

**SOUTHERN ASSOCIATION FOR COLLEGE STUDENT AFFAIRS**

**CORE VALUES AND MISSION STATEMENT**

**POLICIES AND PROCEDURES MANUAL**

**and**

**BY-LAWS**

**Revised – June 2008**

## CORE VALUES AND MISSION STATEMENT

## POLICIES AND PROCEDURES

### PROGRAMS OF THE ASSOCIATION

	<u>Subject of the Policy</u>	<u>Policy No.</u>
6	Records	1:01:00:00
6	Annual Reports	1:02:00:00
6	Procedures Manual	1:03:00:00
6	Research Projects	1:04:01:00
6	Research Incentive Grants	1:04:02:00
7	Recognition - President's Award	1:05:01:00
7	Recognition – Dissertation of the Year Award	
	1:05:02:01	
7	Recognition and Awards Committee and Its Schedule	
	1:05:03:01	
7	Melvane Draheim Hardee Award for Contribution to the College Student Affairs Profession	1:05:03:02
7	H. Howard Davis, Sr. Award for Outstanding Service to SACSA	1:05:03:03
8	New Professional Award (Renumber pages & codes for all following)	1:05:03:04
9	Bobby E. Leach Award	1:05:03:05
9	Joe Buck Service Award	1:05:03:06
9	Lifetime Honorary Memberships	1:05:03:07
9	Policy Manual	1:06:00:00
10	By-Laws	1:07:01:00
10	Provision of Membership Labels and Lists	1:08:00:00
10	Co-Sponsorship of Workshops Related to Annual Conference	
	1:09:00:00	
10	Committee Chairpersons and Other Appointed Officers	1:10:01:00
11	Members of Committees	1:10:02:00
11	Committee and Task Force Surveys	1:10:03:00
11	Special Referendums	1:11:01:00

### JOURNALS

	<u>Subject of the Policy</u>	<u>Policy No.</u>
12	Journal Editor	2:01:01:00
12	SACSA Journal - Associate Editors	2:01:02:00
12	SACSA Journal - Monograph Series	2:01:03:00
12	Information Technology Chair	

	2:02:01:00	
12	Webpage and On-line Media Schedule	2:02:02:00
13	Webpage/On-line Procedures – Nominations and Elections	2:02:02:01
13	Webpage - Deadline Dates	2:02:02:02
13	Non-Profit Mailing Permits	2:03:00:00
13	Webpage - Recognitions	2:04:00:00
13	Journal and Information Technology Chair Elected Office Eligibility	2:05:00:00
13	Subscription Rate for SACSA Journal	2:06:00:00

### **MID-YEAR EXECUTIVE COUNCIL MEETINGS**

	<b><u>Subject of the Policy</u></b>	<b><u>Policy No.</u></b>
13	Executive Council Meetings	3:01:00:00
14	Executive Sessions of Executive Council Meetings	3:02:00:00

### **FINANCES**

	<b><u>Subject of the Policy</u></b>	<b><u>Policy No.</u></b>
14	Income	4:01:01:00
14	Conference Income	4:01:02:00
15	SACSA Sponsored Activities	4:02:00:00
15	Budget	4:03:01:00
15	Standard Accounting Practice	4:03:02:00
15	Membership Year	4:04:00:00
15	Membership Dues	4:05:00:00
15	Withdrawal from Certificate of Deposit	4:06:02:00
15	Retention of Financial Records	4:07:00:00
16	Financial Audits	4:08:00:00

### **ANNUAL CONFERENCE**

	<b><u>Subject of the Policy</u></b>	<b><u>Policy No.</u></b>
16	Selection of Conference Site	5:01:01:00
16	Conference Site	5:01:02:00
16	Conference Site Inspection	5:01:03:00

16	Climate Assessment of Conference Sites	5:01:04:00
17	Conference Exhibits	5:02:00:00
17	Business Sessions	5:03:00:00
17	Registration Fees and Late Registration Fees	5:04:01:00
18	One-Day Conference Registration Fee	5:04:02:00
18	Authorized Expenditures	5:05:01:00
18	Speaker Honorarium	5:05:02:00
18	Expenditures for Conference Receptions	5:05:03:00
18	Expenditures for Non-Members	5:05:04:00
19	Conference Expenditures-Program and Local Arrangements Meeting	5:05:05:00
18	Complimentary Dinners and Receptions	5:06:01:00
18	President's Breakfast	5:06:02:00
19	Resolutions at the Annual Conference	5:07:00:00
19	Conference Registration Roster	5:08:00:00
19	Executive Council Approval of Conference Program	5:09:00:00
19	Recognition of Award Winners, Newly-Elected Officers, and Outgoing Executive Council Members	5:10:00:00

## **BY-LAWS**

19	Article I	Name
19	Article II	Purposes
20	Article III	Membership
20	Article IV	Dues and Payment
21	Article V	Officers
25	Article VI	Executive Council
26	Article VII	Nominations and Elections
27	Article VIII	Meetings
27	Article IX	Publications' Editors, Appointed Officers, and Committees
29	Article X	Executive Director
29	Article XI	Parliamentary Authority
29	Article XII	Amendments

## STATEMENT OF CORE VALUES

Adopted February 2001

There are *Core Values* on which the Southern Association for College Student Affairs (SACSA) was built and continues to prosper from in meeting the needs of the student affairs professionals and affiliates in the southern region. The following Core Values shall permeate all governance, decisions, operations, and activities of the association:

<i>Diversity</i>	<i>Expertise</i>	<i>History</i>	<i>Inclusiveness</i>
<i>Dedication</i>	<i>Collegiality</i>	<i>Fun Loving</i>	<i>Regional Pride</i>
<i>Networking</i>	<i>Affordable</i>	<i>Rituals</i>	<i>Stewardship</i>
<i>Participation/Volunteerism</i>		<i>Professional Development</i>	

## MISSION STATEMENT

Adopted November 1988 (revised February 2001)

The Southern Association for College Student Affairs, as an independent, regional association, has as its mission to be an exemplary organization for practitioners, educators, and students engaged in the student affairs profession. This mission will be accomplished by:

- 1) Providing accessible, on-going, comprehensive professional development activities and services of the highest quality for persons in all areas and levels in the student affairs profession.*
- 2) Encouraging and recruiting a diverse group of promising individuals to enter the student affairs profession and addressing the career development needs of new and established professionals in our membership.*
- 3) Maintaining and strengthening our traditions of inclusiveness, diversity, collegiality, openness to member involvement, mentoring, and fostering professional networks as hallmarks of the Association.*
- 4) Fostering the growth of the student affairs profession by: a) offering opportunities for continuing professional education; b) articulating the role of student affairs in higher education; c) ensuring faculty and graduate student involvement in the Association; d) facilitating the integration of scholarship and practice; 3) promoting professional standards; f) engaging in cooperative efforts with other professional organizations; and g) encouraging and supporting research.*
- 5) Identifying and analyzing issues concerning students, higher education and the student affairs profession, and communicating student affairs perspectives to various constituencies through media and other forums.*

## **SACSA POLICIES AND PROCEDURES**

### **PROGRAMS OF THE ASSOCIATION**

#### **Subject: Records**

**Policy No.1:01:00:00**

The following records are to be forwarded to the Historian or designee as determined by the President for deposit in the official archives of the Association on a timely basis: Committee/Task Force Reports, Minutes of the meetings of the Executive Board, Minutes of the Business Sessions of the Annual Conference, Newsletters, Journals, Membership Directories, Financial Records and Reports, and any other documents important to the business of the Association (e.g., documentation regarding tax exempt status).

#### **Subject: Annual Reports**

**Policy No.1:02:00:00**

Appropriate officers and committee chairpersons submit their annual reports in writing to the President and the Executive Director, and Executive Council liaisons as required by Article IX, Section 2 of the By-Laws, no later than the closing of the annual conference or at such more appropriate time ascertained by the nature of the committee.

In his or her written, post-conference report, the Local Arrangements Chair shall include final conference registration figures. The Executive Director shall provide up-to-date membership figures.

#### **Subject: Committee/Officer Procedures**

**Policy No.1:03:00:00**

Each officer and committee chairperson develops written procedures for the functioning of his or her office and makes this material available to each successor to that office.

#### **Subject: Research Projects**

**Policy No.1:04:01:00**

The Executive Council, on behalf of the Association, does not endorse individual research projects by faculty, administrators, or graduate students, but rather may endorse the methodology or significance of the area being studied.

#### **Subject: Research Incentive Grants**

**Policy No.1:04:02:00**

The Executive Council may establish research grants to be awarded by the Research Committee. Members of the Association must submit proposals to the Research Committee according to the guidelines published by the committee. Grants may not be renewed for the same project for subsequent years. The Executive Council must determine yearly if funds are available for grants. The awarding of a grant does not connote endorsement of the area of study but recognizes soundness of research design.

**Subject: Recognition - President's Award**

**Policy No.1:05:01:00**

A plaque with a gavel attached and a brass plate indicating the name of the President and the year of office will be presented to the President of the Association at the close of his/her term of office.

**Subject: Dissertation of the Year Award**

**Policy No.1:05:02:00**

The Research Committee Chair will solicit nominations for the presentation of an award recognizing high quality dissertation research by doctoral students in student affairs in the SACSA region. The award will be in the form of a plaque and a monetary award to be presented at the fall meeting of the Association. The guidelines for the award are as follows:

1. Nominees must have completed the doctorate degree and/or be currently employed in a higher education institution in the SACSA region. The doctorate degree must have been awarded within the year the Dissertation of the Year award is given.
2. Award recipients will present the results of their dissertation research at the fall annual meeting and/or submit a manuscript based on the dissertation research to *College Student Affairs Journal* within one year of receiving the award.

This award is to be presented on merit and may or may not be presented each year. The recipient must be a current member of SACSA.

**Subject: Recognition and Awards Committee and Its Schedule**

**Policy No.1:05:03:00**

The Recognition and Awards Committee shall be appointed by the President and shall consist of five members: a chairperson, two members from the At-Large membership, an Executive Council member, and the Past President of the Association.

This committee shall be responsible for soliciting nominations and selecting winners for the following awards:

- Melvene Draheim Hardee Award for Outstanding Contribution to the College Student Affairs Profession
- H. Howard Davis, Sr. Award for Outstanding Service to the Southern Association for College Student Affairs
- New Professional Award
- Bobby E. Leach Award
- Joe Buck Service Award
- Lifetime Honorary Memberships
- Institutional recipients in designated publications competitions

The Recognition and Awards Committee-schedule shall be:

- (1) Solicit nominations from the membership.
- (2) Contact the nominees, letting them know that they have been nominated.
- (3) Ask the nominees to submit their resume and chronology of SACSA involvement, and
- (4) Ask the nominees to solicit their own letters of recommendation from the colleagues of their choice.

November and April: Nominations will be solicited at the fall meeting, and in the spring issue of the SACSA Webpage and On-line Media. The Chairperson of the Recognition and Awards Committee will be responsible for submitting the appropriate information to the Information Technology Chair by the publication deadline.

July 15: Deadline for nominees.

August 15: Deadline for supporting data on nominees to be submitted to the Chairperson.

October 1: Deadline for Committee to submit nominations to SACSA President for Executive Council approval.

January: The Chairperson of the Recognition and Awards Committee will submit the appropriate information about the recipients of the awards to the Information Technology Chair by the publication deadline for the February issue.

**Subject: Melvene Draheim Hardee Award for Outstanding Contribution to the College Student Affairs Profession** *Policy No. 1:05:03:02*

The Awards Committee Chair will solicit nominations for the presentation of an award recognizing contributions to student personnel work by a member of SACSA. The award will be in the form of a plaque to be presented at the fall conference of the Association.

This award is to be presented on merit and may or may not be presented each year. Recognition will be for achievement in one or more of the following:

1. Development of a model program or concept that impacts student personnel work in the Southeast.
2. Significant research and/or publication.
3. Providing outstanding leadership in professional organizations and endeavors.
4. Any unique and outstanding contribution to student personnel work that calls for acceptance and acknowledgment throughout the profession.

**Subject: H. Howard Davis, Sr. Award for Outstanding Service to the Southern Association for College Student Affairs** *Policy No. 1:05:03:03*

The Awards Committee Chair will solicit nominations for the presentation of an award recognizing outstanding service rendered to the Southern Association for College Student Affairs by a member of the Association.

The award will be in the form of a plaque to be presented at the fall conference of the Association.

This award is to be presented on merit and may or may not be presented each year. Recognition will be for achievement in one or more of the following:

1. Performance of duty above that expected for any office or position held.
2. Completion of service to the Association that reflected faithful and competent achievement.
3. Development of new programs or concepts with a positive impact upon the Association.

**Subject: New Professional Award**

**Policy No.1:05:03:04**

The Awards Committee Chair will solicit nominations for the presentation of an award recognizing an outstanding new professionals in the Association. The award will be in the form of a plaque to be presented at the fall conference of the Association and waiver of conference registration fee for the year the winner is being honored

Criteria for selection include: 1) No more than five years full-time experience in student affairs. 2) Current membership in SACSA with active involvement of at least one full year. 3) Demonstrated service to the profession (e.g. presented a paper, workshop, conducted research, demonstrated leadership) and shows promise of becoming a leader. 4) Attended at least two SACSA affiliated professional development conferences, workshops, and activities. 5) Possesses outstanding character and potential role model stature for other new professionals.

**Subject: Bobby E. Leach Award**

**Policy No.1:05:03:05**

The Awards Committee Chair will solicit nominations for the presentation of an award recognizing a student affairs professional or graduate student who has contributed significantly to the development of multicultural relations on a college or university campus. The award will be in the form of a plaque to be presented at the fall conference of the Association. Criteria for selection are that ~~The~~ the recipient must have been significantly involved for at least two years in efforts, which have contributed to the improvement of multicultural relations on his/her campus, and must have had at least one year's involvement with SACSA.

**Subject: Joe Buck Service Award**

**Policy No. 1:05:03:06**

The Awards Committee Chair will solicit nominations for the presentation of an award recognizing exemplary and exceptional commitment to the Southern Association for College Student Affairs. The award will be in the form of a plaque to be presented at the fall conference of the Association. Criteria for selection includes: (1) Minimum of five years of SACSA membership; (2) Demonstrated record of committee service and/or leadership; (3) Has not served as an elected officer; (4) has not received prior award recognition from SACSA; and (5) Viewed by SACSA colleagues as a role model, mentor, and unsung hero of the Association

**Subject: Lifetime Honorary Memberships**

**Policy No.1:05:03:07**

The Awards Committee Chair will solicit nominations for Lifetime Honorary Membership.

Nominations will be solicited from the general membership as well as from the Executive Council and Committee Chairs. Honorees will be presented with a certificate or other appropriate recognition at the fall conference of the Association. Nominees should meet the following criteria: 1) Should no longer be eligible for regular membership; 2) Should have been a regular member for at least seven years; and 3) Should have been actively involved in SACSA by serving in some leadership capacity, either as a committee chair and/or participating in at least one of the SACSA-sponsored professional development activities (i.e., the annual conference, Mid-Managers' Institute or New Professionals' Institute) as a coordinator or presenter. Honorary members shall not vote, hold office or pay dues. Lifetime Honorary Memberships will never be revoked regardless of future employment, status or place of residency.

Once nominations have been collected, the Chair of the Awards and Recognition Committee shall forward the nominations to the immediate Past President, who will submit the names to the Executive Council at its opening annual conference meeting. Should the Council vote to confer an honorary membership(s), the immediate Past President will announce the selection at the fall conference Awards Banquet.

**Subject: Policy Manual**

**Policy No.1:06:00:00**

Amendments or other changes to the Policy Manual may be proposed by any member of the Association through the Executive Council. The Council may approve such changes by majority vote at any regular meeting, or through a majority vote of its members by email. The Executive Director will maintain the official version of the Policy Manual, and will post changes when approved by the Executive Council. An updated version of the Policy Manual will be kept posted on the Website at all times. Members of the Executive Council, Committee Chairs, and Appointed Officers will be expected to print out copies or refer to the online version when necessary.

**Subject: By-Laws**

**Policy No.1:07:01:00**

A By-Laws Committee will review SACSA By-Laws on an annual basis. Proposed changes will be in accordance with existing procedures outlined in current By-Laws (a copy of current By-Laws is located in The Appendix of the Policy Manual).

**Subject: Provision of Membership Labels or Lists**

**Policy No.1:08:00:00**

Membership labels or lists shall be provided only for organizational functions. The Executive Director shall approve any exceptions on the distribution of labels or lists.

All such labels or lists shall be provided with the requester paying the cost of the Association running them. The granting of these labels or lists does not imply sponsorship by the Southern Association for College Student Affairs unless otherwise specifically indicated.

**Subject: Co-Sponsorship of Workshops Related to Annual Conference**

**Policy No.1:09:00:00**

Any workshop associated with the annual conference shall be organized and moderated under the auspices of SACSA. Other professional organizations may be invited to be presenters at annual conference workshops.

**Subject: Committee Chairpersons and Other Appointed Officers**      **Policy No.1:10:01:00**

By October 1 of each year, the President-Elect must submit a roster of prospective committee chairs and other appointed officers to the voting members of the Executive Council. Council members can provide feedback to the President-Elect prior to or at their November meeting where final approval is given through Council vote.

The President-Elect shall make every effort to assure that Chairpersons are representative of the membership of the Association. Factors to be considered in selecting Chairpersons include sex, race, and size of institution, control of institution (public-private), and location of institution in the SACSA membership area.

The President-Elect should evaluate the status of projects currently in progress by the various committees. The President-Elect should give serious consideration to asking the current Chairperson to continue in the position if the work of the particular committee needs the leadership continuity. A committee member who has exhibited leadership during the work of the committee should be considered for the Chairperson of that committee if a new Chairperson is to be appointed.

Committee chairs are to have one-year appointments, and will serve no more than two successive years in the same appointments. Exceptions are Career Services, Membership, Sponsors and Exhibitors, Time and Place, Information Technology and Journal. Unless otherwise specified, the Chairs for Career Services and Time and Place serve at the will of the President and the Executive Council.

**Subject: Members of Committees**      **Policy No.1:10:02:00**

Committee Chairpersons shall make every effort to assure that committee membership is representative of the membership of the Association. Factors to be considered include sex, race, and size of institution, control of institution (public-private), location of institution in SACSA membership area. By the end of November, committee chairs must have submitted committee member lists to the Executive Director and President. Only members in good standing can serve on committees.

**Subject: Committee Chairpersons and Other Appointed Officers**      **Policy No.**

Committee Chairs and appointed officers are required to attend a training session, to hold

committee meetings, and to participate in the Involvement Fair at the annual conference. Committee Chairs and appointed officers are required to submit their goals, objectives and budget requests to their respective Executive Council Liaison in early January. At the end of the leadership cycle, chairs and other appointed officers will complete an annual report and pass on all relevant information, including notebooks, to the next chair or appointee.

**Subject: Committee and Task Force Surveys**

**Policy No.1:10:03:00**

The Executive Council must authorize all surveys by committees and task forces and the instruments must be previewed and approved by the President and the liaison for the committee or task force.

**JOURNALS AND ELECTRONIC MEDIA**

**Subject: Journal Editor**

**Policy No.2:01:01:00**

The Journal Editor shall serve a three- (3) year term. The incoming president has discretion to appoint the editor for additional years.

**Subject: SACSA Journal - Associate Editors**

**Policy No.2:01:02:00**

The Associate Editors of the SACSA Journal shall serve for a term of three (3) years.

**Subject: SACSA Journal - Monograph Series**

**Policy No.2:01:03:00**

Responsibility for establishing a SACSA Monograph Series shall be delegated to the Editorial Board of the SACSA Journal.

**Subject: Information Technology Chair**

**Policy No.2:02:01:00**

The term of the Information Technology Chair begins every other November and that person is responsible for Online Media issues for a two-year period. There is no limit on the number of terms that may be served.

**Subject: Webpage and Online Media Schedule**

**Policy No.2:02:02:00**

Within budgetary limitations, one SACSA-lert issue will be distributed every month except November. The October issue will promote the annual conference; the February issue will include a conference follow-up.

**Subject: Webpage and Online Procedures – Nominations  
and Elections**

**Policy No.2:02:02:01**

The nominations and election procedures included in the SACSA Webpage and Online Media are as follows:

February: Listing of Nominating Committee

April: Solicitation of nominations for officers and awards

August: Report of the Nominating Committee to include information about each candidate in a consistent format. The Chair of the Nominating Committee shall determine the format.

**Subject: Webpage - Deadline Dates**

**Policy No.2:02:02:02**

The Information Technology Chair outlines at the Mid-Year Executive Council meeting deadline dates for each issue of the SACSA Online Media.

**Subject: Non-Profit Mailing Permits**

**Policy No.2:03:00:00**

The Executive Director of the Association shall obtain nonprofit mailing permits for Associational business with Executive Council approval.

**Subject: Webpage - Recognitions**

**Policy No.2:04:00:00**

Recipients of the following awards shall be recognized in the February issue of the Webpage and Online Media: The Melvene Draheim Hardee Award, The H. Howard Davis, Sr. Award, The Bobby E. Leach Award, The New Professional Award, and The Dissertation of the Year Award.

**Subject: Journal and Information Technology Chair Elected  
Office Eligibility**

**Policy No.2:05:00:00**

Editors of the SACSA Journal and the Information Technology Chair may not serve in elected positions.

**Subject: Subscription Rate for SACSA Journal**

**Policy No.2:06:00:00**

The subscription rate for the SACSA Journal shall be \$25.00 per year.

**MID-YEAR EXECUTIVE COUNCIL MEETINGS**

**Subject: Executive Council Meetings**

**Policy No.3:01:00:00**

The Executive Council shall meet for at least one-half day prior to the Annual Conference.

The incoming Executive Council shall meet during the Annual Conference at a time designated

by the President-Elect. The President assuming office shall be responsible for the agenda and for requesting the attendance of the newly appointed officers and committee Chairpersons.

The Executive Council shall meet at least once during the year at the upcoming annual conference site. If meeting at the site is not financially feasible, the Council may choose a more feasible location. The Association will provide financial support for the following members who attend the meeting: President, President-Elect, Immediate Past President, Executive Director, four elected Vice Presidents, Information Technology Chair, Journal Editor, Program Committee Chair, Local Arrangements Committee Chair, Career Services Committee Chair, and Sponsors and Exhibitors Chair. Other committee-chairs and appointed officers may attend at personal or institutional expense.

Additional meetings of the Executive Council may be held at the conference site during the Conference or at the Conference site or a more central location during the year. The Local Arrangements Chairperson and the Program Committee Chairperson are the only non-members of the Executive Council who may attend the extra meeting at the expense of the Association. Other committee chairpersons and appointed officers may attend at personal or institutional expense.

**Subject: Executive Sessions of Executive Council Meetings**

**Policy No.3:02:00:00**

The Executive Council may decide to go into Executive Session at any Executive Council meeting by the majority vote of the Council or at the request of the President.

**FINANCES**

**Subject: Income**

**Policy No.4:01:01:00**

All income received from any source by officers and committees must be deposited with the Executive Director, except income and expenses at workshops, Career Services programs, and the annual conference, which are the responsibility of the appropriate Chairperson. With the completion of all financial transactions of the appropriate program, the Chairperson will deposit all excess income over expenses with the Executive Director, together with a full accounting of all income and expenses.

When an in-kind contribution of some type is made by a particular institution which wishes a record to be made of said contribution, the person accepting the contribution in behalf of SACSA shall inform the Executive Director in writing of the date, purpose, type, and approximate value of the contribution.

**Subject: Conference Income**

**Policy No.4:01:02:00**

Any revenue derived from the annual conference will be counted as income in the budget year following the one in which the conference is held. Membership income, however, which is

collected as a part of the higher registration fee is counted as membership income for the year in which the conference occurs. [See Policy No. 5:08:01:01]

**Subject: SACSA Sponsored Activities**

**Policy No.4:02:00:00**

Any SACSA-sponsored activity (e.g. New Professionals Institute, Mid-Managers Institute, Graduate Student Faculty Forum, etc.) must provide a full report (program content, income/expenses, evaluations, etc.) to the SACSA Executive Director. Recommendations on allocations of any surplus funds should be submitted concurrent with this report for consideration by the Executive Council.

**Subject: Budget**

**Policy No.4:03:01:00**

The budget for a given fiscal year is approved at the Mid-Year Executive Council meeting and is established according to line item accounting.

**Subject: Standard Accounting Practice**

**Policy No.4:03:02:00**

The Executive Director should report the income and expenses for the Association by using standard accounting practice for reporting assets and liabilities. The budget format should show an operating budget, which reflects annual income, and annual expenses separate from total Association assets.

**Subject: Membership Year**

**Policy No.4:04:00:00**

The membership year runs for twelve months from the month the membership check is received in the Executive Director's office.

**Subject: Membership Dues**

**Policy No.4:05:00:00**

The annual dues for members of the association shall be recommended and voted on by the Executive Council, after consultation via the webpage and/or electronic mail with the general membership. Dues for student members shall be less than those for regular and associate members.

**Subject: Withdrawal from Certificates of Deposit**

**Policy No.4:06:00:00**

The Executive Director is authorized to withdraw funds from the certificates of deposit, as he or she feels necessary to maintain an adequate cash flow.

**Subject: Retention of Financial Records**

**Policy No.4:07:00:00**

The Executive Director shall retain invoices, financial statements, and bank statements for a period of three (3) years. Subsequently, such records are to be destroyed. All audits and membership records are to be retained on a continuous basis.

**Subject: Financial Audits**

**Policy No.4:08:00:00**

Financial records are to be reviewed internally on an annual basis, and an external review conducted bi-annually at the completion of term of each Executive Director.

**ANNUAL CONFERENCE**

**Subject: Selection of Conference Site**

**Policy No.5:01:01:00**

The Time and Place Chair shall use the following schedule as a guide for the selection of Conference Sites:

- 2001 - Alabama, Georgia, Florida
- 2002 - Mississippi, Louisiana, Texas, Western Tennessee
- 2003 - Virginia, Central North Carolina, South Carolina
- 2004 - Kentucky, Middle and Eastern Tennessee, Western North Carolina
- 2005 - South Carolina, Florida, Georgia
- 2006 - Alabama, Georgia, Florida
- 2007 - Mississippi, Louisiana, Texas, Western Tennessee
- 2008 - Virginia, Central North Carolina, South Carolina
- 2009 - Kentucky, Middle and Eastern Tennessee, Western North Carolina
- 2010 - South Carolina, Florida, Georgia

**Subject: Conference Site**

**Policy No.5:01:02:00**

The site and time selection should be made two and one-half years in advance.

**Subject: Conference Site Inspection**

**Policy No.5:01:03:00**

The chairperson of the Time and Place Chair shall visit the hotel(s) bidding for the Annual Conference to determine if the facility(ies) can adequately meet the Association's conference needs. If the bidding hotel(s) does (do) not reimburse the chairperson for travel expenses, the Executive Director of the Association is authorized to reimburse the chairperson of the Time and Place Chair for necessary expenses for one trip per city to visit the proposed site(s) of the Conference.

**Subject: Climate Assessment of Conference Sites**

**Policy No.5:01:04:00**

The Time and Place Chair shall contact local institutional and community leaders to assist us in determining the climate on various multicultural/diversity issues in keeping with our values and mission as an organization. This would be completed at the same time sites are selected.

**Subject: Conference Exhibits**

**Policy No.5:02:00:00**

The Association encourages the display of professional exhibits and displays at the annual conference. Displays and exhibits should be of high quality, professional equipment, supplies, and/or services appropriate to the profession of Student Affairs. Display items will be confined to a tabletop presentation. Printed advertising may be distributed only within the confines of each exhibit space. Rental rates for exhibit space are set at a minimum cost of \$500.00 or upon the prevailing rate at the conference site. Special services will be at the exhibitor's expense. The Chair of Local Arrangements in conjunction with the Chair of Sponsors and Exhibitors shall determine exhibitor rates. Final approval will be given by the Executive Council.

The Chair of Sponsors and Exhibitors is appointed for a three-year term. At the conclusion of the three-year term the Chair may be re-appointed or a new Chair can be appointed by the Executive Council. The Chair should be a person who has served on a Local Arrangements Committee, in addition to being actively involved in the Association and Student Affairs. The Chair will serve as a member of the Local Arrangements Committee working closely with the Program and Local Arrangements Chairs. The Sponsors and Exhibitors Chair will negotiate agreements with the exhibitors and make all necessary arrangements for the exhibits. All revenue from the exhibits will be handled as conference revenues and reported to the Executive Council.

**Subject: Business Sessions**

**Policy No.5:03:00:00**

There will be two business sessions during the annual conference. The items, which are placed on the agenda for these two sessions, include:

A. First Business Session

1. Approval of minutes of business sessions of annual conference from previous year.
2. Announcement of election results.
3. Any runoff election necessary.
4. Report of conference registration.
5. Reports of officers and committee chairpersons.

B. Final Business Session

1. Any continued reports of officers and committee chairpersons.
2. Consideration of resolutions.
3. Remarks by retiring president.
4. Passing of the "gravel" and gavel.
5. Remarks by new president.
6. Announcement of appointment of officers and committees.
7. Announcement of site and date for annual conference of next year.

**Subject: Registration Fees and Late Registration Fees**

**Policy No.5:04:01:00**

Registration Fees and Late Registration Fees are approved at the Mid-Year Executive Council meeting upon recommendation of the Program and Local Arrangements Chairpersons.

**Subject: One-Day Conference Registration Fee**

**Policy No.5:04:02:00**

The Local Arrangements Chairperson may recommend Establishment of a one-day conference registration fee.

**Subject: Authorized Expenditures**

**Policy No.5:05:01:00**

Except for any honorarium paid to a conference speaker, only the Local Arrangements Chairperson is authorized to make expenditures budgeted for the Annual Conference.

**Subject: Speaker Honorarium**

**Policy No.5:05:02:00**

There shall be no specified limit in the payment of an honorarium to a speaker at the annual conference, but rather, the amount obligated shall be included in the budget of the annual conference approved by the Executive Council.

**Subject: Expenditures for Conference Receptions**

**Policy No.5:05:03:00**

Association monies will not be used to pay for bartenders.

**Subject: Fees for Non-Members**

**Policy No.5:05:04:00**

Those non-members whom the Association invites to present programs will not have to pay the registration fee.

**Subject: Conference Expenditures-Program and  
Local Arrangements Meeting**

**Policy No.5:05:05:00**

The Program Chairperson and the Local Arrangements Chairperson are encouraged to meet at the site of the conference where necessary when the Executive Council does not meet. Expenses for this meeting shall be included in conference expenditures.

**Subject: Complimentary Dinners and Receptions**

**Policy No.5:06:01:00**

The Sponsors and Exhibitors Chairperson is encouraged to secure complimentary dinners and receptions from vendors who do business with post secondary education institutions.

**Subject: President's Breakfast**

**Policy No.5:06:02:00**

In recognition of their potential ongoing impact, Past Presidents will meet for a breakfast with the current President during the annual conference. Planned and hosted by the immediate Past President, the breakfast occurs at the conference site and is covered through conference expenses.

**Subject: Resolutions at the Annual Conference**

**Policy No.5:07:00:00**

The Resolutions Committee will solicit resolutions from the membership through the Webpage, electronic mail, and/or printed media. The committee will present resolutions to the Executive Council for endorsement. Endorsed resolutions will be presented at the Closing Business Session.

**Subject: Conference Registration Roster**

**Policy No.5:08:00:00**

The Local Arrangements Committee is responsible for printing and distributing a roster of all conference participants.

**Subject: Executive Council Approval of Conference Program**

**Policy No.5:09:00:00**

The program structure of the annual conference will be endorsed by the Executive Council at its mid-year meeting to assure alignment with the strategic objectives of the Association.

**Subject: Recognition of Award Winners, Newly Elected Officers  
And Outgoing Executive Council Members**

**Policy No.5:10:00:00**

At the annual conference, the President will distribute a form to award winners, newly elected officers, and Executive Council members rotating off the board, collecting information about their presidents, supervisors, and public information officers. Following the conference, the Association's president will write to the presidents, supervisors, and public information officers on behalf of honorees in each category.

**SOUTHERN ASSOCIATION FOR COLLEGE STUDENT AFFAIRS**  
**BYLAWS**  
(Amended July 2008)

**ARTICLE I. NAME**

The name of this organization shall be the Southern Association for College Student Affairs.

**ARTICLE II. PURPOSES**

The purposes of this organization shall be:

- To provide for the cooperative association and professional development of those persons engaged in college student affairs work.
- To formulate and maintain professional standards in the field of college student affairs.
- To promote regional conferences for the discussion of such work.
- To promote research and experimentation in the area of college student affairs.
- To assist members to find employment in professional settings and to find suitable candidates for professional vacancies.

**ARTICLE III. MEMBERSHIP**

The members of this Association shall be composed of four (4) classes of members. All members, except as otherwise specified, shall be from Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, West Virginia, and the District of Columbia. The classes of membership and qualifications shall be:

Section 1. Regular membership. Any professional who is devoting at least one-half time to any aspect of college student affairs work (such as counseling, teaching, administration, or research) in an institution of higher education or in a state post-secondary education governing body is eligible for regular membership. Regular members shall pay dues, may vote, and hold elected or appointed office.

Section 2. Associate Membership. A regular member in good standing who retires or changes position and no longer meets the criteria for regular or student membership may continue as an associate member by notifying the Executive Council, in writing, of the change in status.

Any person who is employed at least half-time in any aspect of college student affairs or enrolled at least half-time in a college student affairs curriculum in an institution of post-secondary education outside the states listed in this article is eligible for associate membership. Associate members shall pay full dues. They may serve as members of committees.

Section 3. Student Membership. A graduate student enrolled in a college student affairs curriculum or in a closely related field is eligible for student membership. Student members, pay the student membership fee, may not hold elected office, but may vote and hold appointed office.

Section 4. Honorary Lifetime Membership. Individuals no longer eligible for regular membership who have been members of the Association for a significant number of years and have made notable contribution to SACSA and the college student affairs profession may be elected to honorary lifetime membership by the Executive Council. Honorary members shall not vote, hold office or pay dues.

#### **ARTICLE IV. DUES AND PAYMENT**

Section 1. Dues. The annual dues for regular, associate, and student members of the Association shall be recommended and voted on by the Executive Council after consultation via the webpage and/or electronic mail with the general membership. Dues for student members shall be less than those for regular and associate members. The membership year runs for twelve months from January to December concurrent with the fiscal year. The Executive Director will administer membership procedures established by the Executive Council.

Section 2. Fiscal Year. The fiscal year of the Association shall be from January 1 through the following December 31.

Section 3. Failure to Pay Dues. The Executive Director shall notify each member about the payment of dues according to approved procedures. Members who do not pay dues as billed are dropped from the membership roll and deleted from the mailing list.

#### **ARTICLE V. ELECTED OFFICERS**

Section 1. Officers. The elected officers of this Association shall be a President, a President-Elect, the immediate past President, Vice President for Professional Development, Vice President for Media, Vice President of Constituent Relations, and Vice President for Partnerships.

Section 2. Qualifications. Each elected officer shall be a regular member in good standing. Regular membership must be maintained during the full term of office. The President and President-Elect must have been a member of the Association for a minimum of four (4) years immediately prior to nomination and must have previously served as a member of the Executive Council for at least one year. Vice Presidents must have been a member of the Association for a minimum of two (2) years immediately prior to nomination and must have previously served the Association in some relevant elected or appointed capacity. The Executive Director shall not, by virtue of that position, be considered an officer of the Association, but shall be eligible for election or appointment to an office.

Section 3. Term of Office. The term of office of the President, President-Elect, and immediate past President shall be one year. The vice presidents shall serve two years in office, with two

vice presidents to be elected each year. No elected officer shall be eligible to serve consecutive terms in the same office.

Section 4. Assumption of Office. Newly elected officers shall take office at the close of the annual conference or until their successors are elected; thus, retiring officers are responsible for the completion of the details of conducting the annual conference.

Section 5. Duties.

- a. The President shall be the chief executive officer of the Association, Chairperson of the Executive Council, and presiding officer at all business sessions of the Association. Subject to the approval of the Executive Council, the President shall appoint all Committee Chairs to committees except the Nominating Committee unless the method is otherwise specified. The President shall oversee the annual conference including local arrangements, time and place selection, and sponsors and exhibits. The President shall hold ex-officio membership on all committees except the Nominating Committee.
- b. The President-Elect shall, in the absence of the President, perform the duties of the President at all Association or Executive Council meetings and shall serve as a member of the Program Committee. The President-Elect shall succeed to the office of President.
- c. The immediate Past President shall serve as liaison between the Executive Council and the Foundation, shall solicit nominations for Honorary Lifetime Members to present to the Executive Council, and shall serve as liaison to committee chairs as determined by the Executive Council.
- d. Vice President for Professional Development:

The Vice President for Professional Development oversees and serves as a liaison for the Mid-Manager's Institute, New Professional Institute, Career Services, Graduate Student/Faculty Forum, Drive-In Conferences, and Research in Higher Education. This responsibility specifically entails:

Provide guidance and consultation on SACSA policy and procedure as it pertains to hosting, planning and implementing traditional and new professional development programs.

Design and devise a professional development strategy which keeps the membership and appropriate committees informed of current professional development issues.

Periodically survey the membership with Research chair as well as similar organizations to assess and define professional needs and interests.

Consult with the Annual Conference Committee to ensure that the conference goals are in alignment with the overall professional enhancement strategy.

Co-develop activities with the appropriate committees that may include workshops, networking events in both face-to face and virtual formats.

Collaborate with the Vice President of Media and Technology Committee Chair in promoting professional development activities through the website.

Serve as a resource and direct contact for the programs listed above. This includes conveying programmatic and administrative concerns to the board and assisting in a capacity to ensure program success.

Work with NASPA Region III Coordinator for Professional Programs; participate in selection of directors for Mid-Managers' Institute and New Professionals Institute.

e. Vice President for Media:

The Vice President for Media oversees and serves as a liaison for the Journal, Newsletter, Webpage, and listserv and advises the board and membership on the future use of technology within the association and stationery/logo design: This position also entails the following responsibilities:

Serves as the primary contact for the company that provides technical support and service for the SACSA website.

Identifies and develops programs to advance the knowledge and capabilities of the SACSA membership.

Collaborates with the SACSA President and Executive Director to ensure the appropriate and ethical use of technology by the board and membership.

Assists the Vice President of Partnerships in developing strategies to market the organization to external entities.

Consults the board on the brand and development of marketing materials and products through technology.

Oversees the SACSA Alert.

Works in developing professional development sessions during the annual conference and special programs on integrating technology in Student Affairs.

Assists the VP for Partnerships with creating external marketing materials and deciding the appropriate information for the SACSA Website and for

dissemination to the public.

Assists the Journal Editor in identifying venues that are interested in subscribing or purchasing the Journal for shelves and files.

f. Vice President for Constituent Relations

The Vice President for Constituent Relations shall oversee and serve as the liaison responsible for working with senior student affairs officers, new student affairs professionals, current SACSA members, preparation programs, faculty members and multicultural issues. The primary goal of this area is to devise and implement strategies that encourage and build a sense of community among SACSA members and affiliates. Specific duties include:

Work closely and collaboratively with the Chair of Membership to prepare presentations and information on SACSA to prospective members.

Develop, plan and implement a training curriculum and session for all new SACSA committee leadership during the annual conference or special program.

The VP should work in conjunction with the VP for Partnerships to identify funding for this activity.

Provide guidance and leadership to committees under his/her auspices.

Proactively ensure that committees are being led properly and that members have the appropriate resources to plan and implement programs.

Devise a communication strategy where committee chairs provide semester-based updates on committee progress and planning.

Survey activities and functions of committees in other organizations to gain insight on possible areas of improvements for SACSA committees.

Engage in seminars and conferences relevant to SACSA to share perspectives on the importance of networking and being involved in associations.

Assist the Historian in developing an archive and materials to share with committee chairs as they change through the years. For example, there may be a committee notebook that has examples of correspondence, programs, reports and evaluations that reflect areas of improvement and achievement/progress.

g. Vice President for Partnerships

The Vice President for Partnerships shall oversee and serve as the liaison responsible for working with external marketing initiatives, SACS Liaison, NASPA Region III, and other associational liaisons. Specific duties include:

Collaborate and confer with the President and Vice President of Technology to create an external marketing strategy to current and potential members in the region. These strategies will also be employed to involve other student affairs associations.

Develop a marketing brochure and packet for distribution to current partners and sponsors. These materials would include information about the history of the organization, current programs, member profiles, and benefits of partnering with SACSA.

Research and compile information on grants for association development and growth (e.g. American Society of Association Executives, International Association of Association Management Companies, etc.). These funds could assist in cultivating future board members and leaders in the organizations.

Create a database in conjunction with the Chair of Sponsors and Exhibitors to ensure that corporate, industrial and associational partners have consistent connections with the organization (e.g. sending a Friends of SACSA letter or update annually).

Connect organizations to opportunities that align with the vision and strategy.

Assist in writing any proposals on organizational transitions or development and grant matters.

Section 6. The Executive Council shall review the assignments of each vice president on a regular basis and adjust responsibilities to meet the association's needs.

Section 7. Funds. The elected officers may request the President of the Association to include in the budget presented to the Executive Council for its approval an allocation of funds to implement their programs. They shall not exceed the approved amount without special prior approval, by a majority vote, of the Executive Council. A written account of the expenditures of these funds shall be included in their annual reports.

Section 8. Vacancies. If the Presidency shall become vacant, the President-Elect shall become President and shall serve out the remainder of the term of the President whom he or she replaces, as well as the term for which he or she was elected. In the event of a vacancy in the office of President-Elect, the Nominating Committee shall fill the position through a special election by the membership or through the procedures as established by Article VII. The method used by the Nominating Committee must be approved by the Executive Council. If the office of a Vice

President becomes vacant, the vacancy shall be filled by nomination and election by the remaining members of the Executive Council. The officer so elected shall serve the unexpired term of office.

## **ARTICLE VI. EXECUTIVE COUNCIL**

Section 1. The Executive Council shall consist of the President, the President-elect, the immediate Past President, and the vice presidents. The Executive Director shall be an ex officio member. The President, in consultation with the Executive Council, shall determine which, if any, committee chairs or other appointed officers shall attend Executive Council meetings. Only elected officers shall vote at the Executive Council meetings.

Section 2. Duties. The Executive Council shall serve as a board for the formulation and recommendation of policies to the Association, shall act for the Association between business sessions of the annual conferences, shall have the power to propose amendments to the By-laws, and shall carry on such business for the Association as shall be specifically delegated by the By-laws and by the Association. The Executive Council, through the Past President, shall maintain liaison with the Foundation.

Section 3. Removal from Office. The Executive Council, by vote of two-thirds of its total membership, may remove any officer for cause in the event that such a person does not fulfill the obligations of the position in terms of attending meetings or otherwise participate in the responsibilities of the Executive Council to conduct the business of the Association. Any vacancy created in this manner shall be filled in accordance with the procedures contained in Article V, Section 8.

## **ARTICLE VII. NOMINATIONS AND ELECTIONS**

Section 1. Nominating Committee. The Executive Council shall elect a Nominating Committee which shall consist of not more than five (5) nor less than three (3) regular Association members in good standing. The membership of the Nominating Committee shall be announced at the annual conference and on the Webpage and other Online Media following their election.

Section 2. Procedure. Nominations and election procedures shall be as prescribed in these By-laws and the Policy Manual. Additional procedures as necessary may be established by the Nominating Committee and approved by the Executive Council.

Section 3. Nominations. Approximately ninety (90) days prior to the annual conference, the Nominating Committee shall call for nominations from the membership for positions to be filled (President-elect and Vice Presidents). The call for nominations shall be publicized by mail, on the Webpage and through other electronic media. In creating a pool of nominees, the Committee

is not limited to those received from the membership; no member of the Committee, however, shall be eligible for nomination. In selecting nominees for the ballot, the Committee shall consider qualifications for office, including Association participation and performance, as well as representation of membership (sex, race, geographic areas, types of institutions, etc.). The Committee shall select two (2) candidates to be placed on the ballot for each position.

No later than forty-five (45) days prior to the annual conference, the Committee shall submit the slate of candidates with background information on each to the Information Technology Chair, the Executive Director of the Association, and the Executive Council (for information only). The background information shall be in a consistent format for all candidates, and shall be used in the online voting process described below.

The Information Technology Chair, coordinating with the Executive Director of the Association and the Vice President of Media, shall make arrangements for an online election process to be carried out by the Association's Webmaster utilizing the SACSA Website. The process shall ensure that only members in good standing can cast votes, and that votes cast are accessible only to the Webmaster. An alternate voting process shall be provided for members who are unable to utilize the primary method through the Website.

Section 4. Balloting. No later than thirty (30) days prior to the annual conference, the Webmaster shall initiate the voting process on the SACSA Website. The online ballot shall contain the background information on each candidate developed by the Nominating Committee. Voting shall cease no later than ten (10) days prior to the annual conference.

Section 5. Certification of election results. The Executive Director of the Association shall have primary responsibility to ensure that elections are carried out in a manner that provides ample opportunity for the registered membership to cast votes, and that the votes are accurately counted and reported to the Executive Committee. To this end, the Executive Director will work with the Chair of the Nominating Committee, Vice President of Media, Technology Chair, and SACSA Webmaster as described in Section 3 above.

After voting has been completed (and no later than nine days prior to the annual conference), the SACSA Webmaster shall send a report to the Executive Director that details the results of the election. This report shall be in a format that enables comparison of the *number of* votes cast with *the names of members who voted*, yet does not identify how members voted. No later than five days prior to the annual conference the Executive Director shall either (1) certify that the election results are valid, or (2) identify any inconsistencies that may be evident. If the results are valid, the Executive Director shall report the election results simultaneously to the Chair of the Nominating Committee, the Chair of Information Technology, and the Executive Council.

In the case of minor inconsistencies, the Executive Director shall attempt to resolve the issues and certify the election results as soon as possible. If major inconsistencies are noted, the Executive Council shall be notified as soon as possible, and the Council shall determine how to resolve the issues.

Section 6. Announcement of Election. As soon as possible after certification of the election results by the Executive Director of the Association, and prior to the annual conference if possible, the Chair of Information Technology shall announce the results of the election through Online Media. The election results shall also be announced at the opening business session of the annual conference.

## **ARTICLE VIII. MEETINGS**

Section 1. Annual Conference. Unless prevented by a national emergency, there shall be an annual conference at which the annual business session shall be conducted, the time and place of each conference to be determined by the Executive Council. Notice of the annual conference shall be sent to all members at least forty-five (45) days in advance of the conference.

Section 2. Executive Council. The Executive Council shall meet at such times and places as it shall determine and shall hold regular meetings immediately preceding and following the Association's annual conference. A majority of the voting membership of the Executive Council shall constitute a quorum for the transaction of business, provided proper notice of the business session has been given.

## **ARTICLE IX. PUBLICATIONS' EDITORS, APPOINTED OFFICERS AND COMMITTEES**

Section 1. Appointments. The President, with the prior approval of the Executive Council, shall appoint the Information Technology Chair, Journal Editor, the Parliamentarian, the Historian, Time and Place Chair, ~~and~~ the chairs of the standing committees, and other special officers as deemed advisable to carry out the purposes of the Association. Persons in all appointed positions shall have been Association members in good standing for at least two (2) years prior to their appointment and shall maintain their membership during their term of office.

Section 2. Training. Committee chairs and other appointed officers shall attend a training session at the annual conference.

Section 3. Reporting. All committee chairs and other appointed officers shall submit to the President and the Executive Director a list of goals and objectives for the year, and then follow up with a written annual report and description of procedures.

Section 4. Funds. The Information Technology Chair, Journal Editor, Parliamentarian, Historian, and the committee chairs may request the President of the Association to include in the budget presented to the Executive Council for its approval an allocation of funds to implement their programs. They shall not exceed the approved amount without special prior approval, by a

majority vote, of the Executive Council. A written accounting of the expenditure of these funds shall be included in their annual reports.

Section 4. Restriction of Duties. The committee chairs and other appointed officers may not commit the Association to any undertaking not specifically authorized by the Executive Council or the Association.

Section 5. Duties of the Appointed Officers, and the Standing Committees.

- a. Career Services Committee. The Career Services Committee shall be responsible for providing a variety of career-related services to members. The chair serves as SACSA's representative to the board of the CAS Standards Liaison. The CAS Standards Liaison shall serve as the SACSA representative to the Board of Directors for the Council for the Advancement of Standards in Student Services/Student Development Programs, and shall attend the CAS annual meeting.
- b. Conference Program Committee. The Conference Program Committee shall be composed of not less than four (4) members, including the President Southern Placement Exchange.
- c. -Elect and the retiring Program Chair. It shall be the duty of this committee to organize the program of the annual conference in accordance with policies adopted by the Executive Council.
- d. Foundation. The SACSA Foundation shall serve as a non-profit 501(c) (3) organization within the Association. The Foundation shall raise funds to support new initiatives and programs.
- e. Historian. The Historian shall be the official archivist of the Association. The Historian will maintain all historical records as directed by the President and the Executive Council.
- f. Information Technology Committee. The Information Technology Committee shall develop and maintain a strong web site presence for the Association as well as the development of technology to advance the organization's effectiveness and efficiency. Regular issues of SACSA-lert shall be a responsibility of this committee.
- g. Journal Editor. The Journal Editor shall be responsible for publishing the College Student Affairs Journal; selecting associate editors; approving reviewers; and soliciting manuscripts and advertising.
- h. Local Arrangements Committee. The Local Arrangements Committee shall be responsible for arranging for and coordinating the use of facilities and other matters pursuant to the holding of the annual conference and the conduct of the program in accordance with policies adopted by the Executive Council.

- i. Membership Ambassadors. The Membership Ambassadors shall serve under the Membership and Recruitment Chair. Each state in the SACSA region shall have one designee serving as its State Membership Ambassador to focus primarily on recruitment of members to the Association and to the annual conference. The Membership Ambassadors shall coordinate with the Executive Director as needed for information and membership updates. Each Membership Ambassador shall be appointed for a term of two years, if he or she is willing to serve.
- j. Mid-Managers' Institute Chair. The Mid-Managers' Institute Chair shall plan and implement the annual regional institute as co-sponsored with NASPA Region III for mid-level managers with five or more years of professional experience in student affairs.
- k. Multicultural Issues Committee. The Multicultural Issues Committee shall identify effective programs and practices that promote a more positive multicultural climate and combat racial/ethnic intolerance.
- l. SACSA's Newest. The SACSA's Newest Committee shall provide orientation, mentoring, and networking opportunities for those individuals who are experiencing their first involvement with SACSA.
- m. New Professionals Institute Chair. The New Professionals Institute Chair shall plan and implement the annual regional institute as co-sponsored with NASPA Region III for new professionals with less than five years of professional experience in student affairs.
- n. Nominating Committee. The Nominating Committee shall solicit nominations and conduct elections according to the procedures stated in Article VII of the By-laws. The committee shall identify and recruit potential leaders within the Association in addition to those nominated by the membership.
- o. Parliamentarian. The Parliamentarian advises the President and Executive Council on Roberts' Rules of Order, and provides procedural assistance to officers and committee representatives throughout the year. The Parliamentarian attends business meetings of the Association and answers procedural questions according to the current edition of Robert's Rules of Order and the By-laws and special rules of the Association. The Parliamentarian also recommends changes to the Policy Manual and By-laws based on feedback from officers, committee chairs, and the membership.
- p. Professional Preparation Chair. The Professional Preparation Chair shall plan programs and projects of interest to professional preparation faculty, and shall facilitate an on-going dialogue between professional preparation program faculty, the Association, and student affairs/development practitioners.

- q. Recognition and Awards Committee. The Recognition and Awards Committee shall coordinate the nominations and selection process for the following awards:
- Melvene Draheim Haree Award for Outstanding Contribution to the College Student Affairs Profession
  - H. Howard Davis, Sr. Award for Outstanding Service to the Southern Association for College Student Affairs
  - New Professional Award
  - Bobby E. Leach Award
  - Joe Buck Service Award
  - Lifetime Honorary Membership

The Committee shall be responsible for recognizing awards recipients at the annual conference, on the SACSA Website, and in appropriate publications.

- r. Research Committee. The Research Committee shall encourage research in the college student affairs field, shall identify current research, and shall award research grants and the Dissertation of the Year Award at the annual conference.
- s. Resolutions. The Resolutions Chair shall solicit resolutions from the membership; submit resolutions to the Executive Council; and present the resolutions endorsed by the Executive Council at its final business meeting of the annual conference for a vote by the membership.
- t. Sponsors and Exhibits Chair. The Sponsors and Exhibits Chair shall identify potential sponsors for the SACSA annual conference; solicit businesses and vendors as exhibitors; and encourage these entities to partner with the Association in long-term relationships.
- u. Time and Place Committee. The Time and Place Committee shall recommend to the Executive Council the sites and dates for the annual conference and, upon approval by the Executive Council, shall confirm hotel arrangements and dates.

## **ARTICLE X. EXECUTIVE DIRECTOR**

The Executive Council shall employ an Executive Director, who shall serve without regard to elected terms. The Executive Director shall manage membership records, including billing for dues and maintaining the membership rolls; shall manage the Association's treasury according to the approved budget and financial procedures; shall mail quarterly financial reports to the Executive Council and Committee Chairs, shall provide a written financial report to the membership at the Annual Conference; shall record and file minutes of all Association meetings, shall distribute minutes to the Executive Council and Committee Chairs; shall update the Policy Manual and By-laws; shall work with the Vice President of Media and the Information and

Technology Chair on the elections procedures as specified in Article VII, and on managing the Association's Webpage; and shall perform other duties as assigned by the Executive Council. The Executive Director shall attend meetings of the Executive Council.

## **ARTICLE XI. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-laws and any special rules of order the Association may adopt.

## **ARTICLE XII. AMENDMENTS**

Section 1. Business Session. Except as provided in Section 2 of this Article, amendments to these By-laws may be made only at the business session of the annual conference of the Association. An amendment presented in writing to all members of the Association at least thirty (30) days in advance of the annual conference may be adopted at the business session by a majority vote of those present and eligible to vote. Any amendment to such proposed amendments or any amendments not presented in writing to all members of the Association at least thirty (30) days in advance of the annual conference will require four-fifths vote of the members present and eligible to vote at the business session.

Section 2. Mail Ballot. If, in the judgment of the Executive Council, action upon a proposed amendment is desirable before the next annual conference, such action may be taken through a mail and/or electronic mail ballot following presentation of the amendment in writing either electronically or otherwise to all members of the Association. If a majority of the members returning ballots vote affirmatively within the succeeding thirty (30) days after the mailing, the amendment shall be adopted.

End of By-laws