



ASPIRE OPERATING GUIDELINES

ADOPTED

OCTOBER 2016

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.

### **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. The Registered Agent for ASPIRE is:  
[01/15]  
Dennis Stangl 2245 Oak Ave NE  
Emerado, ND 58228

## **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 Past President shall serve in this position for a term of one year after his/her term as President. One individual may not hold the office of Past President for more than two consecutive terms.

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 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.

In the event that the Secretary or Treasurer is unable to complete his/her term of office, the Board shall appoint an individual to fulfill that office until the next election. [5/16]

Any Board member who moves out of the ASPIRE region must resign from the ASPIRE Board in writing within 30 days. Any Board member who is no longer employed in a TRIO/ program, or is on a leave of absence from employment with a TRIO program, must resign from the ASPIRE board in writing, within 90 days. [6/15]

### **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, and that representative shall have voting privileges at the Board meeting. The President, Past President, and President Elect are required to attend each COE Board meeting. [5/16]

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.

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 of the Professional Development Committee [5/15]

- Serve as voting member of the Finance Committee;
- Serve as ex-officio member of all other committees;
- Supervise all committee chairpersons; [5/12]
- Appoint a Parliamentarian;
- Appoint one State President to serve on the Finance Committee;
- Appoint one ASPIRE member to serve as Archivist;
- 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 Operating Guidelines Section 11.2, (Finance and Budget Policy, Annual Budget and Budget Process);
- Oversee the budget of ASPIRE and approve all expenditures [5/15];
- At the request of a State President, represent ASPIRE at the State Association Meetings (Operating Guidelines, Section 11.6, Finance and Budget Policy, 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.

## **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;
- Chair the Public Relations Committee [5/15];
- 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, Board of Directors, Board Manual) 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;
- 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;
- 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 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;
- 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, Board of Directors, Disciplinary Process for Board Members), 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 to ASPIRE Archives as specified in Operating Guidelines Section 3.4 (Board Meetings, Executive Session) [5/15];
- 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 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;
- In conjunction with ASPIRE's accounting firm, 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;
- Coordinate electronic reservation system for annual conference

## **2.7. State Presidents**

### **2.7.1. Authority**

As specified in Section 7.3 in the Bylaws (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 representatives from the state to all ASPIRE committees [5/15];
- 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, 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 no less than two years prior to the conference [5/15].

## **2.8. Disciplinary Process for Board Officers**

- Any regionally elected officer who fails to fulfill their appointed duties as specified in the 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 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.
- 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 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.

#### **2.8.1. Appeal of Disciplinary Process**

- A. 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.
- B. 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.
- C. If this decision is appealed, or if the decision is referred, the new Disciplinary Appeal Board will consist of three former Presidents of ASPIRE still affiliated with ASPIRE with no state affiliation to the proceeding. No member will serve on two Disciplinary Boards hearing the same complaint.
- D. 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.

### **3. BOARD MEETINGS**

#### **3.1. Procedures**

1. The President establishes the agenda in consultation with the other Board members. (See Appendix G, Generic ASPIRE Board Meeting 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 of the Bylaws (Board of Directors, Board Quorum), 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.
11. Minutes of Board meetings shall be available to the members at large as described in the Operating Guidelines, Section 2.5.2 (Board of Directors, Secretary, Responsibilities).

#### **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.
- 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 3.5 (Board Meetings, ASPIRE E-Business Procedures) 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 at a location in the ASPIRE region as determined by the Board on the following rotation schedule [5/15]:

<b>Board Year</b>	<b>January Board Meeting</b>	<b>May Board Meeting</b>	<b>Annual Conference</b>
2016-2017	TBD by Board	TBD by Board	Utah
2017-2018	TBD by Board	TBD by Board	Montana
2018-2019	TBD by Board	TBD by Board	Colorado

2019-2020	TBD by Board	TBD by Board	North Dakota
2020-2021	TBD by Board	TBD by Board	South Dakota
2021-2022	TBD by Board	TBD by Board	Wyoming

### 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 Archives.
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 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.
  - a. 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.
  - b. 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.
9. The entire email collection will be appended to the last regular meeting's minutes for approval at the subsequent meeting.  
\* (subject) - Insert text for item of business under consideration; Re: ASPIRE BUSINESS: (subject) acceptable for all responses.

## **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, with Board approval, of no less than three (3) persons for the purpose of nominating candidates for vacant positions [5/15].
- 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 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, if applicable, emailed at least thirty days before the election to all current ASPIRE members [5/15].
- Nominations may be taken from the floor from current ASPIRE members 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 [5/15].
- 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 of the Bylaws (Membership, Membership Types) 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 [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 September 1 and ends August 31 the following year. Benefits of membership will begin at the start of the membership year. [5/12][10/15]

### **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)
- Emerging Leaders Institute (ELI) (reduced fee to participate) [5/15]
- 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.

### **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. 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 appointments 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 a current ASPIRE member who have a specific interest in the assigned business of the committee.

Each committee shall have a chair 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.

Committee Chairs shall provide the President with a written summary of accomplishments and activities for each ASPIRE Executive Board Meeting and submit it one month prior to the meeting date.

Committee chairpersons must also prepare a report of the year's accomplishments and activities for the Annual Report, and submit it to the President by September 1 [5/15].

Committee Chairs shall submit budget requests to the President by the May Board meeting for the upcoming fiscal year [5/15].

All committee meetings will be open, and committees will need special permission by the executive Board to meet in executive session. [5/16]

### **6.2. Archive Committee**

- Archives are described in Operating Guidelines, Section 9 (Archives).
- 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

### **6.3. ASPIRE Development Committee**

[Co-chairs: Past President with co-chair appointed by President. Includes Past Presidents of each state chapter or designee] [5/15]

The ASPIRE Development Committee organizes fund-raising activities for ASPIRE Development and COE Fair Share campaigns. Additional responsibilities include:

- Educates the membership on ASPIRE Development Committee procedures, language, etc. through mailings and presentations at the Annual Conference.
- Solicits personal donations and project memberships;
- Ensures project memberships are solicited on separate invoices from personal donations.
- Coordinates with COE for ASPIRE Development (Publications Package, Institutional Membership, President's Council, etc.);

- Determines recipients of development awards (Operating Guidelines, Section 8.10, ASPIRE Awards, ASPIRE Development Awards);
- Works with Awards Chair to ensure that appropriate development awards are ordered and presented at the annual conference.
- Reconciles with the Treasurer regarding income from donations.

#### **6.4. ASPIRE Region Conference Advisory Committee [5/15]**

The ASPIRE Region Conference Advisory Committee will include former ASPIRE Region Conference Chairs to provide assistance to future Conference Chairs. The knowledge and experience from each conference will be shared.

#### **6.5. Awards Committee**

[Made up of Chair appointed by President, and representatives from all six states that also constitute the TRIO Achievers Subcommittee, each appointed by the State Presidents by November 15th.]

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.

- Requests State Presidents to identify individuals retiring in their state and report by 5/1.
- Sends nomination forms for the Friend of ASPIRE, Rising Star, Champion of TRIO, and ASPIRE TRIO Achievers to all ASPIRE Members by March 15 to be returned by May 1. Nomination forms for the Champion of TRIO are submitted to the Board for approval at the May Executive Board Meeting.
- Sends nomination forms for the Art Quinn Memorial Award to the ASPIRE Executive Board Members by March 15 to be returned by May 1.
- Determines recipients of all awards according to the Operating Guidelines, and purchases appropriate awards as identified in the Operating Guidelines by August 1. (This includes plaques and certificates for Development and TRIO Achievers unless the chairs prefer to select their own.)
- Updates the length of membership in ASPIRE for all members and determines award recipients.
- Notifies the ASPIRE President of award recipients by September 1 and sends biographical sketches and other information required to make the presentations.
- Updates the list of all awards presented each year within two weeks of the Annual Conference.
- Communicates with the Web Site Subcommittee chair regarding updates for the ASPIRE website.

##### **6.5.1. TRIO Achiever Awards Subcommittee**

[Membership at discretion of Awards Chair and President] [5/15]

- The TRIO Achievers Subcommittee coordinates with the ASPIRE States and Council for Opportunity in Education to select three ASPIRE TRIO Achievers and National TRIO Achievers.
- 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 7.2.3 (Conference – Policies and Procedures, Fees, Conference Guests and Presenters);

- Arranges transportation, lodging, etc, coordinating with the person who nominated the Achiever and the ASPIRE Treasurer;
- Works with the Awards and Conference Chairs to coordinate and moderate the ASPIRE TRIO Achiever luncheon during the Annual Conference.

## **6.6. Bylaws and Operating Guidelines Committee**

[Chair: Past President. Membership at discretion of Chair and President]

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.

- Reviews Operating Guidelines for internal consistency, compliance with Bylaws, and other beneficial changes;
- 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 electronic files) to the next Past President
- Posts updated Bylaws and Operating Guidelines on the website annually.

## **6.7. Conference Committee**

[Made up of Chair appointed by President and conference subcommittee chairs.]

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:

### **6.7.1. Conference Chair [5/15]**

- Appoints all conference subcommittee chairs.
- Coordinates all activities related to the conference with the conference subcommittee chairs.
- Monitors the conference budget and the expenditures by the conference subcommittee chairs.
- Submits a budget to the Executive Board prior to the January Board Meeting.
- Additional guidelines for the conference chair are found in Operating Guidelines Section 7 (Conference - Policies and Procedures); Appendix C – Additional

Responsibilities for Conference Committees, Conference Chair; Appendix D – Generic Conference Agenda; and Appendix E – Sample Conference Calendar [5/15].

**6.7.2. Agenda Subcommittee**

- Plans overall schedule of events;
- Solicits, selects, and confirms presenters and workshops;
- Coordinates with Logistics Subcommittee regarding facilities.
- Additional guidelines for the Agenda Subcommittee are found in Operating Guidelines Section 7 (Conference - Policies and Procedures); Appendix C – Additional Responsibilities for Conference Committees, Agenda Subcommittee; Appendix D – Generic Conference Agenda; and Appendix E – Sample Conference Calendar [5/15].

**6.7.3. Agenda Ads Subcommittee**

- Solicit advertisements for the conference program.

**6.7.4. Corporate Development Subcommittee**

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

**6.7.5. Entertainment/Fun Run Subcommittee [5/15]**

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

**6.7.6. Evaluation Subcommittee**

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

**6.7.7. Head Table Subcommittee**

- 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.

**6.7.8. Logistics Subcommittee**

- Researches conference facilities and makes arrangements and reservations concerning costs, meeting rooms, meals, handicapped accessibility, travel connections, ground transportation, etc.;
- Assists Entertainment/Fun Run Subcommittee in planning logistics for recreational and social activities for conference [5/15];
- Coordinates equipment for workshops with local TRIO projects to defray costs.
- Additional guidelines for the Logistics Subcommittee are found in Operating Guidelines Section 7 (Conference - Policies and Procedures); Appendix C – Additional Responsibilities for Conference Committees, Logistics Subcommittee; Appendix D – Generic Conference Agenda; and Appendix E – Sample Conference Calendar [5/15].

#### **6.7.9. Moderators Subcommittee**

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

#### **6.7.10. Newcomers Subcommittee**

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

#### **6.7.11. 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;
- 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.
- Appoint coordinator for electronic registration system
- Additional guidelines for the Registration Subcommittee are found in Operating Guidelines Section 7 (Conference - Policies and Procedures); Appendix C – Additional Responsibilities for Conference Committees, Registration Subcommittee; Appendix D – Generic Conference Agenda; and Appendix E – Sample Conference Calendar [5/15].

#### **6.7.12. Silent Auction/Raffle Subcommittee [5/15]**

- Identify individuals and businesses willing to donate items to silent auction and raffle, submit appropriate donation forms for solicited items, assist with selling tickets and the set up at the annual conference, and reconcile all monies collected with the ASPIRE Treasurer.

#### **6.7.13. Special Guests Subcommittee**

- 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 Operating Guidelines, Section 11.6, Finance and Budget Policy, Travel Policy)

### **6.8. Corporate Development Committee**

[Made up of Chair appointed by President and representatives from all six states and a liaison with the conference committee, each appointed by the State Presidents by November 15th.] [5/15]

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

### **6.9. Elections Committee**

[Made up of Chair appointed by President and no less than three additional representatives appointed by November 15th.] [5/15]

The Elections Committee educates ASPIRE members on the duties, responsibilities, benefits, and importance of ASPIRE offices; encourages and secures nominations for the offices of ASPIRE; and supervises the election process during the Annual Conference.

- Elections are described in the Operating Guidelines, Section 4 (Elections);
- Sends correspondence to all members by April 15th requesting nominations for all available offices. The letter will include a request for the membership to identify potential candidates, an explanation of the offices open, and a description of the major responsibilities for each office;
- Solicits nominations for the positions of President Elect (yearly), Secretary, and Treasurer (alternating every other year) by July 20 [5/15];
- 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.
- Coordinates the Induction Ceremony at the region conference banquet. A script of the induction ceremony is included in Appendix A – ASPIRE Installation for Executive Board [5/15].

### **6.10. Finance Committee**

[Chair: Treasurer and Members which include: President, President Elect, Past President, and one State President appointed by the President.]

The Finance Committee is responsible for planning and monitoring the ASPIRE 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

### **6.11. Governmental Relations Committee**

[Made up of Past President and Co-Chair appointed by President and representatives from all six states, each appointed by the State Presidents by November 15th.]

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

- 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.

#### **6.12. Membership Committee**

[Made up of Chair appointed by President and representatives from all six states, each appointed by the State Presidents by November 15th.]

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

- Membership is described in the Operating Guidelines, Section 5 (Membership);
- Maintains and disseminates official membership roster to all members.
- Coordinates with Treasurer to maintain and disseminate official membership directory to all members.
- Updates and distributes the ASPIRE membership application.
- Coordinates with State Presidents to verify accuracy of information.
- Responsible for sending to ASPIRE Members letters thanking them for their support and for joining ASPIRE.
- Contacts individuals not paying correct membership and solicits membership from those who have lapsed in membership.
- Sends a complete membership roster to the Awards Chair in August.

#### **6.13. Multi-Ethnic Advocacy Committee [Chair appointed by President]**

- 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

#### **6.14. Native American Committee [5/15]**

The Native American Committee coordinates training and professional development needs for personnel who work with American Indian programs, advocates for Native Americans within TRIO, and encourages participation through professional development & best practices of Tribal Colleges within ASPIRE.

#### **6.15. Professional Development Committee [Chair: President]**

- 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

##### **6.15.1. Emerging Leaders Institute (ELI) Committee [Chair: Appointed by President] [5/15]**

- Formerly known as Leadership Development Institute (LDI) [5/15].
- 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;
- Offers an Emerging Leaders Institute prior to the Annual Conference which may include the following two tracks:

- 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.
- 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.

## **6.16. Public Relations Committee [Chair: President Elect]**

The Public Relations Committee coordinates all public relations activities for ASPIRE, including social media websites, printed publications, and media relations [5/15].

### **6.16.1. Media Relations Subcommittee [6/15]**

- Assists in, and tracks, the publication of opinion editorials in local newspapers. [5/12]
- Coordinates the development and publication of state and regional fact books.[5/12]
- Coordinates COE media relations efforts.
- Provides information on professional development opportunities to membership.
- Coordinates ASPIRE Social Media efforts [6/15]

### **6.16.2. Publications Subcommittee [6/15]**

- Coordinates all publications activities for ASPIRE
- Collects articles from ASPIRE members to be included in the newsletter;
- Types and edits articles collected and lays out materials into newsletter form;
- Annually, publishes at least three editions of “ASPIRATIONS,” the official newsletter of ASPIRE.
- 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.
- Sends a complimentary copy of “ASPIRATIONS” to former TRIO Achievers.

## **6.17. Social Justice Committee [5/15]**

In recognizing there are many barriers and struggles facing our students that keep them from enrolling and succeeding in postsecondary education, ASPIRE Inc. established the Social Justice Committee. The Committee will be compiled of one executive board member and at least three representatives from different states within ASPIRE. Committee is tasked with acting as a resource and advisory committee on various social justice issues facing our students to ASPIRE members. Duties to include, but not limited to: assist with volunteer project at regional annual conference, offer assistance to states who wish to host a volunteer project for their State TRIO Day, offer resources for social justice issues programs to be offered at regional annual conference, and any other duties as designated by the board.

## **6.18. State Initiative Committee [Chair: Appointed by President]**

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

- Promotes the application to the Council for Opportunity's State Initiative grant program and nominations to State Chapter of Excellence Awards to all state presidents.
- Encourages 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).

### **6.18.1. National TRIO Day Subcommittee [5/15]**

The National TRIO Day Committee coordinates National TRIO Day activities with the states, the ASPIRE region, and Council for Opportunity in Education. The committee also documents activities and media releases of the activities. Additional responsibilities include:

- To be responsible for the dissemination of information to all ASPIRE State Presidents.
- To act as liaison between COE's designee and the ASPIRE Region and its membership.
- To assist each project in suggesting different methods and activities to conduct this celebration.
- To request information from all regional programs and gather all materials/ publicity generated by this event.
- To prepare a report for the May Executive Board Meeting.
- To compose a final report listing regional accomplishments and forwarding the same to the Council for Opportunity in Education.

## **6.19. Strategic Planning Committee [Chair: President Elect]**

The Strategic Planning Committee provides review and revision of the ASPIRE strategic plan on a yearly basis. The Strategic Plan Committee also provides for additional planning beyond the five-year original strategic plan. The mission of the Strategic Plan is to increase the education and success opportunities for all low-income students, first-generation students, and students with disabilities through professional development and legislative advocacy. The goals of the Strategic Plan are [5/15]:

- A. Provide high quality services to member's institutions and agencies
- B. Position ASPIRE as a leader in the field of Professional Development in the areas of college access and success
- C. Strengthen ASPIRE economic and organizational sustainability
- D. Strengthen the TRIO Alumni network
- E. Expand the availability and enhance the quality of college access and support services through rigorous advocacy

## **6.20. Technology Committee [6/15]**

The responsibility of the Technology Committee is to provide technology support, management, and maintenance for the Association, to maintain the ASPIRE website with incorporated emerging technologies, and to ensure the dissemination and availability of ASPIRE publications/updates, pertinent documents, event information and membership information.

#### **6.21. TRIO Alumni Committee**

[Made up of Chair appointed by President and representatives from all six states, each appointed by the State Presidents by November 15th.]

The TRIO Alumni Committee coordinates with Council for Opportunity in Education to promote the National TRIO Alumni Society, organize Alumni Societies in the ASPIRE Region, and publicize the purposes of creating Alumni Societies which include:

- Directing social media efforts.
- Providing a network of social and professional support for former participants in TRIO programs.
- Increasing public awareness of the needs of disadvantaged students enrolled in, or aspiring to attend postsecondary institutions.
- Providing recognition of achievements to former TRIO participants.
- Providing a mechanism for former TRIO participants to voice support for TRIO programs.
- Providing assistance with the initiation, organization, and implementation of individual chapter of TRIO Alumni Societies.

#### **6.22. 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 program designed to continue their involvement with ASPIRE and the TRIO community.
- Coordinate efforts with ASPIRE Development Chair to solicit personal donations from potential members.

## 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 no less than two years prior to the conference to be hosted in their state [5/15].
- The facility must be in compliance with the Americans with Disabilities Act and must provide necessary accommodations.
- 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: [5/15]

**Registration Fee Chart**

		Regular Registration Fee (Before Aug 15)	Late Registration Fee (After Aug 15)
ASPIRE Region Conference	ASPIRE Professional Member	\$385	\$435
	Non-Member	\$485	\$535
	ASPIRE Retiree	\$150	\$150
	1-Day Registration	\$150	\$150
ELI-Emerging Leaders Institute	ASPIRE Professional Member	\$65	\$75
	Non-Member	\$125	\$175
Pre-Conference Workshop	ASPIRE Professional Member	Free	Free
	Non-Member	\$100 per person	\$150 per person

- Pre-Conference workshop rates are free to all staff of a project with a paid project membership. For projects without a paid project membership, fees are \$100 per person for regular registrations and \$150 for late registrations.[10/15]
- 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.

#### **7.2.2. Registration Payment & Refunds [5/12]**

- If registration is made prior to the regular registration deadline (August 15), payments must be received within 30 days of registration.
- If registration is made after the regular 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.
- 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. After 30 days, requests for refunds may be considered due extenuating circumstances as determined by the Board. There will be no refunds for the Emerging Leaders 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 [5/15].
- Conference fees may be waived for special guests and guest presenters at the discretion of the Conference Chair and approved by the Board [5/15].

#### **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.
- 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 or ASPIRE personnel for workshop presentations. Registration fees are not waived for TRIO 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. See Operating Guidelines, Section 11.6 (Finance and Budget Policy, Travel Policy).
- Special guests at luncheons or banquets may include only the following:
  - Spouse or one guest of TRIO Achiever for TRIO Achiever meal;
  - 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.
- ASPIRE funds cannot be used to purchase alcoholic beverages, specifically for purposes of the "hospitality suites" at the annual region or state conferences. See Operating Guidelines, Section 11.13 (Finance and Budget Policy, Unallowable Costs) [5/15].

### 7.3. Conference Agenda Ads

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

	<u>ASPIRE Member</u>	<u>Non-Member</u>
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 purchasing at least one page of ads each year.
- 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.
- 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;
  - Exhibitors shall pay at least a \$200 exhibitor fee.
- 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. [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.
- 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.

#### **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 Section 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.

#### **7.6. Annual Conference Evaluations**

Evaluation forms for the Annual Conferences will be determined by the Conference Chair.

#### **7.7. Duplicating**

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

## **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 Conference Chair 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 [5/15].

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 Subcommittee]**

ASPIRE members may submit nominations. A maximum of three ASPIRE TRIO Achievers shall be selected by the TRIO Achievers Subcommittee. All ASPIRE TRIO Achievers will receive an ASPIRE plaque at the Annual Conference.

Guidelines for expenses for TRIO Achievers to attend the ASPIRE award function from Operating Guidelines, Section 11.6 (Finance and Budget Policy, Travel Policy) are as follows.

- One ticket to the TRIO Achiever function for a guest of the TRIO Achiever;
- 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 Section 4.1 of the Bylaws (Membership, Membership Types); [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.

#### Selection Criteria:

1. 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.
2. 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.
3. The TRIO Achiever candidate must be a person of high stature within his/her profession or has received recognition for outstanding academic achievement.
4. 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.

5. The TRIO Achiever candidate must have made significant civic, community, or professional contributions.
6. 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 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, paid ASPIRE membership appropriate for their position for a minimum of 10 years [10/15], and must be members at the time of retirement.

### **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 program for three 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. [1/16]

### **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 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.

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. ASPIRE Development Awards [ASPIRE Development Committee]**

ASPIRE Development Awards are based on Fair Share and personal donations.

Recipients shall be identified by the ASPIRE Development Committee on the basis of monetary support of ASPIRE by TRIO 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**

Recipients shall be awarded tokens of appreciation as appropriate to be determined by the ASPIRE 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**

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**

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**

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 in the state, and shall be determined by dividing the total moneys by the number of projects in the state. Plaques shall typically be presented to each program/institution in the state that contributed.

**8.10.5. Project Membership Longevity Awards**

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

## **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.

## **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 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 ASPIRE 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**

- 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.
- Given the credit card is only for ASPIRE expenditures, the annual fee per credit card will be paid by ASPIRE.

#### **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 all COE Board of Directors meetings, as well as, and based on the availability of region funds, the COE annual conference which may not otherwise be covered by program or institutional funds [6/15].
- 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;
- 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 Section 4.1 of the Bylaws (Membership, Membership Types);
- 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.
- 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 Section 4.1.1 of the Bylaws (Membership, Membership Types, Professional Membership):
- Maximum reimbursement shall be three nights lodging, and four days meals;
- Travel expenses for conference speakers and guests as specified in Operating Guidelines, Section 7.2.3 (Conference – Policies and Procedures, Fees, Conference 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.
- 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](http://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](http://www.gsa.gov)).
- 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.”*
- 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.

### **11.10. Donations**

Lead by the ASPIRE Development Committee, ASPIRE conducts an annual fund raising campaign requesting all TRIO 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.
- 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.
- 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]

### **11.13 Unallowable Costs**

- ASPIRE funds cannot be used to purchase alcoholic beverages, specifically for purposes of the "hospitality suites" at the annual region or state conferences. [5/15]

## APPENDIX A

### ASPIRE - Installation for Executive Board

#### Participants:

Installing Officer, President, President Elect, Past President, Secretary, Treasurer, State Presidents

#### Preparation:

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

### INSTALLATION CEREMONY:

**Installing Officer:** “Will the retiring Executive Board members please stand? Today you have reached the culmination of your immediate service to ASPIRE. You are to be commended for the manner in which you have fulfilled the duties and obligations of your offices; your efforts in promoting the association's mission have been outstanding. I am happy to speak for the membership, to acknowledge publicly our appreciation of your services during the past year (applause). Please be seated.”

**Installing Officer (to new Executive Board members):** “You, the new Executive Board members, have been chosen to assume leadership in ASPIRE. To you is now delegated the responsibility of guiding us toward even greater achievement through leadership on the Executive Board. In conferring these positions, the membership expresses its conviction that you possess the qualities necessary for the great responsibilities you now assume.”

**Installing Officer:** “Will the treasurer please stand? Your newly elected treasurer is \_\_\_\_\_ (give name). I charge you with the duties of your office. You shall be responsible for receiving and disbursing all monies of ASPIRE under policies approved by the Board. You shall keep adequate records of such receipts and disbursements. You shall perform additional duties as directed by the Executive Board. Do you, \_\_\_\_\_, promise to fulfill the duties of this office as charged?”

**Treasurer:** “I do.”

**Installing Officer:** “Will the secretary please stand? Your newly elected secretary is \_\_\_\_\_ (give name). I charge you with the duties of your office. You shall be responsible for all Executive Board minutes and shall submit such minutes in written form for approval by the Board and distribution to the membership. You shall perform additional duties as directed by the Executive Board. Do you, \_\_\_\_\_, promise to fulfill the duties of this office as charged?”

**Secretary:** “I do.”

**Installing Officer:** “Will the Past President please stand? Your Past President is \_\_\_\_\_ (give name). I charge you with the duties of your office. You shall assist the President, and in the absence of both the President and President Elect, you shall perform the duties of the President. You shall perform other duties as directed by the Executive Board. Do you, \_\_\_\_\_, promise to fulfill the duties of this office as charged?”

**Past President:** “I do.”

**Installing Officer:** “Will the President Elect please stand? Your newly elected President Elect is \_\_\_\_\_ (give name). I charge you with the duties of your office. You shall assist the President,

and in ways prepare for your term of office. In the absence of the President, you shall have powers and shall perform the duties of the President. You shall perform additional duties as directed by the Executive Board. Do you, \_\_\_\_\_, promise to fulfill the duties of this office as charged?"

**President Elect:** "I do."

**Installing Officer:** "Will the President please stand? Your new President is \_\_\_\_\_ (give name). I charge you with the duties of your office. You shall preside at all meetings of the Executive Board. You shall be an ex-officio member of all committees of the Board. You shall submit an annual report to the Executive Board and the membership and shall perform other duties as the Executive Board may determine. Do you, \_\_\_\_\_, promise to fulfill the duties of this office as charged?"

**President:** "I do."

**Installing Officer:** "Will the State Presidents please stand? Your new State Presidents are: (give names). I charge you with the duties of your office. You shall act as your state's representative on the Executive Board. As a member of the Board you shall participate in activities and decision making which further the mission of ASPIRE. Do you, the State Presidents, promise to fulfill the duties of your office as charged?"

**State Presidents:** "I do."

**Installing Officer (to all new Board members):** "Yours is the task of carrying forward the duties of your offices; of understanding and furthering the mission of the TRIO community; of giving interpretation to the objectives and programs of ASPIRE; of meeting new challenges; of planning new undertakings for greater achievements of ASPIRE. Will you, the new Board, please repeat after me the pledge of your offices?"

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

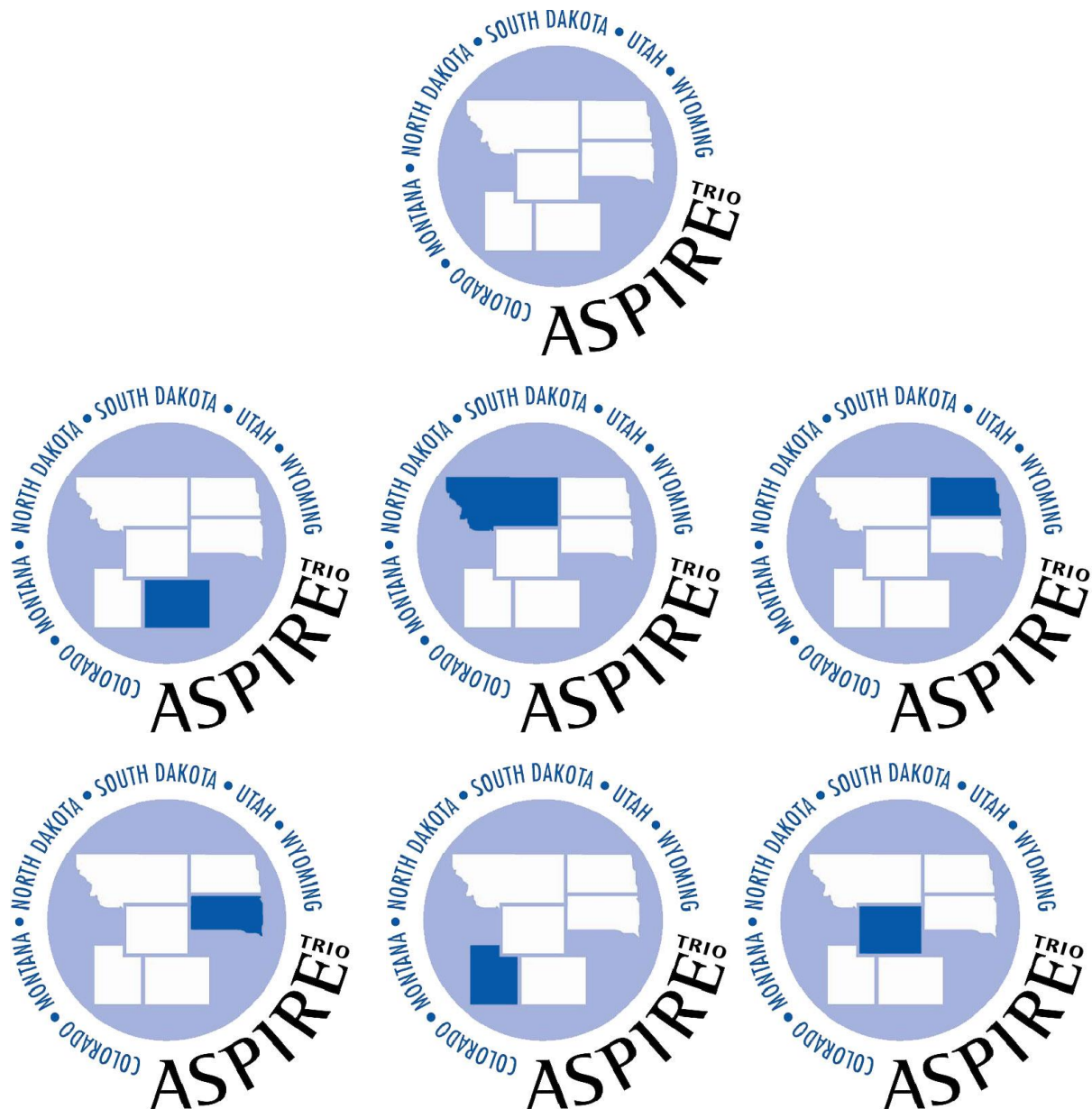
**Installing Officer (to all ASPIRE members):** "ASPIRE members, please rise. Members, this is our Executive Board for \_\_\_\_\_(year). They have pledged their services and their loyalty to us. Will all ASPIRE members pledge your support to their efforts by repeating after me:

**ASPIRE Members Repeat:** *"We pledge to our Executive Board our loyalty, our support in thought, in word, in deed, and we, as members, will give generously of our time, talent, and money to support the goals of ASPIRE."*  
*Thank you. Please be seated.*

**Installing Officer:** "With pride in the past and faith in the future, as the Installing Officer, I now declare these persons to be duly installed officers of ASPIRE for \_\_\_\_\_(year). Please join me in congratulating our new Executive Board."

## APPENDIX B

**ASPIRE Logos** (available online at [aspireonline.org/logos](http://aspireonline.org/logos))



## APPENDIX C

### ADDITIONAL RESPONSIBILITIES FOR CONFERENCE COMMITTEES

#### *CONFERENCE CHAIR*

1. To appoint all conference subcommittee chairs.
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 a 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.
  - 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.
  - 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 Operating 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
  - Compile a list of individuals who will not be paying the registration fee for the Treasurer and 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 ASPIRE Development Chair to confirm the arrangements of the ASPIRE Development Awards and confirm the arrangements with the Agenda Chair and Logistics Chair by July 1.
14. To purchase packets, bags, or folders for conference materials by August 15 and have them to the Registration Chair or subcommittee member, identified by the Registration Chair, who will be doing the registration packets by October 1.

15. To send information on the Council for Opportunity in Education President, Department of Education, personnel, Legislative Aides, and individual to welcome group at Welcome Reception to the Head Table Chair by August 1.
16. To confirm with the Newcomers Chair by August 1 if the Council for Opportunity in Education President will be available to speak at the session.
17. To complete the programs for the meals and Welcome Reception by August 30.
18. To identify individuals to check meal tickets by September 30.
19. To send thank you notes as appropriate. These can be obtained from the Secretary and should also be made available to the subcommittee chairs if they need to send thank you notes.
20. Ensure that the following year's conference is highlighted at the conference through
  - a. Presentation
  - b. Inserts into conference packet
  - c. Other

### ***AGENDA SUBCOMMITTEE***

#### **ADDITIONAL RESPONSIBILITIES**

1. To help Conference Chair plan overall schedule of events.
2. To solicit, select, and confirm presenters, speakers, facilitators, and workshops.
  - a. Send the first Call for Proposals by January 15 to be returned by March 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.
  - b. Send the second Call for Proposals (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.
    - 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.
  - 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.
      - 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.
- 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.
  - 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.
  - 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.
    - ii. Description of Council for Opportunity in Education
    - iii. List or map indicating each of the ten (10) regions.
    - iv. Description of the theme,
    - v. List of conference chairs.
    - vi. Program at a Glance.
    - vii. Ads.
    - viii. Thank you to anyone who makes contributions. Obtain from the ASPIRE Development Chair.
- 14. To send information on the speakers to the Head Table Chair by September 15.
- 15. To send thank you notes as appropriate. Obtain thank you notes from the Conference Chair.

### ***LOGISTICS SUBCOMMITTEE***

#### **ADDITIONAL RESPONSIBILITIES**

- 1. To coordinate all communication with the hotel.
- 2. To have the Conference Chair present tentative menus to the Executive Board at the May meeting.

3. To confirm self-supporting activities which would be available to conference participants by June 1.
4. 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.
  - a. Hotel brochure and reservation information.
  - b. Information on transportation from the airport.
  - c. Information on activities.
5. To coordinate room assignments or all activities with the Agenda Chair by August 1.
6. To send a list of contributors to the Agenda Chair to include a thank you in the agenda by August 1,
7. To coordinate audio visual needs with the Agenda Chair by August 15.
  - a. Have a list of audio visual equipment for each session and a person responsible for delivering, picking up, and securing the equipment in a locked storage area by October 1.
  - b. When possible, place screens diagonally in a corner so speakers can face audience.
8. To obtain seating arrangements for head tables and secondary head tables for Plenary Sessions, Business Meetings, Welcome Reception, and meals from the Head Table Chair by August 15.
9. To confirm the arrangements for presentation of the ASPIRE Development Awards at the Welcome Reception with the Conference Chair by September 1 and to confirm the set-up for the Silent Auction with the Silent Auction Chair by September 1.
10. To develop "function sheets" for each session to use when confirming room set-ups with the hotel by September 11
  - The "function sheets" should be used to check the rooms prior to each session to assure that rooms and head 4 tables are set up correctly, and that the audio visual equipment is available.
11. To provide the hotel with a list of rooms, times, set-ups for all sessions by September 15 and confirm the set-up, arrangements for the room and meals (if any), and the approximate number attending the Newcomers Reception by October 1.
  - a. All head tables should be skirted with water service and table top podium with a microphone as needed. Risers for the head tables should be used for meals and the Business Meeting.
  - b. For meals use rounds, of no more than eight (8), if possible, so all the participants face the front of the room.
  - c. Have water service at the back of each room for all sessions.
  - d. Request a message board for the hotel lobby, the ASPIRE registration area, and the meeting room area or areas.
  - e. All rooms should be set up classroom style if possible.
  - f. Rooms and water service should be freshened after each session.
  - g. Arrange linen and centerpieces for meals and reception, and linen for tables used at other functions.
  - h. Confirm the number for head tables and podium placement for each session.
  - i. Verify how far in advance meal guarantees must be submitted and the percentage above and below the guarantee which is applicable.
12. To submit information for the registration packets to the Registration Chair or subcommittee member, identified by the Registration Chair, who will be doing the registration packet by October 1.
  - Information may include hotel information; coupons from the hotel,
13. To send thank you notes as appropriate. Obtain thank you notes from the Conference Chair.

### ***REGISTRATION SUBCOMMITTEE***

## ADDITIONAL RESPONSIBILITIES

### Pre-registration

1. To send pre-registration by August 1 with return by September 15.
  - a. 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.
  - b. Include the following in the pre-registration mailing:
    - i. Conference Registration Form. Request information which identifies first time conference attendees, need for special diets or accommodations, etc.
    - ii. Cover Letter. Include a welcome to the conference, instructions for pre-registration, and deadline date. This could be from the President, the Conference Chair, or the Registration Chair.
    - iii. Tentative Agenda. Obtain from the Agenda Chair by July 15.
    - iv. ASPIRE Membership Form.
    - v. Hotel Information, Brochure, and Reservation Card. Obtain from the Logistics Chair by July 15.
    - vi. Ground Transportation Information. Obtain from the Logistics Chair by July 15.
    - vii. Proposal Writing Workshop information. Obtain from the Agenda Chair by July 15.
    - viii. Information on Activities. Obtain from the Logistics Chair by July 15.
    - ix. Information on the ASPIRE Leadership Development Institute. Obtain from the chair for the committee by July 15.
    - x. Announcement on the Silent Auction and solicitation of items for the auction. Obtain from the Silent Auction Chair by July 15.

## **REGISTRATION**

To include the following in the registration packets:

1. Conference Registration Form. For individuals who have not pre-registered.
2. ASPIRE Membership Form. For individuals who have not pre-registered and/or have not paid their membership fee.
3. Registration Fee Receipt. Completed and included for individuals who pre-registered with extra receipts for individuals who register at the conference.
4. ASPIRE Membership Card. Completed and included for individuals who pre-registered with extra cards for individuals who pay membership at the conference.
5. Packets/Bags/Folders. Obtain from the Conference Chair by October 1. These should be stuffed for those who pre-registered with extra for individuals who register at the conference.
6. Name Tags. Completed and included for individuals who pre-registered with extra name tags for those who register at the conference.
7. Agenda. Obtain from the Agenda Chair by October 1.
8. Annual Report Obtain from the President by October 1. This should not be included in the packets for individuals who do not pay the ASPIRE membership.
9. Information on the site of the next conference. Obtain from the State President from that state by October 1.
10. Information on the area where the conference is held. Obtain from the Logistics Chair by October 1.

## **APPENDIX D**

### **Generic Conference Agenda**

Board Meeting & Special Sessions (Typically Friday evening/Saturday)

Pre-Conference Workshops (Typically all day Saturday and Sunday morning)

8:00 p.m. - 5:00 p.m. (Leadership Development Institute, Proposal Writing, etc.)

#### **Day 1** (Typically Sunday)

Noon - 8:00 p.m. Conference Registration

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

4:00 p.m. - 5:30 p.m. Business Meeting I (Nominate Candidates for Officers)

5:30 p.m. – 7:00 p.m. State Meetings

7:00 p.m. - Welcome/President's Reception/Other as Determined by Conference Committee

#### **Day 2** (Typically Monday)

8:00 a.m. - 5:00 p.m. Conference Registration

8:00 a.m. - 9:00 a.m. Newcomers Welcome

9:00 a.m. – 12:00 p.m. Concurrent Sessions I & II

12:00 p.m. - 2:00 p.m. TRIO Achievers Luncheon

2:00 p.m. – 5:00 p.m. Concurrent Sessions III & IV

5:00 p.m. – 5:30 p.m. Candidates' Forum

6:00 p.m. – 7:00 p.m. Past Presidents' Social

#### **Day 3** (Typically Tuesday)

8:00 a.m. - Noon Conference Registration

9:00 a.m. – 12:00 p.m. Concurrent Sessions V & VI

2:00 p.m. – 3:30 p.m. Business Meeting II

3:30 p.m. – 5:00 p.m. State Meetings II

6:00 p.m. – 9:00 p.m. Banquet/Awards/Installation of New Executive Board/Entertainment/Dance/Other as Determined by Committee

#### **Day 4** (Typically Wednesday)

8:00 a.m. – 9:00 a.m. Breakfast Buffet

9:00 a.m. – 10:00 a.m. Development Awards

10:00 a.m. – 11:00 a.m. Plenary II – Dept. of Ed Update

11:00 a.m. – Close of Conference

## **APPENDIX E**

### **Sample Conference Calendar:**

#### **JANUARY**

##### *Conference Chair*

- Present the budget to the Executive Board
- Request the Executive Board to select a conference theme

#### **FEBRUARY**

##### *Conference Chair*

- Contact COE President and Department of Education personnel (include both a representative from Washington, DC and the regional representative) by February 15.

#### **MARCH**

##### *Conference Chair*

- Confirm who will be attending from COE and Department of Education.

#### **APRIL**

##### *Agenda Chair*

- Mail the first Call for Proposals/Presenters

##### *Raffle Chair*

- Arrange prizes for the raffle

#### **MAY**

##### *Conference Chair*

- Present tentative educational and political speakers obtained from the Agenda Chair and menus obtained from the Logistics Chair to the Board

##### *Agenda Chair*

- Return date for the first Call for Proposals/Presenters
- Send the second Call for Proposals/Presenters

#### **JUNE**

##### *Logistics Chair*

- Confirm activities available to conference participants

##### *Raffle Chair*

- Mail tickets to all TRIO Program Directors and ASPIRE Members

##### *Conference Chair*

- Contact Council for Opportunity in Education President and Staff, Department of Education personnel and Legislative Aides
- Send guidelines pertaining to Agenda Ads from the Operating Guidelines to the Agenda Ads Chair

##### *Agenda Chair*

- Finalize the selection of workshops.
- Return date for the second Call for Proposals

## **JULY**

### *Conference Chair*

- Confirm with to Council for Opportunity in Education President and Staff, Department of Education personnel, and Legislative Aides
- Notify the Agenda Chair of Legislative Aides
- Contact the ASPIRE Development Chair and confirm arrangement for the distribution of ASPIRE Development Awards with the Agenda Chair
- Obtain a biographical sketch and photograph from Council for Opportunity in Education President and staff, and Department of Education personnel for the Agenda Chair

### *Agenda Chair*

- Finalize the design for conference materials
- Confirm speakers, facilitators, workers, presenters, and the Proposal Writing Workshop, if appropriate
- Obtain a biographical sketch and photograph from workshop presenters, facilitators, speakers, TRIO Achievers, and Retirees
- Finalize and send the tentative agenda and Proposal writing Workshop information to the Registration Chair

### *Agenda Ads Chair*

- Send information to solicit ads to all TRIO Program Directors

### *Logistics Chair*

- Provide information for the pre-registration mailing to the Registration Chair

### *Registration Chair*

- Obtain information on the ASPIRE Leadership Development Institute from the chair for the committee for the pre-registration mailing
- Obtain information on the Silent Auction from the Silent Auction Chair to include in conference promotional materials

### *Moderators Chair*

- Recruit Volunteer Moderators

## **AUGUST**

### *Conference Chair*

- Confirm travel and lodging arrangements for Council for Opportunity in Education President, and Department of Education personnel
- Compile a list of special guests whom registration fees are waived and send to the Treasurer/Registration Chair
- Compile a list of guests and speakers and the date and time of their arrival for the Guest Chair
- Purchase packets, bags, or folders for registration materials

### *Agenda Chair*

- Confirm audio visual needs for workshops and all sessions
- Confirm travel and lodging arrangements for workshop presenters and speakers who are not ASPIRE personnel
- Obtain a letter and photograph from the President and President Elect for the conference agenda
- Obtain a list of Moderators to assign to workshops from the Moderators, Chair
- Coordinate room assignments

- Return date for agenda ads and payment

- Confirm Presider and introduction speakers for Plenary Sessions, Receptions, and meals with the Head Table Chair

- Send the Moderators Chair a list of workshops; workshop descriptions; location, date, time of workshops; presenters and biographical sketches; audio visual equipment required; and assigned Moderators

- Obtain ads from the Agenda Ads Chair

#### *Logistics Chair*

- Send a list of contributors to the Agenda Chair for the agenda

- Obtain seating arrangement for head tables from the Head Table Chair

- Coordinate audio visual needs

#### *Registration Chair*

- Promote conference mail conference pre-registration

#### *Head Table Chair*

- Arrange seating for head tables and secondary head tables

- Identify a Presider for Plenary Sessions, Receptions, and meals

- Identify a person to introduce speakers at the Plenary Sessions and meals

- Confirm guests that should be seated at head tables with the Guest Chair

#### *Corporate Development Chair*

- Sell tables at annual banquet to corporations, foundations, and state associations

### **SEPTEMBER**

#### *Conference Chair*

- Notify guest speakers of the date and time of their presentation

- Confirm arrangements for the ASPIRE Development Awards with the Logistics Chair

- Send information on speakers to Head Table Chair

- Confirm COE's President's attendance at the Newcomers Reception with the Newcomers Chair

- Complete the program for meals and Welcome Reception

- Identify individuals to check meal tickets

#### *Logistics Chair*

- Confirm the set-up for the Silent Auction with the Silent Auction Chair

- Develop "function sheets" for each session

- Provide the hotel with a list of rooms, times, and set-ups for all sessions

#### *Agenda Chair*

- Inform presenters, speakers, and facilitators of the date and time of sessions

- Finalize the agenda

#### *Guest Chair*

- Identify and assign hosts/hostesses for guests and speakers

- Confirm with the host/hostesses the person they will be hosting, the arrival date and time, and the procedures

#### *Registration Chair*

- Return date for conference pre-registration

#### *Head Table Chair*

- Send guidelines to Presiders
- Send speaker bios to each of the individuals that will introduce them
- Have place cards for head table and secondary head tables
- Confirm responsibilities with individuals seated at the head tables

#### *Moderators Chair*

- Notify Moderators of the date and time of workshops
- Obtain evaluation forms from the Evaluation Chair

#### *Newcomers Chair*

- Select Mentors from the resource pool and/or personal contact
- Send letter to Mentors

### **OCTOBER**

#### *Conference Chair*

- Have packets, bags, or folders for conference materials to the Registration Chair

#### *Agenda Chair*

- Submit agenda for the registration packets to the Registration Chair

#### *Logistics Chair*

- Finalize arrangements for audio visual equipment
- Submit information for the registration packets to the Registration Chair

#### *Registration Chair*

- Inform Newcomers Chair who has registered as a Newcomer
- obtain the Annual Report for the registration packets from the President
- obtain information on the site of the next conference for the registration packets from the State President from that state

#### *Newcomers Chair*

- Identify a facilitator for the Newcomers Reception
- Select hors d'oeuvres for the Newcomers Reception
- Confirm the set-up and arrangements for the Newcomers Reception with the hotel and Logistics Chair
- Contact newcomers prior to conference welcoming them

### **AT THE CONFERENCE**

#### *Head Table Chair*

- Check head table set-up prior to the beginning of each event Guest Chair
- Have gift baskets for guests and speakers Moderators Chair
- Distribute packets to Moderators Evaluation Chair
- Arrange for completion of the overall conference evaluation

#### *Newcomers Chair*

- Oversee the Newcomers Reception;

*Raffle Chair*

- Receive all raffle monies and turn them in to the Treasurer

*Silent Auction Chair*

- Arrange to receive the items for the auction, set up items for the auction, and oversee the silent auction

**AFTER THE CONFERENCE**

*Evaluation Chair*

- Compile the evaluation results prior to the first Executive Board Meeting

*Newcomers Chair*

- Send a letter, Newcomers Handbook, and ASPIRE brochure to Newcomers who do not attend the Newcomers Reception

**NOVEMBER**

*Conference Chair*

- make thank you notes available to subcommittee chairs and ensure they are sent as appropriate.

## **APPENDIX F**

### **Generic ASPIRE Business Meeting Agenda**

ASPIRE Business Meeting Agenda  
Location, City, State  
Date  
Time

1. Call to Order/Welcome
2. Appoint Parliamentarian
3. Establish Quorum
4. Approval of Minutes
5. Officer Reports
  - a. President
  - b. Treasurer
6. Committee Reports
  - a. Governmental Relations
  - b. Development
  - c. Conference
  - d. Membership
  - e. Elections
7. State Reports
8. Old Business from Previous Meeting
9. New Business
10. Good of the Order
11. Adjourn

## **APPENDIX G**

### **Generic ASPIRE Board Meeting Agenda**

ASPIRE Board Agenda  
Location, City, State  
Date  
Time

1. Pre Board Meeting
  - a. Finance Committee Meeting
2. Call to Order/Welcome
3. Roll Call/Appoint Parliamentarian
4. Adoption of Agenda
5. Approval of Minutes
6. Officer Reports
  - a. President
  - b. Treasurer
7. Committee Reports
  - a. Governmental Relations
  - b. Development
  - c. Conference
  - d. Membership
8. State Reports
9. Old Business from Previous Meeting
10. New Business
11. Good of the Order
12. Adjourn

**APPENDIX H**  
**Generic ASPIRE Letterhead**



Colorado • Montana • North Dakota • South Dakota • Utah • Wyoming

**2014 – 2015 BOARD**

**PRESIDENT**  
NAME

**PRESIDENT-ELECT**  
NAME

**PAST-PRESIDENT**  
NAME

**SECRETARY**  
NAME

**TREASURER**  
NAME

**STATE PRESIDENTS**

**COLORADO**  
NAME

**MONTANA**  
NAME

**NORTH DAKOTA**  
NAME

**SOUTH DAKOTA**  
NAME

**UTAH**  
NAME

**WYOMING**  
NAME