of office. In the absence of the President, you shall have powers and shall perform
321 the duties of the President. You shall perform additional duties as directed by the Executive
322 Board.

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

324 **President-Elect:**

325 I do.

326 **Installing Officer:**

327 Will the President please stand?

328 Your new President is _____ (give name).

329 I charge you with the duties of your office. You shall preside at all meetings of the Executive
330 Board. You shall be an ex-officio member of all committees of the Board. You shall submit an
331 annual report to the Executive Board and the membership and shall perform other duties as the
332 Executive Board may determine.

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

334 **President:**

335 I do.



336 **Installing Officer:**

337 Will the State Presidents please stand? Your new State Presidents are: (give names)

338 I charge you with the duties of your office. You shall act as your state's representative on the
339 Executive Board. As a member of the Board you shall participate in activities and decision
340 making which further the mission of ASPIRE.

341 Do you, the State Presidents, promise to fulfill the duties of your office as charged?

342 **State Presidents:**

343 I do.

344 **Installing Officer** (to all new Board members):

345 Yours is the task of carrying forward the duties of your offices; of understanding and furthering
346 the mission of the TRIO community; of giving interpretation to the objectives and programs of
347 ASPIRE; of meeting new challenges; of planning new undertakings for greater achievements of
348 ASPIRE.

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

350 "We, the Executive Board of ASPIRE, acknowledge the honor and the opportunity for service
351 bestowed upon us in the offices we now assume. We pledge to remain committed to advancing
352 educational opportunities."

353 **Board Members Repeat Above**

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

355 Members, this is our Executive Board for _____. They have pledged their services and their
356 loyalty to us. Will all ASPIRE members pledge your support to their efforts by repeating after
357 me:

358 "We pledge to our Executive Board our loyalty, our support in thought, in word, in deed, and we,
359 as members, will give generously of our time, talent, and money to support the goals of
360 ASPIRE."

361 Thank you. Please be seated.

362 **Installing Officer:**

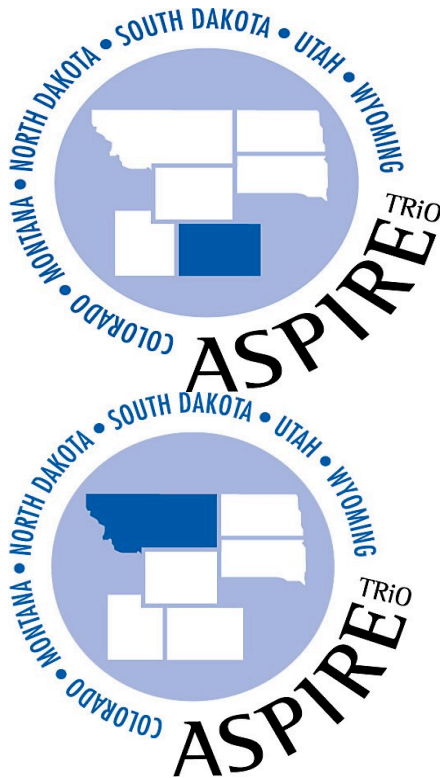
363 With pride in the past and faith in the future, as the Installing Officer, I now declare these
364 persons to be duly installed officers of ASPIRE for _____. Please join me in congratulating our
365 new Executive Board.

366



367 **APPENDIX C**

368 **Logo** (available online at www.aspireonline.org)



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APPENDIX D

Committee Descriptions

AWARDS COMMITTEE

The Awards Committee is responsible for the selection of the recipients and purchases of all ASPIRE Awards including Membership, Retirees, Friend of ASPIRE, Rising Star, Art Quinn Memorial, Champion of TRIO, and any other awards identified in the Operating Guidelines.

MEMBERSHIP

- 1) Chair appointed by President
- 2) Membership to include representatives from all six states, each appointed by the State President.

GENERAL RESPONSIBILITIES

- 1) All Committee Chairpersons must prepare a written report of accomplishments and activities for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/activities for the Annual Report, and submit it to the President by September 1. (Date all reports.)
- 2) Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to the President by May

RESPONSIBILITIES ACCORDING TO THE OPERATIONAL GUIDELINES

- 1) Membership is comprised of representatives from all six states, each appointed by the State President by the January Board meeting.
- 2) Responsible for all ASPIRE awards not otherwise assigned;
- 3) Awards are described in Operating Guidelines, Section 8 (ASPIRE Awards);
- 4) Establishes nomination procedures (where appropriate);
- 5) Selects recipients of awards;
- 6) Selects and purchases plaques, certificates, or other appropriate awards.

ADDITIONAL RESPONSIBILITIES

- 1) To request State Presidents to identify individual retiring in their state and report by 5/1. Obtain a biographical sketch and a photograph from Retirees by June 1 and send to the Agenda Chair by 6/30.



- 409 2) To send nomination forms for the Friend of ASPIRE, Rising Star, and Champion of TRIO to
410 all ASPIRE Members by March 15 to be returned by May 1. Nomination forms for the
411 Champion of TRIO are submitted to the Board for approval at the May Executive Board
412 Meeting.
- 413 3) To send nomination forms for the Art Quinn Memorial Award to the ASPIRE Executive
414 Board Members by March 15 to be returned by May 1.
- 415 4) To determine recipients of all awards according to the Operating Guidelines, and purchase
416 appropriate awards as identified in the Operating Guidelines by August 1. (This includes
417 plaques and certificates for Development and TRIO Achievers unless the chairs prefer to
418 select their own.)
- 419 5) To update the length of membership in ASPIRE for all members and determine award
420 recipients.
- 421 6) To notify the ASPIRE President of award recipients by September 1 and send biographical
422 sketches and other information required to make the presentations.
- 423 7) To update the list of all awards presented each year within two weeks of the Annual
424 Conference.
- 425 8) Communicate with the Web Site Committee chair regarding updates for the ASPIRE
426 website.
427



BYLAWS AND OPERATING GUIDELINES COMMITTEE

The Bylaws and Operating Guidelines Committee reviews the Bylaws and recommends amendments to the Bylaws for approval by the membership. The committee reviews Operating Guidelines and recommends additions and revisions to the ASPIRE Board.

MEMBERSHIP

- 1) Chaired by Past President
- 2) Membership at discretion of Chair and President

GENERAL RESPONSIBILITIES

- 1) All Committee Chairpersons must prepare a written report of accomplishments and activities for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/activities for the Annual Report, and submit it to the President by September 1. (Date all reports.)
- 2) Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to the President by May

ADDITIONAL RESPONSIBILITIES

- 1) Committee chaired by the Past President
- 2) Completes revisions to the ASPIRE Bylaws and Operating Guidelines;
- 3) Reviews Bylaws for necessary changes; proposes amendments for consideration by Board and membership;
- 4) Reviews Operating Guidelines for internal consistency, compliance with Bylaws, and other beneficial changes; proposes amendments for consideration by the Board;
- 5) Reviews minutes of Board meetings to determine if policy or procedural decisions of the Board should be included in the Operating Guidelines;
- 6) Incorporates approved amendments into printed version of Operating Guidelines prior to next regularly scheduled Board meeting;
- 7) Updates the Bylaws and Operating Guidelines following the annual Conference and transfers revised Bylaws and Operating Guidelines (and computer disks) to the next Past President by November 15; [1/97]
- 8) Posts updated Bylaws on the website annually; sends updated Operating Guidelines to Board Members by November 15. [1/97]



CONFERENCE COMMITTEE

MEMBERSHIP

- 1) Chair appointed by President
- 2) Membership at discretion of Chair and President

GENERAL RESPONSIBILITIES

- 1) All Committee Chairpersons must prepare a written report of accomplishments and activities for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/activities for the Annual Report, and submit it to the President by September 1. (Date all reports.)
- 2) Incoming Committee Chairpersons shall submit a budget request for the next Fiscal Year to the President for the January board meeting.

RESPONSIBILITIES ACCORDING TO THE OPERATIONAL GUIDELINES

- 1) The Conference Committee and Subcommittees plan, implement, and evaluate the ASPIRE Annual Conference. Subcommittees report regularly to the Conference Committee Chair, and coordinate with each other. Subcommittees may include, but are not limited to, the following:
 - a) Agenda Subcommittee.
 - i) Plans overall schedule of events.
 - ii) Solicits, selects, and confirms presenters and workshops.
 - iii) Coordinates with Logistics Committee regarding facilities.
 - b) Logistics Subcommittee.
 - i) Researches conference facilities and makes arrangements and reservations concerning costs, meeting rooms, meals, travel connections, accommodations for persons with disabilities, ground transportation, etc.
 - ii) Plans recreational and social activities for conference attendees in collaboration with Conference Chair and Agenda Chair.
 - c) Registration Subcommittee (co-chaired by Treasurer and President-Elect).
 - i) Identifies subcommittee members.
 - ii) Develops registration procedures.
 - iii) Provides pre-registration materials to personnel in all projects in the region, all members of the Council for Opportunity in Education Executive Board, and other potentially interested parties.
 - iv) Prepares on-site conference materials.
 - v) Oversees on-site registration during conference.



2) Additional guidelines for the conference are found in Operating Guidelines.

ADDITIONAL RESPONSIBILITIES

- 1) To appoint all conference subcommittee chairs. This would include a chair for the raffle/silent auction.
- 2) To coordinate all activities related to the conference with the conference subcommittee chairs.
- 3) To monitor the conference budget and the expenditures by the conference subcommittee chairs.
- 4) To submit a budget to the Executive Board prior to the January Board Meeting
- 5) Recommend theme to the incoming board at the October Board Meeting.
- 6) To obtain tentative educational and political speakers from the Agenda Chair, and tentative menus from the Logistics Chair, and present to the Executive Board at the January Board Meeting.
- 7) To contact the Council for Opportunity in Education President and Department of Education personnel (include both a representative from Washington, DC and the regional representative) by February 15.
 - a) Send a written confirmation following the telephone contact, and confirm who will be attending by March 1.
 - b) Be certain that these individuals receive the tentative agenda and any other pre-registration materials which are appropriate.
 - c) Obtain a biographical sketch and photograph for the Agenda Chair by April 15.
 - d) Confirm all travel arrangements and lodging by August 1.
 - e) Notify each of the individuals of the date and time that they will be doing presentations by September 1.
- 8) To explore the possibility of Legislative Aides attending the Welcome Reception, TRIO Achievers Luncheon, and/or Banquet by April 15 and notify the Agenda Chair by May.
 - a) Send a written confirmation following the telephone contact, and confirm who will be attending by July 1.
- 9) To identify an individual (a city or state official, or personnel from the local institution which hosts a TRIO program) to welcome the group at the Welcome Reception by June 15 and notify the Agenda Chair by July 1.
 - a) Send a written confirmation following the telephone contact, and confirm who will be attending by July 1.
- 10) To send the page or pages from the Operational Guidelines pertaining to ads to the Agenda Ads Chair by May 15.
- 11) To seek approval of the Board to waive registration fees for any individuals not specifically listed in the Operating Guidelines
 - a) Compile a list of individuals who will not be paying the registration fee for the Treasurer/Registration Chair by August 1.
- 12) Compile a list of guests and speakers and the date and time of their arrival for the Guest Chair by August 1.
- 13) Contact the Development Chair to confirm the arrangements of the Development Awards and confirm the arrangements with the Agenda Chair and Logistics Chair by July 1.



- 545 14) To purchase packets, bags, or folders for conference materials by August 15 and have them to
546 the Registration Chair or subcommittee member, identified by the Registration Chair, who
547 will be doing the registration packets by October 1.
- 548 15) To send information on the Council for Opportunity in Education President, Department of
549 Education, personnel, Legislative Aides, and individual to welcome group at Welcome
550 Reception to the Head Table Chair by August 1.
- 551 16) To confirm with the Newcomers Chair by August 1 if the Council for Opportunity in
552 Education President will be available to speak at the session.
- 553 17) To complete the programs for the meals and Welcome Reception by August 1 30.
- 554 18) To identify individuals to check meal tickets by September 30.
- 555 19) To send thank you notes as appropriate. These can be obtained from the Secretary and should
556 also be made available to the subcommittee chairs if they need to send thank you notes.
- 557 20) Ensure that the following year's conference is highlighted at the conference through
558 a) Presentation
559 b) Inserts into conference packet
560 c) other
561

AGENDA SUBCOMMITTEE

MEMBERSHIP

- 1) Chair appointed by President and Conference Chair
- 2) Membership at discretion of Committee Chair and President

RESPONSIBILITIES ACCORDING TO THE OPERATIONAL GUIDELINES

- 1) The Conference Committee and Subcommittees plan, implement, and evaluate the ASPIRE Annual Conference. Subcommittees report regularly to the Conference Committee Chair and coordinate with each other. The Agenda Subcommittee:
 - a) Plans overall schedule of events.
 - b) Solicits, selects, and confirms presenters and workshops.
 - c) Coordinates with Logistics Committee regarding facilities.
- 2) Additional guidelines for the conference are found in Operational Guidelines Section 7. Conference - Policies and Procedures and the Generic Agenda is found in Appendix E.

ADDITIONAL RESPONSIBILITIES

- 1) To plan overall schedule of events.
- 2) To solicit, select, and confirm presenters, speakers, facilitators, and workshops.
 - a) Send the first Call for Papers by January 15 to be returned by Marcy 1.
 - i) Obtain the mailing list for out-of-region individuals from the President.
 - ii) Include a form, with the return address of the appropriate Chairs, to identify Moderators and Mentors.'
 - b) Send the second Call for Papers (if necessary) by March 15 to be returned by April 15.
 - c) Finalize the selection of workshops by May 15.
 - i) When selecting workshops and planning the Idea Exchanges, consider something for all programs, positions, etc.
 - ii) When scheduling workshops, try not to schedule workshops at the same time which are most appropriate for a specific program, position, etc.
 - d) Confirm speakers, facilitators, and workshop presenters by June 15^t.
 - i) Confirm audio visual needs for workshops and all sessions by August 1. Communicate AV needs to logistics chair by August 30.
 - ii) Presenters need to prepare handouts for seventy (70).
 - iii) Inform presenters, speakers, and facilitators of the date and time of their session, and the length of the presentation with time set aside for questions and answers by September 1.



- iv) Confirm the Legislative Aides who will attend and the individual to welcome the group at the Welcome Reception with the Conference Chair by July 1. Confirm the arrangements for distribution of the Development Awards with the Conference Chair by July 1.
- e) Have the Conference Chair present tentative educational speakers to the Executive Board at the January meeting. Have as much information as possible on each speaker including the topic, cost, and if appropriate, whether the speaker might be willing to do a workshop.
- f) Have the Conference Chair present tentative political speakers and the cost to the Executive Board at the January meeting.
- g) Obtain a biographical sketch and photograph for the conference agenda by July 15 from the following:
- i) Workshop presenters and facilitators.
 - (a) Workshop presenters also need to submit a description of their work
 - ii) Speakers.
 - iii) TRIO Achievers (from TRIO Achiever Chair).
 - iv) Retirees (from Awards Chair).
 - v) Council for Opportunity in Education President,
 - vi) Department of Education Personnel (from Conference Chair)
- h) Confirm all travel arrangements and lodging for all individuals who are not ASPIRE personnel by August 1. C.
- 3) To have the design for the conference materials by July 1.
- 4) To include and plan for a Proposal Writing Workshop, if appropriate, by July 1 and send information for the pre-registration mailing to the Registration Chair by July 15. '
- 5) To finalize the tentative agenda and send copies to the Registration Chair, or subcommittee member identified by the Registration Chair, who will be doing the pre-registration mailing by July 15.
- a) Include a description of ASPIRE.
- 6) To obtain a letter and photograph from the President and Vice President/President Elect for the conference agenda by August 1.
- 7) To obtain a list of Moderators from the Moderators Chair by August 1.
- a) Assign Moderators for each of the workshops. Send the Moderators Chair a list of workshops, presenters, and assigned Moderators. Also include a workshop description, room where the workshop will be held, time and date of the workshop, biographical sketch of the presenter, and a list of the audiovisual equipment requested by the presenter by August 15.
- 8) To coordinate room assignments for all activities with the Logistics Chair by June 15
- 9) To coordinate audio visual needs with the Logistics Chair by August 15.
- 10) To confirm the Presenter for plenary Sessions, Welcome Reception, and meals from the Head Table Chair by August 15.
- 11) To confirm the person who will introduce each speaker at the Plenary Sessions and meals from the Head Table Chair by August 15.
- 12) To obtain ads from the Agenda Ads Chair by August 15.
- 13) To finalize the agenda for printing by September 1 and send to the Registration Chair or facility by October 1.
- a) Agenda may include:
 - i) Description of ASPIRE.



- 644 ii) Description of Council for Opportunity in Education
645 iii) List or map indicating each of the ten (10} regions.
646 iv) Description of the theme,
647 v) List of conference chairs.
648 vi) Program at a Glance.
649 vii) Ads.
650 viii) Thank you to anyone who makes contributions. Obtain from the Development
651 Chair.
652 14) To send information on the speakers to the Head Table Chair by September 15.
653 15) To send thank you notes as appropriate. Obtain thank you notes from the Conference Chair.

654
655

LOGISTICS SUBCOMMITTEE

MEMBERSHIP

- 1) Chair appointed by Conference Chair and President.
- 2) Membership at discretion of Committee Chair and President

RESPONSIBILITIES ACCORDING TO THE OPERATIONAL GUIDELINES

The Conference Committee and Subcommittees plan, implement, and evaluate the ASPIRE Annual Conference. Subcommittees report regularly to Committee Chair, and coordinate with each other. The Logistics Subcommittee:

Researches conference facilities and makes arrangements and reservations concerning costs, meeting rooms, meals, travel transportation, etc.

Plans recreational and social activities for conference.

Additional guidelines for the conference are found in "Section X, Conference Policies and Procedures" on pages 11 through 14 of the Operational Guidelines, and the Generic Agenda is found on pages 25 and 26.

ADDITIONAL RESPONSIBILITIES

To coordinate all communication with the hotel.

To have the Conference Chair present tentative menus to the Executive Board at the May meeting.

To confirm self-supporting activities which would be available to conference participants by June 1.

To provide information to the Registration Chair or subcommittee member, identified by the Registration Chair, who will be doing the pre-registration mailing by July 15.

Hotel brochure and reservation information.

Information on transportation from the airport.

Information on activities.



684 To coordinate room assignments (or all activities with the Agenda Chair by August 1.

685 To send a list of contributors to the Agenda Chair to include a thank you in the agenda by August
686 1,

687 To coordinate audio visual needs with the Agenda Chair by August 15.

688 Have a list of audio visual equipment for each session and a person responsible for
689 delivering, picking up, and securing the equipment in a locked storage area by October 1.

690 When possible, place screens diagonally in a corner so speakers can face audience.

691 To obtain seating arrangements for head tables and secondary head tables for Plenary Sessions,
692 Business Meetings, Welcome Reception, and meals from the Head Table Chair by August
693 15.

694 To confirm the arrangements for presentation of the Development Awards at the Welcome
695 Reception with the Conference Chair by September 1; to confirm the set-up, equipment, and
696 arrangements for the Talent Show with the Talent Show Chair by September 1; and to
697 confirm the set-up for the Silent Auction with the Silent Auction Chair by September 1.

698 To develop "function sheets" for each session to use when confirming room set-ups with the
699 hotel by September 11

700 The "function sheets" should be used to check the rooms prior to each session to assure that
701 rooms and head 4 tables are set up correctly, and that the audio visual equipment is
702 available.

703 To provide the hotel with a list of rooms, times, set-ups for all sessions by September 15 and
704 confirm the set-up, 4 arrangements for the room and hors d'oeuvres, and the approximate
705 number attending the Newcomers Reception by October 1.

706 All head tables should be skirted with water service and table top podium with a microphone
707 as needed. Risers for the head tables should be used for meals and the Business Meeting.

708 For meals use rounds, of no more than eight (8), if possible, so all the participants face the
709 front of the room|

710 No smoking in any of the sessions or meals. 4

711 Have water service at the back of each room for all sessions.

712 Request a message board for the hotel lobby, the ASPIRE registration area, and the meeting
713 room area or areas.

714 All rooms should be set up classroom style if possible. 4



715 Rooms and water service should be freshened after each session.

716 Arrange linen and centerpieces for meals and reception, and linen for tables used at other
717 functions.

718 Confirm the number for head tables and podium placement for each session.

719 Verify how far in advance meal guarantees must be submitted and the percentage above and
720 below the guarantee which is applicable.

721 To submit information for the registration packets to the Registration Chair or subcommittee
722 member, identified by the Registration Chair, who will be doing the registration packet by
723 October 1.

724 Information may include hotel information; coupons from the hotel,

725 To send thank you notes as appropriate. Obtain thank you notes from the Conference Chair.
726



REGISTRATION SUBCOMMITTEE

MEMBERSHIP

- 1) Co-chaired by Treasurer and additional co-chair appointed by Conference Chair
- 2) Membership at discretion of Committee Co-chairs

RESPONSIBILITIES ACCORDING TO THE OPERATIONAL GUIDELINES

The Conference Committee and Subcommittees plan, implement, and evaluate the ASPIRE Annual Conference. Subcommittees report regularly to Committee Chair, and coordinate with each other. The Registration Subcommittee

Identifies subcommittee members.

Develops registration procedures.

Sends pre-registration materials to personnel in all projects in the region, all members of the Council for Opportunity in Education Executive Board, and other potentially interested parties.

Prepares registration packets.

Oversees on-site registration during conference.

Additional guidelines for the conference are found in "Section X. Conference Policies and Procedures" on pages 11 through 14 of the Operational Guidelines.

ADDITIONAL RESPONSIBILITIES

Pre-registration

To send pre-registration by August 1 with return by September 15.

Send pre-registration materials to personnel in all projects in the region, all members of the Council for Opportunity in Education Executive Board, and other potentially interested parties.

Include the following in the pre-registration mailing:



754 Conference Registration Form. Request information which identifies first time
 755 conference attendees, need for special diets or accommodations, etc. Run on NCR
 756 paper so a copy can be forwarded to the Newcomers Chair by October 1.

757 Cover Letter. Include a welcome to the conference, instructions for pre-registration, and
 758 deadline date. This could be from the President, the Conference Chair, or the
 759 Registration Chair.

760 Tentative Agenda. Obtain from the Agenda Chair by July 15.

761 ASPIRE Membership Form.

762 Hotel Information, Brochure, and Reservation Card. Obtain from the Logistics Chair by
 763 July 15.

764 Ground Transportation Information. Obtain from the Logistics Chair by July 15.

765 Proposal Writing Workshop information. Obtain from the Agenda Chair by July 15.

766 Information on Activities. Obtain from the Logistics Chair by July 15.

767 Information on the ASPIRE Leadership Development Institute. Obtain from the chair for
 768 the committee by July 15.

769 Announcement on the Talent Show and solicitation of participants. Obtain from the
 770 Talent Show Chair by July 15.

771 Announcement on the Silent Auction and solicitation of items for the auction. Obtain
 772 from the Silent Auction Chair by July 15.

773 **REGISTRATION**

774 To include the following in the registration packets:

- 775 • Conference Registration Form. For individuals who have not pre-registered.
- 776 • ASPIRE Membership Form. For individuals who have not pre-registered and/or have
 777 not paid their membership fee.
- 778 • Registration Fee Receipt. Completed and included for individuals who pre-registered
 779 with extra receipts for individuals who register at the conference.
- 780 • ASPIRE Membership Card. Completed and included for individuals who pre-
 781 registered with extra cards for individuals who pay membership at the conference.
- 782 • Packets/Bags/Folders. Obtain from the Conference Chair by October 1. These should
 783 be stuffed for those who pre-registered with extra for individuals who register at the
 784 conference.
- 785 • Name Tags. Completed and included for individuals who pre-registered with extra
 786 name tags for those who register at the conference.



- 787 • Agenda. Obtain from the Agenda Chair by October 1.
- 788 • Annual Report Obtain from the Prescient by October 1. This should not be included
- 789 in the packets for individuals who do not pay the ASPIRE membership.
- 790 • Information on the site of the next conference. Obtain from the State President from
- 791 that state by October 11
- 792 • Information on the area where the conference is held. Obtain from the Logistics Chair
- 793 by October 1.

794

795 GENERAL

796 To obtain a list of individuals who will not be paying the registration fee from the Conference
797 Chair by August 1.

798 To send thank you notes as appropriate. Obtain thank you notes from the Conference Chair.
799



CORPORATE DEVELOPMENT COMMITTEE

The Corporate Development Committee advances the mission of ASPIRE through fundraising and partnerships with corporations, foundations, and businesses.

MEMBERSHIP

- 1) Chair appointed by President
- 2) Membership at discretion of chair but to generally include representatives from each state and a liaison with the conference committee.

GENERAL RESPONSIBILITIES

- 1) All Committee Chairpersons must prepare a written report of accomplishments and activities for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/activities for the Annual Report, and submit it to the President by September 1. (Date all reports.)
- 2) Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to the President by May



819

CVENT COMMITTEE

820

821 The CVENT Committee advances the mission of ASPIRE through maximizing the use of the
822 CVENT software throughout the region and states.

823

824 MEMBERSHIP

- 825 1) Chair appointed by President
826 2) Membership at discretion of chair.

827

828 GENERAL RESPONSIBILITIES

- 829 3) The Committee Chairperson is to participate in CVENT trainings and serve as the expert and
830 technical assistance point person for the ASPIRE and state associations to make the most
831 efficient and effective use of the software.
- 832 4) The Committee Chairperson must monitor and evaluate the CVENT contract on a regular
833 basis and make quarterly recommendations to the board as to renew, non-renew or
834 renegotiate contract terms.
- 835 5) All Committee Chairperson must prepare a written report of accomplishments and activities
836 for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month
837 prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/
838 activities for the Annual Report, and submit it to the President by September 1. (Date all
839 reports.)
- 840 6) Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to
841 the President by May.
842



DEVELOPMENT COMMITTEE

The Development Committee coordinates ASPIRE Fair Share and unrestricted fundraising activities and monitors the ASPIRE Fair Share activities for Council for Opportunity in Education (Publications Package, Institutional Membership, President's Council, etc.). '

MEMBERSHIP

- 1) Co-chaired by Past-President with co-chair appointed by President
- 2) Membership to include Past-Presidents of each state chapter or designee

GENERAL RESPONSIBILITIES

All Committee Chairpersons must prepare a written report of accomplishments and activities for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/activities for the Annual Report, and submit it to the President by September 1. (Date all reports.)

Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to the President by May

RESPONSIBILITIES ACCORDING TO THE OPERATIONAL GUIDELINES

Responsible for ASPIRE and Council for Opportunity in Education Fair Share and fund raising activities; to include solicitation of personal donations and project memberships. Project memberships will be solicited on separate invoices from personal donations. [1/08]
Coordinates with Council for Opportunity in Education for Regional Association Fair Share (Publications Package, Institutional Membership, President's Council, etc).
Determines recipients of Development awards.
Reconciles with the Treasurer regarding income from donations.

ADDITIONAL RESPONSIBILITIES

To educate the membership on Development Committee procedures, language, etc. through mailings and presentations at the Annual Conference.

To coordinate fund raising activities.

Council for Opportunity in Education
Publications Package.
Membership
Institutional Membership.
Memberships

ASPIRE
Project
Personal

879 Personal Donations

Personal Donations

880

881 To track and record gifts by projects since 1985.

882 To order awards for the Annual Conference or have the Awards Chair order awards.

883



ELECTIONS COMMITTEE

The Elections Committee is responsible for educating, encouraging, and securing the nominations for the offices of ASPIRE, and for the election process

MEMBERSHIP

- 1) Chair appointed by President
- 2) Membership at discretion of President but to include no less than three persons

GENERAL RESPONSIBILITIES

All Committee Chairpersons must prepare a written report of accomplishments and activities for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/activities for the Annual Report, and submit it to the President by September 1. (Date all reports.)

Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to the President by May

RESPONSIBILITIES ACCORDING TO THE OPERATIONAL GUIDELINES

Membership consists of no less than three persons appointed by the President.

Educates ASPIRE members regarding duties, responsibilities, benefits, and importance of ASPIRE offices; encourages and secures nominations for the offices of ASPIRE; and supervises elections during the Annual Conference. To achieve these objectives, the committee will do the following:

Send letters to all members requesting nominations for all available offices. The letter will include a description and major responsibilities of each office.

Contact each nominee to ascertain willingness to serve.

Send a listing of nominees to all members thirty (30) days in advance of the Annual Conference. For each nominee, this listing will include at least the following: name, position sought, address, and phone number.

Conduct nominations from the floor at the Business Meeting and a candidates' forum during the conference.



916 Prepare the final ballot, supervises elections, counts ballots, and announces election results
917 during the Annual Conference.

918

919 ADDITIONAL RESPONSIBILITIES

920 To send out a letter to the Active Membership of ASPIRE with an explanation of the offices
921 open for election by April 15. The letter will include:

922 A request that the membership identify potential candidates.

923 A statement that present and past ASPIRE officers are willing to discuss offices and explain in
924 detail what duties are required of an officer.

925 To solicit nominations for the positions of President Elect, Secretary, and Treasurer (every other
926 year) by July 20.

927 To contact each of the nominees to ascertain the willingness of the nominees to be candidates
928 and to serve.

929 To send a list of nominees at least thirty (30) days before the election.

930 To prepare a ballot with the names of the nominees for each office to be filled.

931 To conduct the election of ASPIRE officers for the positions of President Elect, Secretary, and
932 Treasurer (every other year) at the ASPIRE Annual Conference.

933 To take nominations from the floor during the Annual Conference.

934 To conduct the election of officers by secret ballot of all Active and Associate Members present
935 and voting.

936 To count all ballots. A majority of members present and voting will prevail.

937 To announce the results of the election after the ballots are counted.

938



FINANCE COMMITTEE

The Finance Committee is responsible for planning and monitoring the ASPIRE budget. Members are: President, President Elect, Past President, Treasurer, Development Chair, and one State President appointed by the President.

MEMBERSHIP

- 1) Chaired by Treasurer
- 2) Membership to include President, President Elect, Past President, Treasurer, Development Chair, and a State President appointed by the President

GENERAL RESPONSIBILITIES

All Committee Chairpersons must prepare a written report of accomplishments and activities for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/activities for the Annual Report, and submit it to the President by September 1. (Date all reports.)
Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to the President by May

RESPONSIBILITIES ACCORDING TO THE OPERATIONAL GUIDELINES

Members include, but are not limited to, the President, President Elect, Past President, Treasurer, Development Chair and a State President appointed by the President. The Past President chairs the Finance Committee

Monitors the budget for the current Fiscal Year.

Recommends a preliminary budget for the new Fiscal Year to the Board at its first meeting and final budget to the Board at its second meeting.

Provides information to committee chairs on fiscal management of their committee line item annually.



FINANCIAL AID COMMITTEE

The Financial Aid Committee disseminates financial aid information to the members and encourages liaison activities with local and regional financial aid organizations.

MEMBERSHIP

- 1) Chair appointed by President
- 2) Membership at discretion of Chair and President

GENERAL RESPONSIBILITIES

All Committee Chairpersons must prepare a written report of accomplishments and activities for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/activities for the Annual Report, and submit it to the President by September 1. (Date all reports.)

Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to the President by May

RESPONSIBILITIES ACCORDING TO THE OPERATIONAL GUIDELINES

Disseminates financial aid information to the membership.

Encourages liaison activities with local and regional financial aid organizations.

ADDITIONAL RESPONSIBILITIES

To acquire financial aid information for ASPIRE through federal and programmatic sources.

To request payment of dues to the Rocky Mountain Association of Student Financial Aid Administrators (RMASFA/



995

GOVERNMENT RELATIONS COMMITTEE

996

997 The Governmental Relations Committee disseminates legislative, Council for Opportunity in
998 Education, and Department of Education information to the membership, coordinating with the
999 Council for Opportunity in Education Government Relations Committee

1000

MEMBERSHIP

- 1002 1) Chair appointed by President
1003 2) Membership at discretion of Chair and President

1004

GENERAL RESPONSIBILITIES

- 1006 1) All Committee Chairpersons must prepare a written report of accomplishments and activities
1007 for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month
1008 prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/
1009 activities for the Annual Report, and submit it to the President by September 1. (Date all
1010 reports.)
1011 2) Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to
1012 the President by May

1013

RESPONSIBILITIES ACCORDING TO THE OPERATIONAL GUIDELINES

- 1015 1) Disseminates legislative and Department of Education information to the membership.
1016 2) Coordinates with Council for Opportunity in Education regarding legislative and Department
1017 of Education actions.

1018

ADDITIONAL RESPONSIBILITIES

- 1020 1) To contact the Council for Opportunity in Education Hotline weekly and disperse
1021 information as appropriate.
1022 To contact the Council for Opportunity in Education Office monthly for updates and disperse
1023 information as appropriate.
1024



1025 *INTERNATIONAL ACCESS COMMITTEE*

1026

1027 The International Access Committee shall encourage and support the development of an
1028 international perspective into the programs within the ASPIRE region.

1029

1030 MEMBERSHIP

- 1031 1) Chair appointed by President
1032 2) Membership at discretion of Chair and President

1033

1034 GENERAL RESPONSIBILITIES

- 1035 1) All Committee Chairpersons must prepare a written report of accomplishments and activities
1036 for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month
1037 prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/
1038 activities for the Annual Report, and submit it to the President by September 1. (Date all
1039 reports.)
1040 2) Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to
1041 the President by May
1042

1043 ADDITIONAL RESPONSIBILITIES

- 1044 1) To disseminate information about COE and other international opportunities for staff and
1045 participants within the ASPIRE region.
1046 2) Develop and propose sessions for the Annual conference encouraging and supporting the
1047 development of an international perspective into the programs
1048



Leadership Development Institute Committee

MEMBERSHIP

- 1) Chair appointed by President
- 2) Membership at discretion of Chair and President

GENERAL RESPONSIBILITIES

- 1) All Committee Chairpersons must prepare a written report of accomplishments and activities for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/activities for the Annual Report, and submit it to the President by September 1. (Date all reports.)
- 2) Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to the President by May

ADDITIONAL RESPONSIBILITIES

- 1) Provides professional development for individuals interested in preparing for and participating in the leadership of ASPIRE and COE;
- 2) Provides an opportunity for persons who have an interest in developing their personal and profession leadership skills
- 3) Offers a Leadership Development Institute prior to the annual conference with two distinct leadership tracks:
 - a) ASPIRE Academy: the foundation for ASPIRE leadership including history of TRiO and ASPIRE; the political nature of TRiO; the organizational structures of the U.S. Department of Education, COE, and ASPIRE; rudimentary practice in parliamentary procedures; effective networking; and balancing TRiO work and TRiO volunteerism.
 - b) Emerging Leaders: hones skills in effective project/campus/organization interaction through team-building, project accountability using CAS standards, meaning of leadership, being political, and practice in parliamentary procedures. Also includes, specific training for elected and appointed state and regional association positions including advanced skills for leading association membership in the areas of policy seminars, strategic planning; the treasury and fiduciary responsibility; and advanced parliamentary procedures.



MEMBERSHIP COMMITTEE

The Membership Committee is responsible for increasing the ASPIRE membership through distribution of membership materials and providing information to new ASPIRE TRIO personnel.

MEMBERSHIP

- 1) Chair appointed by President
- 2) Membership at discretion of Chair and President

GENERAL RESPONSIBILITIES

- 1) All Committee Chairpersons must prepare a written report of accomplishments and activities for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/activities for the Annual Report, and submit it to the President by September 1. (Date all reports.)
- 2) Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to the President by May

RESPONSIBILITIES ACCORDING TO THE OPERATIONAL GUIDELINES

- 1) Responsible for increasing ASPIRE membership.
- 2) Distributes membership materials and provides information to new TRIO personnel in ASPIRE Region.
- 3) Coordinates with Treasurer to maintain and disseminate official Membership Directory to all members.

ADDITIONAL RESPONSIBILITIES

- 1) To encourage ASPIRE membership.
- 2) To update and distribute the ASPIRE membership application.
- 3) To obtain from each program a complete roster of their state which includes the school, project, individual, position, telephone number, fax number, and E-mail address. Coordinate, each December, with State Presidents to verify accuracy of information.
- 4) Within thirty (30) days after the Annual Conference complete and publish the ASPIRE Directory. Each ASPIRE member will receive a copy of the Directory.



- 1116 5) To receive from the ASPIRE Treasurer a copy of the membership form for all new members
1117 enabling the Membership Chair to maintain an accurate Membership Directory at all times.
1118 New members are sent an updated copy of the Directory, and ASPIRE Board Members are
1119 supplied with an up-to-date Membership Directory periodically.
- 1120 6) To send along with the copy of the Directory to ASPIRE Members a letter thanking them for
1121 their support and for joining ASPIRE and to non-members a letter by February 1 encouraging
1122 them to join ASPIRE.
- 1123 7) To contact individuals not paying correct membership and solicit membership from those
1124 who have lapsed in membership.
- 1125 8) To have address labels of all individuals in ASPIRE available for Executive Board Members
1126 and ASPIRE committee
- 1127 9) To send a complete membership roster to the Awards Chair in August.
1128

1129
1130

MULTI-ETHNIC ADVOCACY COMMITTEE

1131 The Multi-Ethnic Advocacy Committee develops a regional response that empowers staff to
1132 advocate for diverse students and raises awareness of current issues and challenges facing
1133 diverse populations and provide multicultural professional development through regional
1134 conference and trainings.

1135

MEMBERSHIP

- 1137 1) Chair appointed by President
1138 2) Membership at discretion of Chair and President

1139

GENERAL RESPONSIBILITIES

- 1140
1141 1) All Committee Chairpersons must prepare a written report of accomplishments and activities
1142 for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month
1143 prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/
1144 activities for the Annual Report, and submit it to the President by September 1. (Date all
1145 reports.)
1146 2) Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to
1147 the President by May
1148



1149 *NATIONAL TRIO DAY COMMITTEE*

1150

1151 The National TRIO Day Committee coordinates National TRIO Day activities with the states,
1152 the ASPIRE region, and Council for Opportunity in Education. The committee also documents
1153 activities and media releases of the activities.

1154

1155 MEMBERSHIP

- 1156 1) Chair appointed by President
1157 2) Membership at discretion of Chair and President

1158

1159 GENERAL RESPONSIBILITIES

- 1160 1) All Committee Chairpersons must prepare a written report of accomplishments and activities
1161 for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month
1162 prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/
1163 activities for the Annual Report, and submit it to the President by September 1. (Date all
1164 reports.)
1165 2) Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to
1166 the President by May

1167

1168 RESPONSIBILITIES ACCORDING TO THE OPERATIONAL GUIDELINES

- 1169 1) Coordinates National TRIO Day activities with the State Associations, ASPIRE, and Council
1170 for Opportunity in Education.
1171 2) Documents activities within the region.

1172

1173 ADDITIONAL RESPONSIBILITIES

- 1174 1) To be responsible for the dissemination of information to all ASPIRE State Presidents.
1175 2) To act as liaison between COE's designee and the ASPIRE Region and its membership.
1176 3) To assist each project in suggesting different methods and activities to conduct this
1177 celebration.
1178 4) To request information from all regional programs and gather all materials/ publicity
1179 generated by this event.
1180 5) To prepare a report for the May Executive Board Meeting.



1181 6) To compose a final report listing regional accomplishments and forwarding the same to the
1182 Council for Opportunity in Education.
1183

PERSONNEL COMMITTEE

The primary purpose of the Personnel Committee will be to establish guidelines in Personnel Policy, evaluate implementation of policies, and recommend modifications, to the ASPIRE Executive Board.

MEMBERSHIP

- 1) Chaired by President
- 2) Membership to include President, President Elect, Past President, a State President appointed by the President, and the appointed supervisor of ATI Directors if other than ASPIRE President

GENERAL RESPONSIBILITIES

- 1) All Committee Chairpersons must prepare a written report of accomplishments and activities for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/activities for the Annual Report, and submit it to the President by September 1. (Date all reports.)
- 2) Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to the President by May

ADDITIONAL RESPONSIBILITIES

- 1) Develop set of Personnel Policies & Procedures for ASPIRE employees.
- 2) Serve as search committee for employees and assist with hiring processes.
- 3) Recommend processes for implementation of Personnel Policies to ASPIRE Executive Board.
- 4) Recommend salaries for key personnel.
- 5) Oversee staff evaluation processes.
- 6) Oversee discipline, grievance procedures for ASPIRE staff.
- 7) Recommend to ASPIRE Executive Board, modifications in personnel policies.



1215

PUBLICATIONS COMMITTEE

1216

1217 The Publications Committee coordinates all publications activities for ASPIRE, including
1218 "ASPIRATIONS," "New Director's Manual," Tutor Training Manual, etc.

1219

MEMBERSHIP

1221 1) Chair appointed by President

1222 2) Membership at discretion of Chair and President

1223

GENERAL RESPONSIBILITIES

1225 1) All Committee Chairpersons must prepare a written report of accomplishments and activities
1226 for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month
1227 prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/
1228 activities for the Annual Report, and submit it to the President by September 1. (Date all
1229 reports.)

1230 2) Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to
1231 the President by May

1232

RESPONSIBILITIES ACCORDING TO THE OPERATIONAL GUIDELINES

- 1234 1. Coordinates all publications activities for ASPIRE and represents ASPIRE on the Council for
1235 Opportunity in Education Committee.
1236 2. Annually, publishes at least three electronic editions of "ASPIRATIONS."

1237

ADDITIONAL RESPONSIBILITIES

- 1239 1) To assist professional development through the development and production of printed
1240 materials.
1241 2) To act as clearinghouse and coordinate publication and sales of fund raising/professional
1242 development literature. To encourage members of Regional Association and others to submit
1243 articles for publication in the Journal.
1244 3) To encourage subscriptions from TRIO projects for the Journal and Publications Package
1245 through better communication about subscription payment.
1246 4) To coordinate with the "ASPIRATIONS" Editor to publish electronically three issues of
1247 "ASPIRATIONS" annually,



- 1248 a) Responsibilities of the "ASPIRATIONS" Editor
1249 i) To collect articles from ASPIRE members to be included in the newsletter (President,
1250 Officers, Committee Chairs, and other members)
1251 ii) To type and edit articles collected.
1252 iii) To layout materials into newsletter form.
1253 iv) To distribute newsletter to the membership.
1254 v) To obtain ideas for articles from membership.
1255 vi) To keep records of funds spent for newsletter purposes.
1256 vii) To write reports as needed: January - June - October
1257 viii) To publish the deadlines for submission of articles to ASPIRATIONS in the first
1258 edition of the year.
1259 b) Send a complementary copy of "ASPIRATIONS" to former TRiO Achievers.
1260

STATE LEADERSHIP COMMITTEE

The State Leadership Committee acts as a liaison to the COE State Leadership Committee, coordinates regional state initiative activities, and acts as a resource to State Chapter Presidents on state initiative and activities.

MEMBERSHIP

- 1) Chair appointed by President
- 2) Membership at discretion of Chair and President

GENERAL RESPONSIBILITIES

- 1) Promote the application to the Council for Opportunity's State Initiative grant program and nominations to State Chapter of Excellence Awards to all state presidents.
- 2) Encourage attendance by state and regional leadership at the Council for Opportunity's, State Leaders Caucus (held prior to COE annual conference) and Leadership Institute (held prior to COE annual policy seminar).
- 3) All Committee Chairpersons must prepare a written report of accomplishments and activities for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/activities for the Annual Report, and submit it to the President by September 1. (Date all reports.)
- 4) Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to the President by May



1285

STRATEGIC PLAN COMMITTEE

1286

1287 The Strategic Plan Committee provides review and revision of the ASPIRE strategic plan on a
1288 yearly basis. The Strategic Plan Committee also provides for additional planning beyond the five
1289 year original strategic plan.

1290

MEMBERSHIP

- 1292 1) Chaired by President Elect
1293 2) Membership at discretion of Chair and President

1294

GENERAL RESPONSIBILITIES

- 1296 1) All Committee Chairpersons must prepare a written report of accomplishments and activities
1297 for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month
1298 prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/
1299 activities for the Annual Report, and submit it to the President by September 1. (Date all
1300 reports.)
1301 2) Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to
1302 the President by May
1303



STUDENT LEADERSHIP CONGRESS COMMITTEE

The Student Leadership Congress Committee collects and disseminates information to appropriate TRIO personnel in the region regarding the application procedures, deadlines, and events of the Upward Bound/Talent Search Student Leadership Congress. The committee notifies appropriate TRIO personnel of available scholarships from ASPIRE.

MEMBERSHIP

- 1) Chair appointed by President
- 2) Membership at discretion of Chair and President

GENERAL RESPONSIBILITIES

- 1) All Committee Chairpersons must prepare a written report of accomplishments and activities for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/activities for the Annual Report, and submit it to the President by September 1. (Date all reports.)
- 2) Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to the President by May

RESPONSIBILITIES ACCORDING TO THE OPERATIONAL GUIDELINES

- 1) Coordinates selection of recipients of the Student Leadership Congress scholarship, notifies Treasurer of students selected and the amount of the scholarship for each student, and represents ASPIRE on Council for Opportunity in Education Committee.
- 2) The amount of the Student Leadership Congress scholarship is \$200 per state, with a maximum of \$100 per student

ADDITIONAL RESPONSIBILITIES

- 1) To contact the Council for Opportunity in Education Student Leadership Congress Chairperson in early spring regarding Congress events and information.
- 2) To ensure that appropriate TRIO personnel receive application information, etc. and inform directors of the process to request funds from ASPIRE.



1336 c) To inform project directors sending students to send names of delegates via their State
1337 Presidents to the committee chair, usually two per state.
1338



1339

TRIO ACHIEVERS COMMITTEE

1340

1341 The TRIO Achievers Committee coordinates with the ASPIRE States and Council for
1342 Opportunity in Education to select three Regional TRIO Achievers and National TRIO
1343 Achievers.

1344

MEMBERSHIP

- 1345 1) Chair appointed by President
1346 2) Membership at discretion of Chair and President

1348

GENERAL RESPONSIBILITIES

- 1349 1) All Committee Chairpersons must prepare a written report of accomplishments and activities
1350 for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month
1351 prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/
1352 activities for the Annual Report, and submit it to the President by September 1. (Date all
1353 reports.)
1354 2) Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to
1355 the President by May
1356

1357

RESPONSIBILITIES ACCORDING TO THE OPERATIONAL GUIDELINES

- 1359 1) Coordinates the selection of three ASPIRE TRIO Achievers.
1360 2) Notifies award recipients of ASPIRE's financial responsibilities.
1361 3) Arranges transportation, lodging, etc., coordinating with the State President and ASPIRE
1362 Treasurer.

1363

ADDITIONAL RESPONSIBILITIES

- 1365 1) To select TRIO Achievers Committee Members according to recommendations of State
1366 Presidents by January 30.
1367 2) To develop a plan and schedule of activities for the committee.
1368 3) To send TRIO Achievers nomination criteria and nomination forms to all projects by
1369 February 20.
1370 4) To submit an article on TRIO Achievers nomination criterion and deadline for publication in
1371 the "ASPIRATIONS" spring issue.



- 5) To receive nominations by April 30.
- 6) To distribute nomination packets and rating form to committee members by May 10. Notify the committee members when the
- 7) TRIO Achievers are selected and thank them for serving on the committee. To select Regional TRIO Achievers by May 30.
- 8) To notify all individuals who submitted nominations when selections are finalized, and return the nomination packets to the individuals who submitted the nominations so they can resubmit them in the future if they wish.
- 9) To notify ASPIRE TRIO Achievers by July 15. When finalized, contact the TRIO Achievers with all details including travel arrangements, lodging reservations, arrival, where to pick up registration packets, and invite them to the Welcome Reception if they will arrive the first evening. Send a copy of the letter to the person who nominated the TRIO Achiever so they are aware of the arrangements and the details.
- 10) To make travel arrangements for TRIO Achievers. Expenses are paid by ASPIRE.
- 11) To submit TRIO Achievers information to Conference Chair for publication in the conference agenda by August 1. Request the photographs be returned to you so that they can be returned to the TRIO Achiever.
- 12) To contact the Conference Chair to request registration packets for the TRIO Achievers, and arrange for the TRIO Achievers to have an extra luncheon ticket if they are bringing a guest. If the Achiever is arriving the first evening, also arrange for them to have tickets for the Welcome Reception.
- 13) To contact the individual arranging head tables and let them know who the TRIO Achievers are and who will be doing the introductions. Also, notify them of guests of the Achievers so they can reserve space at the secondary head table.'
- 14) To contact the Treasurer and verify the arrangements for reimbursement form signed by the TRIO Achievers at the conference Check with the Conference Chair to see if it might be possible to bill the TRIO Achievers room to the Master Account or if it might be possible for them to have a complimentary room.
- 15) To order TRIO Achievers plaques, coordinating with the Awards Chair by September 30.
- 16) To contact the individual who nominated the TRIO Achiever and arrange for them to introduce the TRIO Achievers at the luncheon at the ASPIRE Conference.
- 17) To submit a press release to each TRIO Achievers local newspaper.
- 18) To submit a report of committee activities to Executive Board at the winter and Spring Meetings.



1407

TRiO ALUMNI SOCIETY COMMITTEE

1408

1409 The TRiO Alumni Society Committee coordinates with Council for Opportunity in Education to
1410 organize Alumni Societies in the ASPIRE Region.

1411

MEMBERSHIP

1413 1) Chair appointed by President

1414 2) Membership at discretion of Chair and President

1415

GENERAL RESPONSIBILITIES

1417 1) All Committee Chairpersons must prepare a written report of accomplishments and activities
1418 for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month
1419 prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/
1420 activities for the Annual Report, and submit it to the President by September 1. (Date all
1421 reports.)

1422 2) Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to
1423 the President by May

1424

RESPONSIBILITIES ACCORDING TO THE OPERATIONAL GUIDELINES

1426 1) Promotes the organizing of Alumni Society Chapters in ASPIRE, and coordinates with the
1427 Council for Opportunity in Education Alumni Society Chapters.

1428

ADDITIONAL RESPONSIBILITIES

- 1430 1) To publicize the purposes of creating Alumni Societies which include:
- 1431 a) Providing a network of social and professional support for former participants in TRiO
 - 1432 programs.
 - 1433 b) Increasing public awareness of the needs of disadvantaged students enrolled in, or
 - 1434 aspiring to attend postsecondary institutions.
 - 1435 c) Providing recognition of achievements to former TRiO participants.
 - 1436 d) Providing a mechanism for former TRiO participants to voice support for TRiO
 - 1437 programs.
 - 1438 e) Providing assistance with the initiation, organization, and implementation of individual
 - 1439 chapter of TRiO Alumni Societies.



1440
1441



1442

WEBSITE COMMITTEE

1443

1444 The Website Committee coordinates current ASPIRE Website, ensure the most recent forms,
1445 Operating Guidelines, By-laws, logos, and other documents are available on the ASPIRE
1446 website, and publishes ASPIRATIONS on website.

1447

1448 MEMBERSHIP

1449 1) Chair appointed by President

1450 2) Membership at discretion of Chair and President

1451

1452 GENERAL RESPONSIBILITIES

1453 1) All Committee Chairpersons must prepare a written report of accomplishments and activities
1454 for each ASPIRE Executive Board Meeting, and submit it to the President Elect one month
1455 prior to the meeting date. Chairpersons must prepare a report of the year's accomplishments/
1456 activities for the Annual Report, and submit it to the President by September 1. (Date all
1457 reports.)

1458 2) Outgoing Committee Chairpersons shall submit a budget request for the next Fiscal Year to
1459 the President by May
1460



1461 **APPENDIX E**

1462 **Generic Conference Agenda**

1463 Pre-Conference

1464 1:00 p.m. - 8:00 p.m. Board Meeting & Special Sessions

1465 (Leadership Development Institute, Proposal Writing)

1466 **Day 1**

1467 8:00 a.m. - 12:00 p.m. Board Meeting & Special Sessions

1468 (Leadership Development Institute, Proposal Writing)

1469 1:30 p.m. - 8:00 p.m. Conference Registration

1470 2:00 p.m. - 3:00 p.m. Conference Committee Meeting (Mentors/Moderators/Hosts Meeting)

1471 3:00 p.m. - 4:00 p.m. State Meetings

1472 4:15 p.m. - 5:30 p.m. Plenary: Business Meeting I

1473 Nominate Candidates for Officers

1474 7:00 p.m. - 8:00 p.m. New Attendees Orientation

1475 8:15 p.m. - Welcome/Reception/Awards/Other as Determined by Conference Committee

1476 **Day 2**

1477 7:30 a.m. - 12:00 p.m. Conference Registration

1478 7:30 a.m. - 8:30 a.m. Continental Breakfast

1479 8:00 a.m. - 10:00 a.m. Plenary: Business Meeting II

1480 (Approval of Minutes, Old Business, New Business, Amendments to O.G., Candidates' Forum)

1481 10:15 a.m. - 11:45 a.m. Concurrent Session I (3-6 sessions)

1482 12:00 p.m. - 2:15 p.m. TRIO Achievers Luncheon (Educational Speaker)

1483 2:30 p.m. - 4:00 p.m. Concurrent Session IV (3-6 sessions and/or Idea Exchange Groups)



1484 5:00 p.m. Reception

1485 6:00 p.m. Banquet (Political Speaker)

1486 Installation of New Executive Board Awards

1487 Entertainment/Dance/Other as Determined by Committee

1488



1489 **APPENDIX F**

1490

1491 **Sample Conference Calendar**

1492

1493 **JANUARY**

1494 Conference Chair -Present the budget to the Executive Board

1495 -Request the Executive Board to select a conference theme

1496

1497 **APRIL**

1498 Agenda Chair -Mail the first Call for Papers/Presenters

1499 Raffle Chair - Arrange prizes for the raffle

1500

1501 **MAY**

1502 Conference Chair - Present tentative educational and political speakers obtained from

1503 the Agenda Chair and menus obtained from the Logistics Chair to the
1504 Board

1505 Agenda Chair -Return date for the first Call for Papers/Presenters

1506 -Send the second Call for Papers/Presenters

1507

1508 **JUNE**

1509 Logistics Chair - Confirm activities available to conference participants

1510 Raffle Chair - Mail tickets to all TRIO Program Directors and ASPIRE Members

1511 Conference Chair - Contact Council for Opportunity in Education President and Staff,
1512 Department of Education personnel and Legislative Aides



1513		- Send guidelines pertaining to Agenda Ads from the Operating Guidelines
1514		to the Agenda Ads Chair
1515	Agenda Chair	- Finalize the selection of workshops.
1516		-Return date for the second Call for Papers
1517		
1518	JULY	
1519	Conference Chair	- Confirm with to Council for Opportunity in Education President and
1520		Staff, Department of Education personnel, and Legislative Aides
1521		- Notify the Agenda Chair of Legislative Aides
1522		- Contact the Development Chair and confirm arrangement for the
1523		distribution of Development Awards with the Agenda Chair
1524		- Obtain a biographical sketch and photograph from Council for
1525		Opportunity in Education President and staff, and Department of
1526		Education personnel for the Agenda Chair
1527	Agenda Chair	- Finalize the design for conference materials
1528		-Confirm speakers, facilitators, workers, presenters, and the Proposal
1529		Writing Workshop, if appropriate
1530		-Obtain a biographical sketch and photograph from workshop presenters,
1531		facilitators, speakers, TRIO Achievers, and Retirees
1532		- Finalize and send the tentative agenda and Proposal writing Workshop
1533		information to the Registration Chair
1534		
1535	Agenda Ads Chair	- Send information to solicit ads to all TRIO Program Directors
1536		
1537	Logistics Chair	- Provide information for the pre-registration mailing to the Registration
1538	Chair	
1539		

1540	Registration Chair	- Obtain information on the ASPIRE Leadership Development Institute
1541		from the chair for the committee for the pre-registration mailing
1542		- obtain information on the Silent Auction from the Silent Auction Chair
1543		to include in conference promotional materials
1544	Moderators Chair	- Recruit volunteer Moderators
1545		
1546	AUGUST	
1547	Conference Chair	-Confirm travel and lodging arrangements for Council for Opportunity in
1548		Education President, and Department of Education personnel
1549		- Compile a list of special guests whom registration fees are waived and
1550		send to the Treasurer/Registration Chair
1551		- Compile a list of guests and speakers and the date and time of their
1552		arrival for the Guest Chair
1553		- Purchase packets, bags, or folders for registration materials
1554	Agenda Chair	- Confirm audio visual needs for workshops and all sessions
1555		- Confirm travel and lodging arrangements for workshop presenters and
1556		speakers who are not ASPIRE personnel
1557		- Obtain a letter and photograph from the President and President Elect for
1558		the conference agenda
1559		- Obtain a list of Moderators to assign to workshops from the Moderators,
1560		Chair
1561		- Coordinate room assignments
1562		-Return date for agenda ads and payment
1563		- Confirm Presider and introduction speakers for Plenary Sessions,
1564		Receptions, and meals with the Head Table Chair
1565		- Send the Moderators Chair a list of workshops; workshop descriptions;
1566		location, date, time of workshops; presenters and biographical sketches;
1567		audio visual equipment required; and assigned Moderators
1568		- obtain ads from the Agenda Ads Chair

- 1569 Logistics Chair - Send a list of contributors to the Agenda Chair for the agenda
- 1570 - Obtain seating arrangement for head tables from the Head Table Chair
- 1571 - Coordinate audio visual needs
- 1572 Registration Chair - Promote conference mail conference pre-registration
- 1573 Head Table Chair - Arrange seating for head tables and secondary head tables
- 1574 - Identify a Presider for Plenary Sessions, Receptions, and meals
- 1575 - Identify a person to introduce speakers at the Plenary Sessions and meals
- 1576 - Confirm guests that should be seated at head tables with the Guest Chair
- 1577 Corporate Development Chair
- 1578 - sell tables at annual banquet to corporations, foundations, and state
- 1579 associations
- 1580
- 1581 **SEPTEMBER**
- 1582 Conference Chair - Notify guest speakers of the date and time of their presentation
- 1583 - Confirm arrangements for the Development Awards with the Logistics
- 1584 Chair
- 1585 - Send information on speakers to Head Table Chair
- 1586 - Confirm COE's President's attendance at the Newcomers Reception with
- 1587 the Newcomers Chair
- 1588 - Complete the program for meals and Welcome Reception
- 1589 - Identify individuals to check meal tickets
- 1590 Logistics Chair - Confirm the set-up for the Silent Auction with the Silent Auction Chair
- 1591 - Develop "function sheets" for each session
- 1592 - Provide the hotel with a list of rooms, times, and set-ups for all sessions



1593	Agenda Chair	- Inform presenters, speakers, and facilitators of the date and time of
1594	sessions	
1595		- Finalize the agenda
1596	Guest Chair	- Identify and assign hosts/hostesses for guests and speakers
1597		- Confirm with the host/hostesses the person they will be hosting, the
1598		arrival date and time, and the procedures
1599	Registration Chair	-Return date for conference pre-registration
1600	Head Table Chair	- Send guidelines to Presiders
1601		- Send speaker bio's to each of the individuals that will introduce them
1602		- Have place cards for head table and secondary head tables
1603		- Confirm responsibilities with individuals seated at the head tables
1604	Moderators Chair	-Notify Moderators of the date and time of workshops
1605		- Obtain evaluation forms from the Evaluation Chair
1606	Newcomers Chair	- Select Mentors from the resource pool and/or personal contact
1607		- Send letter to Mentors
1608		
1609	OCTOBER	
1610	Conference Chair	- Have packets, bags, or folders for conference materials to the
1611		Registration Chair
1612	Agenda Chair	- Submit agenda f or the registration packets to the Registration Chair
1613	Logistics Chair	- Finalize arrangements for audio visual equipment
1614		-Submit information for the registration packets to the Registration Chair
1615	Registration Chair	- Inform Newcomers Chair who has registered as a Newcomer
1616		- obtain the Annual Report for the registration packets from the President

- 1617 - obtain information on the site of the next conference for
1618 the registration packets from the State President from that state
- 1619 Newcomers Chair - Identify a facilitator for the Newcomers Reception
- 1620 - Select hors d'oeuvres for the Newcomers Reception
- 1621 - Confirm the set-up and arrangements for the Newcomers Reception with
1622 the hotel and Logistics Chair
- 1623 - Contact newcomers prior to conference welcoming them
- 1624 **AT THE CONFERENCE**
- 1625 Head Table Chair - Check head table set-up prior to the beginning of each event Guest Chair
- 1626 - Have gift baskets for guests and speakers Moderators Chair
- 1627 - Distribute packets to Moderators Evaluation Chair
- 1628 - Arrange for completion of the overall conference evaluation
- 1629 Newcomers Chair - Oversee the Newcomers Reception;
- 1630 Raffle Chair - Receive all raffle monies and turn them in to the Treasurer
- 1631 Silent Auction Chair - Arrange to receive the items for the auction, set up items for the auction,
1632 and oversee the silent auction
- 1633
- 1634 **AFTER THE CONFERENCE**
- 1635 Evaluation Chair - Compile the evaluation results prior to the first Executive Board
1636 Meeting
- 1637 Newcomers Chair - Send a letter, Newcomers Handbook, and ASPIRE brochure to
1638 Newcomers who do not attend the Newcomers Reception
- 1639
- 1640 **NOVEMBER**
- 1641 Conference Chair - make thank you notes available to subcommittee chairs and ensure they
1642 are sent as appropriate.