



ASPIRE OPERATING GUIDELINES

REVISED AND ADOPTED JANUARY 2022

ASPIRE OPERATING GUIDELINES

REVISED AND ADOPTED OCTOBER 2021

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ASPIRE OPERATING GUIDELINES

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, the 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 per 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 Directors 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 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 their election as President-Elect.

The Past President shall serve in this position for a term of one year after their term as President. One individual may not hold the office of the 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 concurrently with that of the ASPIRE Officers.

No person shall be a regional ASPIRE Director 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 unexpired 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 their 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 their term of office, the Board shall appoint an individual to fulfill that office until the next election.

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 or the end of membership year whichever comes last.

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 they are sending a representative from their state who is not currently on the Board for meetings from which they 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.

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 (with input from the Bylaws Committee). The incoming Board will each be provided with access to the manual. It should be noted that an electronic form of a manual 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. Responsibility

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
- Serve as Co-Chair of the Finance Committee
- Serve as an ex-officio member of all committees;
- Supervise all committee chairpersons;
- Appoint a Parliamentarian;
- 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 6.2, (Finance and Budget Policy, Annual Budget, and Budget Process);
- Oversee the budget of ASPIRE and approve all expenditures;
- At the request of a State President, represent ASPIRE at the State Association Meetings (Operating Guidelines, Section 6.6, 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 audit/compilation as requested by the auditor and the Registered Agent
- Prepare an Annual Report of ASPIRE for presentation to the membership at the Annual Meeting
- Attend and serve as Leader of Rally at COE Policy Seminar

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 their election as President-Elect

- Assist the President as needed.

2.3.2. Responsibility

The President-Elect shall have the following duties and responsibilities:

- Represent ASPIRE on the COE Board of Directors;
- Responsible for creating Strategic Plan;
- Chair the ALI Committee;
- Serve on ASPIRE committees as appropriate;
- At the request of ASPIRE President, represent ASPIRE at State Association meetings.
- Assist the President to prepare an Annual Report of ASPIRE for presentation to the membership at the Annual Meeting;
- Convene a meeting of Presidents' Legacy Council, consisting of ASPIRE Past Presidents at the Annual Conference.
- Select and present an award or gift of appreciation to the outgoing President at Annual Banquet;
- Select, in advance, committee chairpersons to serve during their term of office;
- Secure the conference site and dates to be held during their Past-President year (refer to conference handbook for details regarding contracts and other details);
- 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;
- Attend Policy Seminar

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. Responsibility

The Past President shall have the following duties and responsibilities:

- Represent ASPIRE on the COE Board of Directors;
- Serve as Chair of Operating Guidelines and Bylaws Committee Committee;
- Serve on ASPIRE committees as appropriate;
- Serve as liaison to the conference committee;
- Serve as liaison with other TRIO Associations;
- In cooperation with Treasurer, assure initiation and completion of financial audits;
- At the request of ASPIRE State President, represent ASPIRE at state association meetings of ASPIRE
- As former Past President, they shall 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. Responsibility

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.

- Serves as chair of the Bylaws Committee (see Bylaws Committee);
- Posts updated Bylaws on the website as amended;
- Sends updated Operating Guidelines to Board Members as amended;
- Prepare an “Action List” and distribute it to Board Members following each meeting;
- Transfer any Board meeting Executive Session minutes to ASPIRE Archives as specified in Operating Guidelines Section 3.4 (Board Meetings, Executive Session);
- Record and disseminate minutes of business meetings of the general membership;
- Prepare a roster of Board members;
- Prepare new letterhead and distribute following each year’s elections;
- Maintain a list of Past Presidents;
- At the end of the term of office, submit a file of approved minutes (electronically and to the new Secretary and the Archivist);
- Chair and/or serve on ASPIRE committees, as appropriate.

2.6 Treasurer

2.6.1. Authority

The Treasurer, with the assistance of ASPIRE bookkeeper, 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, with the assistance of ASPIRE Bookkeeper, shall have the following duties and responsibilities:

- Maintain appropriate and adequate financial records and be prepared at any time to surrender such records and sums of money 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 6.4 (Finance and Budget Policy, Credit Cards).
- Records all incoming sums of money including conference registration fees, donations, membership fees, etc., as well as any State Association money held by ASPIRE, Inc.;
- 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 6.3 (Finance and Budget Policy, Insurance/Bonding)
- 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.
- 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 money;
- Co-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, the status of the 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 monthly until all are paid in full;
- Maintain appropriate and adequate financial records for the immediate past Annual Conference;
- Prepare a final accounting for the Fiscal Year ending December 31;

- Ensure an audit is conducted as specified in the Operating Guidelines, Section 6.2 (Finance and Budget Policy, Audit/Compilation);
- Submit items required for the audit as requested by the auditor and the ASPIRE accounting firm;
- Coordinate electronic reservation system for the annual conference
- Prior to the January Board meeting, provide transition training to the new Treasurer as outlined in the Treasurer's manual
- Maintain and update Treasurer's manual as needed; Approval of Finance Committee or Board

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. Responsibility

The State President shall:

- Communicate with each project in their 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 6.6, Finance and Budget Policy, Travel Policy);
- Appoint representatives from the state to all ASPIRE committees;
- Appoint committee within each state for specific activities;
- Appoint state membership chair by December 1;
- 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 6.6, Finance and Budget, Travel Policy);
- Meet with, and act as an advisor to, incoming State President;
- Generate revenues for ASPIRE and the State Associations;
- Identify and nominate candidates from the current membership roster, to attend Emerging Leaders Development (ELD) training at annual state conferences
- Prepare and submit State Reports for Board meetings and the Annual report;
- Share student stories on ASPIRE Workplace and website
- Ensure the state association submits a minimum of 1 page of advertisement for the conference agenda or pays \$100.
- Submit a report of all ASPIRE retirees from their state to the Awards Chair by May 1;
- When the conference is to be held in their state, 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.

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 the party charged at least thirty (30) days before a 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

- 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.
- 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.
- 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.
- 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

The President establishes the agenda in consultation with the other Board members. (See Appendix G, Generic ASPIRE Board Meeting Agenda)

- The President presides at all meetings of the Board.
- Board meetings shall be conducted according to the procedures specified in the most recent edition of Robert's Rules of Order.
- A Parliamentarian shall advise the President and Board members.
- 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.
- The Secretary shall serve as recording secretary for all Board meetings. In the absence of the Secretary, the Board shall appoint a recording secretary.
- Board meetings shall be attended by members of the Board and such others as may be requested by the President.
- Previously scheduled Board meeting dates may be changed only upon thirty (30) days' notice.
- Board meetings are open to general membership unless Executive Session is warranted.
- 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.
- 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:

- The **first** meeting of the new Board shall be at the conclusion of the Annual Conference,
- The **second** meeting shall be held during the winter, generally in January;
- The **third** meeting shall be held during the spring, generally May
- The **fourth** and final meeting shall be held immediately preceding the Annual Conference.
- 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.

Board Year	January Board Meeting	May Board Meeting	Annual Conference
2020-2021	TBD by Board	TBD by Board	South Dakota
2021-2022	TBD by Board	TBD by Board	Wyoming
2022-2023	TBD by Board	TBD by Board	Utah
2023-2024	TBD by Board	TBD by Board	Montana
2024-2025	TBD by Board	TBD by Board	Colorado
2025-2026	TBD by Board	TBD by Board	North Dakota

3.3. 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 procedures and Board Member responsibilities)
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 the Executive Session of the Board. They will be returned immediately by the Board to protect the confidentiality of the contents.

3.4. ASPIRE E-Business Procedures

ASPIRE 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 a question.

If no one objects to the call for the question then the President will call for a vote. If an objection is made the membership will vote on calling the question.

1. 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.

2. 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 the 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 the wording of the motion being voted on and the closing date for a 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.

4.2. Elections Committee and Nominations

- The President shall appoint an Elections Committee, with Board approval, of no less than three (3) persons to nominate candidates for vacant positions
- The Elections Committee shall establish a nominating procedure in cooperation of ALI and state President's to determine eligible 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 the nominee(s). If applicable, the list of nominees to date shall be emailed at least thirty days before the election to all current ASPIRE members
- 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
- 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 voting. The Elections Committee will count all ballots submitted electronically or physically and the majority vote of the members 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.

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:

Prices are effective (9/1/2020)

\$70	per year for Professional Membership*
\$50	per year for Associate Membership*
\$0	per year for Emeritus Membership
\$30	per year for Affiliate and Alumni Membership
\$15	per year for TRIO Program Participant Membership
\$200	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.

5.2. Term of Membership

The membership year begins September 1 and ends August 31 the following year, regardless of the purchase date. Benefits of membership begin at the time of purchase. Membership is non-transferable and non-refundable.

5.3. Benefits of Membership

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

- Professional, Associate and Emeritus members are entitled to one vote each. (Refer to 4.16 in the ASPIRE Bylaws - Individual Membership Rights and Obligations)
- Refer to Section 4.16 of the ASPIRE Bylaws for the ability to hold office and serve on committees
- Workplace Announcement, updates, special events, etc.
- Staff Development
- Regional and State Conferences (reduced fee to participate)
- ASPIRE Leadership Institute (ALI) and Emerging Leadership Development Program (ELDP) (reduced fee to participate)
- Technical Assistance
- Inclusion in the ASPIRE Projects and Personnel Directory
- Professional Network

5.4. Membership Dues Credited to State Associations

ASPIRE shall credit to each state association twenty-five percent (25%) of Professional membership dues from said state.

5.5. Directory

- Maintenance of the ASPIRE Membership Directory 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 continually.

6. FINANCE AND BUDGET POLICY

6.1. 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 is specified in the appropriate sections of the operating guidelines and does 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.

6.2. 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 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 more than 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.

6.3. 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.
- The insurance/bonding policy is issued through Old Republic Surety Company
- 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.

6.4. Credit Cards

- The Treasurer will obtain a credit card for the President, President-Elect, Past President, Conference Chair, and Treasurer.
- 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.

6.5. 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.

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.

6.6. 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.

- Expenses for President, President-Elect, Past President, Treasurer, and Secretary to attend ASPIRE Board Meetings not held in conjunction with ASPIRE's annual conference
- Expenses for President, President-Elect, and Past President to attend COE Policy Seminar.
- 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 the program or institutional funds.
- Expenses for the 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. 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.

- 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):
- 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 as specifically approved by the Board.

6.7. 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.
- Lodging at the standard hotel single room rate in the conference or meeting facility (or comparable hotel); only nights necessary for the 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.
- For overnight travel Per Diem reimbursement must correspond to federal rates published by the United States General Service Administration (www.gsa.gov) for the destination location. Incidental expenses are allowed to be claimed for each day of travel that is neither the first nor last day of travel. The first and last day of travel is calculated using the General Service Administration rate (75% of the applicable M&IE rate), regardless of departure and/or arrival time for travel
- For a single calendar day of travel (non-overnight travel), Per Diem reimbursement will be determined based on the timing of travel as defined below. Per Diem rates must correspond to federal rates published by the United States General Service Administration (www.gsa.gov) for the destination location. Incidental expenses are allowed to be claimed for each single calendar day of travel
- For a single calendar day of travel (non-overnight travel), 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
- 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
- RideShare, Taxi, shuttle fare, or rental car from the airport to the hotel, hotel to the airport, and to and from scheduled events at other locations, such as hotel tours or activities which persons are expected to attend are reimbursable expenses.
- RideShare, 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).
- 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);

6.8. 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, except for 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.
- If ASPIRE funds were used to purchase travel and a credit was issued, the credit must be used for future ASPIRE related travel
- 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.

6.9. 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 Professional 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 and State Treasurer.

6.10. Donations

Led by the ASPIRE Development Committee, ASPIRE conducts an annual fundraising campaign requesting all TRIO personnel to make personal donations.

6.11. Audit/Compilation

- An audit/compilation will be performed in the second year of the treasurer's term or at the discretion of the board as deemed necessary.
- An audit/compilation shall be arranged by the President and Treasurer in conjunction with the Registered Agent.
- The auditor and the Registered Agent will inform the Treasurer of items required for the audit/compilation. It is the responsibility of the President and Treasurer to submit the items.

6.12. Cash Receipts and Requests for Reimbursements

- All deposits shall be made in a timely fashion upon 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.

6.13. Unallowable Costs

ASPIRE funds cannot be used to purchase alcoholic beverages, specifically for purposes of hospitality suites at the annual region or state conferences.

7. ANDREA REEVE DEGREE ADVANCEMENT SCHOLARSHIP

7.1. General

The Andrea Reeve Degree Advancement Scholarship will be awarded to ASPIRE members who are attempting to increase their degree attainment from an accredited institution of higher education. Eligible degrees are Doctoral Degrees, Master's Degrees, Master Certificates, Bachelor Degrees, and Associate Degrees.

8. COMMITTEES

8.1. General

The President and/or Board shall establish such standing and special committees as are necessary for 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 composed of a current ASPIRE member who has a specific interest in the assigned business of the committee.

Each committee shall have a Chair appointed by the President or ASPIRE Board 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 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.

Committee Chairs shall submit budget requests to the President by the May Board meeting for the upcoming fiscal year.

All committee meetings will be open, and committees will need special permission from the ASPIRE Board to meet in executive session.

8.2. Bylaws Committee

ASPIRE Secretary Serves as chair of the Bylaws Committee;

- Membership of this committee includes the ASPIRE President, President-Elect, and Past President and may include the ASPIRE Board and previous ASPIRE Board members
- Completes revisions to the ASPIRE Bylaws and Operating Guidelines
- Reviews Bylaws for necessary changes
- Proposes bylaw 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 the 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 for the President-Elect in a timely fashion
- Posts updated Bylaws on the website as amended.

8.3. Conference Committee

Under the direction of the Past President and ASPIRE Board, the Conference Committee plans, implements, and evaluates the ASPIRE Annual Conference. 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 state's 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.

(Refer to Conference Handbook – Guidelines, policies, procedures, and timeline.)

8.4. Corporate Development Committee

- Membership will include regional Corporate Development Chair

- 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 update development incentive packages, as part of the corporate development strategy, and present them to the board for approval at the winter board meeting.

8.5. Finance Committee

Co-Chairs: Treasurer and ASPIRE President. Members include President-Elect, Past President, and one State President appointed by the President. All ASPIRE Board members are welcome to attend.

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 (Finance and Budget Policy, Annual Budget, and Budget Process)
- Annually, provides information to committee chairs on the fiscal management of their committee line item
- Brings motions to board regarding fiscal policy.

8.6. 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

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.

8.7 ASPIRE Membership Development Committee

Made up of two Co-Chairs appointed by the President and representatives from all six states, each appointed by the State Presidents by November 15th.

8.7.1. Membership Co-Chair

The Membership Co-Chair is responsible for promoting and increasing the ASPIRE membership through the 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 the Treasurer to maintain and disseminate the 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.
- Contact individuals not paying correct membership and solicit membership from those who have lapsed in membership.
- Sends a complete membership roster to the Awards Chair in August.

8.7.2. Development Co-Chair

The ASPIRE Development Co-Chair 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.

8.8. TRIO Alumni Committee

Made up of Chair appointed by President and representatives from all six states, each appointed by the State Presidents.

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

- Promoting the ASPIRE Alumni Association
- Maintaining the ASPIRE Alumni database and coordinating with COE
- Directing social media efforts for alumni purposes
- 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
- Assisting with the initiation, organization, and implementation of individual chapters of TRIO Alumni Societies.

8.9. INACTIVE 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 conferences and trainings.
- Provide suggestions for diverse professional development opportunities

8.10. Native American Committee

Chair and Members are appointed by the ASPIRE President

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.

8.11. ASPIRE Leadership Development

Chair and Members are appointed by the ASPIRE President

Cultivating future leaders through leadership development at the state and regional level through:

8.11.1. *Emerging Leaders Development (ELD)*

- Emerging Leaders: hones skills in effective project/campus/organization interaction through team-building, project accountability using CAS standards, the 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; treasury and fiduciary responsibility; and advanced parliamentary procedures.

8.11.2 *ASPIRE Leadership Institute (ALI)*

Subcommittee [Chair: Appointed by President]

- Formerly known as Emerging Leaders Institute
- 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 ASPIRE Leadership Institute prior to the Annual Conference which may include the following two tracks:
- ASPIRE Academy: the foundation for ASPIRE leadership including the 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.

8.12. State Initiative Committee

Chaired by ASPIRE 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 initiatives and activities.
- Promotes the application to the Council for Opportunity's State Initiative Spraggins 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, State Leaders Caucus (held prior to COE annual conference), and Leadership Institute (held prior to COE annual policy seminar).

8.13. Public Relations Committee

Chair and Members are appointed by the ASPIRE President

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

Assists in, and tracks, the publication of opinion editorials in local newspapers, websites.

- Coordinates the development and publication of state and regional fact books.
- Coordinates COE media relations efforts.
- Provides information on professional development opportunities to the membership.
- Coordinates ASPIRE Social Media efforts
- Collects articles from ASPIRE members to be included on Social Media
- Types and edits articles collected and lay out materials into newsletter form

8.14. Scholarship Committee

The scholarship committee is made up of two co-chairs appointed by the President and under the direction of the ASPIRE Board. The Committee oversees all aspects of the scholarship process including notifying members of the open application/deadlines each year, evaluating scholarship applicants, notifying awardees, and dissemination of funds to institutions of higher education.

8.15. Social Justice Committee

Chair and Members are appointed by the ASPIRE President

The Committee will be compiled of one ASPIRE board member and at least one representative from each state within ASPIRE

In recognizing 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 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 are not limited to:

- Assist with a volunteer project at the regional annual conference,

- Offer professional development opportunities to engage staff in critical social justice issues to better equip them to create more equitable programs and services
- 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 the regional annual conference, and any other duties as designated by the board.

8.16. President's Legacy Council

Chaired by the ASPIRE Past President and members are appointed by the ASPIRE President

- 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.

8.17. ASPIRE Awards Committee [\(Included in ASPIRE Conference Handbook\)](#)

The chair will be appointed by the ASPIRE President. Members will include representatives from each state. The chair will work in conjunction with Membership Development Chair(s) to recognize membership awards.

Purpose: The Awards Committee is responsible for the selection of the recipients and purchases of all ASPIRE Awards including Membership Years of Service, Retirees, ASPIRE TRIO Achievers, Friend of ASPIRE, Champion of TRIO, Rising Star, and Art Quinn Memorial.

Duties:

- Establish a timeline for the awards process for Regional Conference
- Solicit nominations of ASPIRE Awards
- Present awards at ASPIRE Regional Conference
- Maintain updated award recipient list on the website

List of Awards presented by ASPIRE

TRIO Achievers Awards

Retirees Recognition Awards

Years of Service Recognition Awards

Friend of ASPIRE Award

Rising Star Award

Appreciation Award to Outgoing President

Art Quinn Memorial Award

Champion of TRIO Award

ASPIRE Development Awards

Most Supportive Project and Honorable Mention for Most Supportive Project Award

Most Supportive Institution and Honorable Mention for Most Supportive Institution Awards

Most Supportive State and Honorable Mention for Most Supportive State Awards

Project Membership Longevity Awards

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 the University of Wyoming staff.

9.2. Archivist

Duties will fall directly to the Wyoming state President.

9.2.1. Responsibility

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.

APPENDIX A

ASPIRE - Installation for ASPIRE Board

Installation officer appointed by ASPIRE President

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 outgoing ASPIRE 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 ASPIRE Board members): “You, the ASPIRE 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 ASPIRE 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 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 ASPIRE Board. Do you, _____, promise to fulfill the duties of this office as charged?"

Treasurer: "I do."

Installing Officer: "Will the secretary please stand? Your elected secretary is (give name). I charge you with the duties of your office. You shall be responsible for all ASPIRE 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 ASPIRE Board. Do you, (insert name), 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 ASPIRE 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 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 ASPIRE 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 President is (give name). I charge you with the duties of your office. You shall preside at all meetings of the ASPIRE Board. You shall be an ex-officio member of all committees of the Board. You shall submit an annual report to the ASPIRE Board and the membership and shall perform other duties as the ASPIRE 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 State Presidents are: (give names). I charge you with the duties of your office. You shall act as your state's representative on the ASPIRE 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 an 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 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 ASPIRE 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 ASPIRE 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 ASPIRE Board."

APPENDIX B

ASPIRE Logos (available online at aspireonline.org/logos)

			Regional logo



State Chapter Logos





APPENDIX C

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 D

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