

**TEXAS ASSOCIATION OF COLLEGE AND UNIVERSITY
STUDENT PERSONNEL ADMINISTRATORS (TACUSPA)**

OPERATIONS MANUAL

Updated October 2019

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CONSTITUTION

THE CONSTITUTION OF THE TEXAS ASSOCIATION OF COLLEGE AND UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS (TACUSPA)

ARTICLE I – NAME

The name of this organization shall be the Texas Association of College and University Student Personnel Administrators. Further references to this organization in this Constitution shall be made by the abbreviation TACUSPA.

ARTICLE II - MISSION STATEMENT AND PURPOSE

Section 1. Mission Statement

TACUSPA is a premier state association dedicated to the development, support and promotion of student affairs professionals in the State of Texas.

Section 2. The purpose of TACUSPA shall be:

- A. To promote discussion and research regarding the most effective methods of aiding students in their intellectual, social, moral and personal development;
- B. To provide leadership and support for all student affairs professionals;
- C. To serve as the main resource for information pertinent to student affairs in Texas;
- D. To encourage and support best practices and original research in student affairs;
- E. To promote and enhance the role of student affairs in higher education.

Section 3.

TACUSPA is organized exclusively for charitable, educational or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Section 4.

No part of the net earnings of TACUSPA shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that TACUSPA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II, Section 2 of this Constitution. No substantial part of the activities of TACUSPA shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and TACUSPA shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of this Constitution, TACUSPA shall not carry on any other activities not permitted to be carried on by: (a) an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or a corresponding section(s) of any future federal tax code or (b) an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code or a corresponding section(s) of any future tax code.

ARTICLE III – MEMBERSHIP

Section 1. Professional Membership

Membership shall be open to all student personnel administrators, to those persons employed within the area of student affairs, to educators who train student personnel

workers, and others interested in student development.

Professional members are entitled to the following rights and privileges:

- A. Nominating and voting privileges;
- B. Participation in meetings and conferences;
- C. Career enhancement opportunities;
- D. Subscription to all TACUSPA publications and all regular communications;
- E. Membership on committees and commissions;
- F. Research grant opportunities;
- G. Holding elected office in TACUSPA, and
- H. Membership Directory Access.

Section 2. Student Membership

Membership shall be open to all undergraduate and graduate students who are interested in the student affairs profession and are not full-time employees of any institution. Student members are entitled to the following rights and privileges:

- A. Nominating and voting privileges;
- B. Participation in meetings and conferences;
- C. Career enhancement opportunities;
- D. Subscription to all TACUSPA publications and all regular communications;
- E. Membership on committees and commissions;
- F. Research grant opportunities, and
- G. Membership Directory Access.

Section 3. Emeritus Membership

Membership shall be open to all retired student personnel administrators. Recipients of the James(Jim) Caswell Service Award shall be awarded Emeritus Membership in recognition of their service to the profession. Emeritus members are entitled to all the rights and privileges of Professional Membership. The Director of Membership may ask for proof of retirement upon submittal of an Emeritus Membership application.

Section 4. Institutional Membership

Institutional membership options are available as designated in the by-laws. Institutional membership includes:

- A. Opportunity to apply for funding and co-sponsorship with TACUSPA for conferences, workshops, seminars, and the like; and
- B. Annual information from the Graduate Education and Research Commission on graduate education opportunities within the state.
- C. Free online job postings through the TACUSPA website

ARTICLE IV - DUES

Changes to the annual dues shall be determined by simple majority vote of the TACUSPA membership.

ARTICLE V – OFFICERS

Section 1.

The officers shall be the President, President-Elect, Past President, Vice President for

Administration, Vice President of Membership and Marketing, Director for Marketing, Vice President for Education and Research, Treasurer, and Secretary. All of the officers shall be elected by the voting membership in the manner described in the By-Laws.

Section 2.

All officers shall be professional members in good standing with TACUSPA and shall be employed by an academic institution in the State of Texas during the term of their office. Those officers who are no longer employed by an academic institution in the State of Texas may be allowed to complete their elected term or removed by a $\frac{3}{4}$ vote by the Board of Directors (See Article V, Sec.4).

Section 3. Responsibilities and Terms of Office

- A. President - Serves a one-year term of office and shall be the chief executive officer of TACUSPA, and it's Board of Directors.
- B. President-Elect - The President-Elect serves a one-year term of office and handles specific administrative projects for TACUSPA.
- C. Past President - The Past President shall serve a one-year term of office.
- D. Vice President for Administration – The Vice President for Administration serves a two-year term in office.
- E. Vice President of Membership and Marketing – The Vice President of Membership and Marketing serves a two-year term in office.
- F. Vice President for Education and Research – The Vice President for Education and Research serves a two-year term in office.
- G. Treasurer - The Treasurer serves a three-year term in office.
- H. Secretary - The Secretary serves a three-year term in office.
- I. An officer may not succeed one's self after two (2) consecutive terms.
- J. All officers, with the exception of the President (see Section A above), shall perform such additional duties as directed by the President or the Board of Directors. A full description of officer duties can be found in the TACUSPA by-laws.
- A. All officers shall assume their offices at the end of the Annual Business Meeting.

Section 4. Removal

Any elected officer of the organization may be removed from office for just cause.

- A. Grounds for removal include:
 - a. Violation of TACUSPA policies or procedures;
 - b. Failure to perform the duties of the office as set forth in the Constitution, By-laws and policies of TACUSPA;
 - c. Gross impropriety in carrying out the duties and responsibilities of the office; and
 - d. Inability to properly carry out the duties and responsibilities of the office.
- B. A motion to remove an elected officer shall be presented in writing to the Board of Directors by a current Board of Directors member or by a petition signed by 10% of TACUSPA's membership. The letter or petition shall be given to the President unless the President is the subject of the removal action in which case the letter or petition should be given to the Past President.
- C. Within 30 days of receipt of the above motion the President (or Past President) notifies the current Board of receipt and makes a determination as to whether an investigation should be conducted. If the President (or Past President) determines that there is not sufficient ground to conduct an investigation the Board can overrule that decision by a $\frac{2}{3}$ vote. If needed the Board of Directors shall conduct an investigation, appropriate hearings or deliberations to consider removing the officer from the office. The officer

against whom the motion is made may not participate in the deliberations or Board conversations related to the matter.

- D. The officer shall be removed by an affirmative vote of 2/3 of the Board of Directors if action was initiated by a member of the Board of Directors or a 2/3 vote of the membership if action was initiated by the membership. In the latter case, a vote would be conducted in accordance with the procedures contained in Article II of the By-laws.

Section 5. Vacancies

Vacancies may occur for any of the following reasons: officer resignation, removal (see Article V, Section 4), death, or moving to work outside of the State of Texas. These procedures will also be followed in the creation of a new position on the Board of Directors.

- A. In the event the President vacates their office, the President-Elect shall serve for the unexpired term of the President.
- B. Should the President vacate their office and the President-Elect be unable to fill the unexpired term of the President, the Director for Administration shall fill the unexpired term of the President.
- C. Should the Director for Administration, Director for Membership, Director for Marketing, Director for Education and Professional Development, Director of Research, Director of Assessment, Treasurer, Secretary, or the Director of Technology vacate their office, the President shall appoint a professional member to fill the vacant position for the remainder of the term.
- D. Should the Past President vacate their office, the President shall appoint a professional member from among Past Presidents to fill this position for the remainder of the term.

Section 6. Board of Directors

The Board of Directors shall be composed of all elected and appointed leadership positions. This group shall meet as determined by the President and conduct the business of TACUSPA between annual conferences and shall have the authority to establish and amend By-Laws, administer policy and procedures, and enter into contracts for various services and activities. Only elected officers may vote on TACUSPA business items.

Section 7. Appointed Leadership Positions

Individuals holding appointed leadership positions (e.g. Conference, Commission, Committee, and Chairpersons) will meet with the Board of Directors at the discretion of the President.

ARTICLE VI – CONFERENCES

TACUSPA shall sponsor or co-sponsor professional meetings and conferences each year as deemed appropriate by a majority of the Board of Directors.

ARTICLE VII - BY-LAWS

By-Laws consistent with this Constitution shall be established and amended by two-thirds (2/3) vote of the Board of Directors.

ARTICLE VIII – AMENDMENTS

Section 1.

Amendments to this Constitution may be initiated by the Board of Directors or upon petition to the Board of Directors by ten (10) percent of the membership.

Section 2.

Proposals to amend this Constitution must be distributed with the ballots to the fullmembership at least thirty (30) days prior to the established deadlines for posting ballots.

Section 3.

The Constitution may be amended by a two-thirds (2/3) affirmative vote of the ballotsreceived.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Section 1.

All Board of Directors and Appointed Leadership Position meetings shall be conducted according to the procedures specified in the most recent edition of Robert's Rules of Order.

Section 2.

The President may appoint a parliamentarian to advise them on parliamentary matters during the Board of Directors meetings.

ARTICLE X - FISCAL YEAR

The fiscal year of this Association shall be September 1 through August 31.

ARTICLE XI – DISSOLUTION

Section 1. *Dissolution may occur formally or informally.*

- A. Formal dissolution occurs when two-thirds (2/3) of the membership votes to dissolve TACUSPA.
- B. Informal dissolution occurs when all of the following cease to exist for a period of eighteen(18) months: Board of Directors meetings, Appointed Leadership Position meetings, dues and registration fee collection, conferences and workshops, and any other regular activities and events of TACUSPA.

Section 2.

Upon dissolution of TACUSPA, any outstanding and encumbered expenses will be paid in full. The most recently elected Treasurer and/or President will then donate TACUSPA's assets asa one-time payment to a 501(c)(3) organization(s) as defined by the Internal Revenue Code. The most recent Board of Directors will determine the recipient(s) of these assets within four (4) weeks of dissolution.

BYLAWS

THE BYLAWS TO THE CONSTITUTION OF THE TEXAS ASSOCIATION OF COLLEGE AND UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

ARTICLE I - ELECTION OF OFFICERS

Section 1.

In January, the President shall appoint an Election Committee, which shall be chaired by the Past President. The Election Committee shall conduct the election of officers prior to June.

Section 2.

The election ballot shall be made up of all nominees. No candidate's name may appear for more than one position.

Section 3.

The Election Committee may modify the ballot to achieve a balance between candidates and positions in the case of ties and duplication of nominees in the nominating process.

Section 4.

The Election Committee shall ascertain the eligibility of each nominee.

Section 5.

The Election Committee shall ascertain from each nominee a willingness to stand for election.

Section 6.

The Election Committee shall solicit from the candidates and provide to the membership information relevant to the qualifications of each candidate.

Section 7.

Elected officers shall be those candidates who receive the greatest number of votes cast and must have secured at least 25% of those votes cast. In the event that no candidate receives 25% of the votes cast the 2 candidates receiving the greatest number of votes shall be included in a runoff election which follows the same procedures as outlined above.

Section 8.

In the case that two candidates receive an equal number of votes, the Board of Directors shall vote to break the tie.

Section 9. Voting Scope

The President-Elect, Director for Administration, Director for Marketing, Director for Membership, Director for Education and Professional Development, Director of Research, Director of Technology, Director of Assessment, Treasurer, and Secretary shall be elected by the membership at large.

ARTICLE II – BALLOTING

Balloting on the Constitution, officers, and dues shall be by electronic ballot as determined by

the election committee.

ARTICLE III - DUTIES OF OFFICERS

Section 1. General Duties of Officers

- A. Attend all Board of Directors meetings;
- B. Accept committee responsibilities as assigned by the President and the Board of Directors;
- C. Approve the general and conference budgets;
- D. Act as a resource person for TACUSPA;
- E. Provide vision and direction for TACUSPA;
- F. Contribute, as necessary, to the TACUSPA Newsletter articles that are pertinent to the Board of Directors member's area of responsibility;
- G. Carry out voting responsibilities;
- H. Maintain, evaluate, and revise as needed TACUSPA's strategic plan; and
- I. Officers are expected to file an Acceptance Agreement for Volunteer Leadership form with the President.

Section 2. Officer Responsibilities

- A. President
The president shall preside over all state meetings and conferences, as well as all Board of Directors meetings. The president shall have the authority to appoint committees and commissions and their chairpersons, and shall be an ex-officio member of all committees and commissions. The president serves as the second signature, along with the treasurer, to all asset accounts.
The president shall coordinate training of newly elected officers; oaths of office; responsibility for organizational funds, policies, processes; IRS documentation (with the treasurer); etc. The president shall be responsible for compiling annual reports for the fall conference; presentations for outgoing and retiring SSAO's; shall serve as an ex-officio member of the TACUSPA Foundation; and conducting officer transition training.
- B. President-Elect
After serving a year as president-elect, this person assumes the presidency of the Association. The president-elect succeeds the president if they are unable to complete or perform the duties of the office.
The president-elect recommends conference chairperson appointees to the Board of Directors for approval; appoints a coordinator for the New Professionals and Mid-Level Managers Institute; works cooperatively with the treasurer to prepare the succeeding FY budget. Shall serve as an ex-officio member of the TACUSPA Foundation.
- C. Past President
The past president shall serve as chairperson of the elections and Dr. James E. (Jim) Caswell Distinguished Service Award selection committee, selects the conference site for the next city in rotation, serves as an ex-officio member of the Foundation Committee, and perform other duties as delegated by the president or Board of Directors. The past president reviews the TACUSPA nomination process and revises it as necessary; chairs the Election Committee and coordinates the election process, and; meets with the Treasurer within two months of the closing of the annual budget to review financial procedures and verification of account balances.
- D. VP of Administration (2 year term)

The VP of Administration works with the Board of Directors and TACUSPA membership in reviewing and suggesting revisions to the constitution and By-laws; and updates and maintains the TACUSPA operations manual; provides leadership to the special projects committee, oversees technology director and coordinates the strategic planning process in coordination with the President/President Elect. The VP of Administration serves as the parliamentarian for Board of Directors meetings and performs other duties as delegated by the President or the Board of Directors.

In addition the VP of Administration oversees the awards nomination and selection process, is responsible for recognizing the past president (TACUSPA gavel) as well as the outgoing board members at the Fall Conference, and makes recommendations to the Board regarding nominees;

E. VP of Membership & Marketing (2 year term)

The VP Marketing develops an annual marketing plan for the organization to feed into the annual membership drive. Shall create or oversee creation of all marketing materials for the association, including conference and foundation logos; Shall ensure proper use of Association and Foundation logos and have prior review of all materials that utilize either logo; Shall collaborate with the newsletter editor(s) on the design and publication of the quarterly newsletter; Shall oversee all social media accounts; Shall create and distribute the quarterly newsletter for the association; Shall publish news releases on association news, including results of officer elections, notifying the new officers' institution about the election, award recipients, conferences, and special news stories.

F. VP of Education and Research (2 year term)

The VP of Education and Research oversees the professional development of the membership OUTSIDE of the annual conference programming. This VP oversees the webinar committee in addition to the creation and development of new educational programs for members. Oversees the Director of Research in management of the TACUSPA journal and other research opportunities.

The Director for Education and Professional Development shall give direction to the Fellowship and Scholarship Committee and serves as a member of the programming committee for the Fall Conference.

G. Secretary(3 year term)

The Secretary performs the following responsibilities: record the minutes of all business meetings of TACUSPA, record and distribute the minutes of all Board of meetings in a timely manner, maintain the archives and history of TACUSPA.

H. Treasurer (3 year term)

The Treasurer shall act as custodian of all TACUSPA funds, keep the financial records and complete all of the responsibilities customary to this office, including but not limited to: disbursing funds; developing and submitting quarterly financial statements to the Board of Directors for approval; developing and presenting the annual budget to the Board of Directors for approval; completing credit, tax, and other financial applications and documents on behalf of TACUSPA; depositing money received on a timely basis; meeting with the past president within two months of the closing of the annual budget to review financial procedures and verification of account balances; contracting for the Review of Agreed Upon Procedures.

The following roles will remain Directors but will be appointed by the respective VP position. These positions report to a VP and invited to Board meetings by their respective VP as necessary. An application process will be used to identify candidates for Director positions.

- A. Director of Technology (Reports to VP of Administration)
The Director of Technology is responsible for maintaining and developing the website and provides assistance with all social media sites; contract with a web site coordinator; and support all association initiatives as related to technology.
- B. Director of Research (Reports to VP of Education and Research)
The Director of Research is responsible for the development and dissemination of knowledge to the membership through the Research Committee, research grant program, research outreach, and oversight of TACUSPA research publications (including the TACUSPA Journal).
- C. Director of Assessment (Reports to VP of Education and Research)
The Director of Assessment shall utilize various means of data collection to support the work of the association; shall coordinate, at minimum, an annual review of the association's strategic plan; and shall conduct an evaluation of the annual conference, in collaboration with the conference committee chair(s).
- D. Director of Membership (Reports to VP for Membership and Marketing)
Coordinate with the conference registration chair to ensure members and non-members are registering in the appropriate category. Activate membership for all paid non-member conference registrants; shall maintain and supervise the database of all organization members, institutional and individual; shall prepare and distribute a membership directory; shall respond to all requests for membership directory information from current members and outside agencies; shall be responsible for the recruitment, and coordination and recognition of volunteers.

ARTICLE IV - CONFERENCE, COMMISSION, AND CHAIRPERSONS

All conference, commission, and caucus chairs shall be professional members in good standing with TACUSPA and shall reside in the State of Texas during the term of their office.

ARTICLE V – MEMBERSHIP

The annual membership calendar is from January 1st to December 31st. There are four levels of membership: professional, student, institutional and emeritus. An individual's membership status is defined at the time of application or renewal for the entire membership year.

Section 1. Professional Membership

Membership shall be open to all student personnel administrators, to those persons employed within the area of student affairs, to educators who train student personnel workers, and others interested in student development. Professional members are entitled to the following rights and privileges:

- A. Nominating and voting privileges;
- B. Participation in meetings and conferences;
- C. Career enhancement opportunities;
- D. Subscription to all TACUSPA publications and all regular communications;
- E. Membership on committees and commissions;

- F. Research grant opportunities;
 1. Article Competition;
 2. Fellowship Program; and
 3. Holding elected office in TACUSPA.

Section 2. Student Membership

Student Membership is open to all full-time undergraduate students(12 hours) or graduate students (9 hours) *and not full-time employees at an institution* who are interested in student personnel work. Students must submit enrollment verification from their university with their membership form. Student members are entitled to the following rights and privileges:

- A. Nominating and voting privileges;
- B. Participation in meetings and conferences;
- C. Career enhancement opportunities;
- D. Subscription to all TACUSPA publications and all regular communications;
- E. Membership on committees and commissions;
- F. Research grant opportunities;
- G. Article Competition; and
- H. Fellowship Program.

Section 3. Institutional Membership

These memberships are optional and exist solely as a service to institutions. There are eleven levels of membership that an institution may select from. They are described below:

- Option 1 - 4 Memberships Included: SSAO plus two (2) additional members; (1) faculty member
- Option 2 - 7 Memberships Included: SSAO plus five (5) additional members; (1) faculty member
- Option 3 - 8 Memberships Included: SSAO plus eight (8) additional members; (1) faculty member
- Option 4 - 13 Memberships Included: SSAO plus eleven (11) additional members; (1) faculty member
- Option 5 - 16 Memberships Included: SSAO plus fourteen (14) additional members; (1) faculty member
- Option 6 - 19 Memberships included: SSAO plus seventeen (17) additional members; (1) faculty member
- Option 7 - 22 Memberships included: SSAO plus twenty (20) additional members; (1) faculty member
- Option 8 - 25 Memberships included: SSAO plus twenty three (23) additional members; (1) faculty member
- Option 9 - 28 Memberships included: SSAO plus twenty six (26) additional members; (1) faculty member
- Option 10 - 31 Memberships included: SSAO plus twenty nine (29) additional members; (1) faculty member
- Option 11 - 34 Memberships included: SSAO plus thirty two (32) additional members; (1) faculty member
- Institutions may substitute two student memberships for one professional membership.

Section 4. Emeritus Membership

(\$50 one time, life time fee) - Membership shall be open to all retired student personnel

administrators. Recipients of the James (Jim) Caswell Service Award shall be awarded Emeritus Membership in recognition of their service to the profession. Emeritusmembers are entitled to all the rights and privileges of Professional Membership. The Director of Membership may ask for proof of retirement upon submittal of an Emeritus Membership application.

ARTICLE VI- CONFERENCES

Section 1. Fall Conference

A conference, which is generalist in nature, shall be held in the fallsemester of each year and shall serve as the regular annual conference for TACUSPA.

- A. The exact time and site of the Annual Conference shall be approved by the Board of Directors, based on recommendations from the President-Elect and Conference Chairperson.
- B. The Conference Chairperson shall be appointed by the President-Elect and approved by the Board of Directors, and shall be responsible to the President-Elect for planning and coordinating activities and programs for the Fall Conference.
- C. The Annual Business Meeting shall be conducted as a formal part of the Fall Conference. A full financial report, a report of TACUSPA activities, and presentation of all TACUSPA awardsshall be made at this meeting.

Section 2.

TACUSPA may sponsor or co-sponsor other professional meetings and conferences, such as a Summer Theme Conference or law conference, each year as deemed appropriate by a majority of the Board of Directors.

OPERATIONS MANUAL

Operations consistent with the Constitution and By-Laws shall be established and amended by two-thirds (2/3) vote of the Board of Directors.

BOARD JOB DESCRIPTIONS

President

A. Responsibilities of the President:

- shall preside over all state meetings and conferences;
- will schedule and coordinate all necessary arrangements for the board of directors meetings;
- shall preside over all board of directors meetings;
- serves as an ex-officio member of all committees and commissions;
- coordinates the training of all elected officers;
- oversees all policies and procedures of the organization;
- must prepare an annual report and present the report at the fall conference each year;
- shall directly oversee the chairs for each conference committee;
- shall serve as an ex-officio member of the TACUSPA Foundation;
- shall serve as the TACUSPA Representative to TCSAO (Texas Chief Student Affairs Officers); and
- acts as the liaison with state, regional, and national organizations and agencies.

B. Authorities of the President:

- is a full voting member of the board of directors;
- may appoint committees and commissions;
- may appoint a chairperson for a committee or commission;

shall open nominations for awards that are offered by the organization; and

- has the right to create new awards or special recognitions.

C. Accountabilities of the President:

- The appropriate use of all organizational funds; and
- The continued success of the organization.

President-Elect

A. Responsibilities of the President-Elect:

- appoints the conference committee chairs for conferences taking place during their term of office;
- appoints a coordinator for the New Professionals Institute occurring during their term in office;
- is responsible for the preparation and delivery of a TACUSPA operations manual to each new officer upon election;
- shall serve as an ex-officio member of the TACUSPA Foundation; and
- shall perform other duties as assigned by the president.

B. Authorities of the President-Elect:

- is a full voting member of the Board of Directors;
- will assume the role of president the following year; and
- will assume the role of president if the current president is unable to fulfill the duties during their term of office; and

- recommend appointments for committees and commissions to the president.
- C. Accountabilities of the President-Elect:
- The negotiation of contracts for upcoming conferences.

Past President

- A. Responsibilities of the Past President:
- completes site agreement for future conferences the year following the 3-year rotation;
 - shall coordinate all nominations and elections of organizational officers;
 - shall serve as an ex-officio member of the TACUSPA Foundation; and
 - shall coordinate the Dr. James E. (Jim) Caswell Distinguished Service Award nomination and selection process.
- B. Authorities of the Past President:
- is a full voting member of the board of directors.
 - recommend appointments for committees and commissions to the president; and
- C. Accountabilities of the Past President:
- The integrity of the officer election process.

Director for Administration (2 year term)

- A. Responsibilities for the Director for Administration:
- shall maintain the constitution and By-laws;
 - will present all proposed changes to the constitution and By-laws to the appropriate parties for a vote;
 - will verify the final vote tally for all propositions relating to the constitution and By-laws;
 - shall coordinate the activities of the awards and recognitions committee;
 - is responsible for recognition of the outgoing president and other outgoing board members at the fall conference;
 - shall provide leadership and supervision to the special projects committee;
 - shall provide support for the coordinator of legislative affairs;
 - is responsible for maintaining the TACUSPA Operations Manual; and
 - shall perform other duties as assigned by the president.
- B. Authorities of the Director for Administration:
- is a full voting member of the Board of Directors;
 - recommend appointments for committees and commissions to the president; and
 - serves as the parliamentarian for the organizations and enforces all rules of order during organized meetings.
- C. Accountabilities of the Director for Administration:
- The annual review of the organizations constitution and By-laws; and
 - The maintenance of the TACUSPA Operations Manual.

Director for Marketing (2 year term)

- A. Responsibilities for Director for Marketing:
- Shall create or oversee creation of all marketing materials for the association, including conference and foundation logos;
 - Shall ensure proper use of association and foundation logos and have prior review of all materials that utilize either logo;
 - Shall provide direction to the newsletter editor(s) on the design and publication of the quarterly newsletter;

- Shall oversee all social media accounts;
 - Shall create and distribute the quarterly newsletter for the association;
 - Shall publish news releases on association news, including results of officer elections, notifying the new officers' institution about the election, award recipients, conferences, and special news stories;
- B. Authorities of Director for Marketing:
- is a full voting member of the Board of Directors;
 - can change the content of the organizational web site; and
 - may recommend appointments for committees and commissions to the president.
- C. Accountabilities of Director for Marketing:
- The development of a comprehensive marketing plan for the organization.

Director for Membership (2 year term)

- A. Responsibilities for Director for Membership:
- coordinates the annual membership drive;
 - coordinate with the conference registration chair to ensure members and non-members are registering in the appropriate category. Activate membership for all paid non-member conference registrants;
 - shall maintain and supervise the database of all organization members, institutional and individual;
 - shall prepare and distribute a membership directory;
 - shall respond to all requests for membership directory information from current members and outside agencies;
 - shall be responsible for the recruitment, coordination and recognition of volunteers; and
 - shall perform other duties as assigned by the president;
- B. Authorities of Director for Membership:
- is a full voting member of the Board of Directors;
 - can change the content of the organizational web site; and
 - may recommend appointments for committees and commissions to the president.
- C. Accountabilities of Director for Membership:
- The integrity of the data maintained in the database;
 - The safe storage and backup of data files.

Director for Education and Professional Development (2 year term)

- A. Responsibilities for Director for Education and Professional Development:
- oversees the creation and development of knowledge communities;
 - oversees the creation and development of new educational programs for members;
 - Shall provide leadership and supervision to the webinar committee;
 - Shall give direction to the fellowship and scholarship committee;
 - Shall provide direction and leadership to the career development committee
 - Shall perform other duties as assigned by the president.
- B. Authorities of Director for Education and Professional Development:
- is a full voting member of the Board of Directors; and
 - may recommend appointments for committees and commissions to the president.

- C. Accountabilities of Director for Education and Professional Development:
- The development and activities of knowledge communities,
 - The creation and development of new educational programs for members.

Secretary (3 year term)

- A. Responsibilities of the Secretary:
- a. Prepares agendas for each board and business meeting
 - b. shall record and distribute the minutes of all business meetings;
 - c. shall deposit a copy of all approved meeting minutes, and a copy of the President's annual report with the archivist at the Dolph Briscoe Center for American History (Austin, Texas) each year.
 - d. Shall serve as back-up password manager; and
 - e. shall perform other duties as assigned by the president
- B. Authorities of the Secretary:
- a. is a full voting member of the Board of Directors;
- C. Accountabilities of the Secretary:
- a. must submit all appropriate documents for the archives.
 - b. keeps a record (meeting minutes) of outcomes and action items of each board meeting.

Treasurer (3 year term)

- A. Responsibilities of the Treasurer:
- shall be the custodian of all TACUSPA funds;
 - shall deposit all funds collected and disburse all funds expended;
 - shall submit quarterly financial reports to the President and Board of Directors;
 - shall provide annual income and expenditure statements to each officer;
 - shall complete credit, tax, and all other appropriate financial documents and applications relating to the operations of the organization;
 - ensures that all accounting and IRS guidelines are met;
 - will contract for the Review of Agreed Upon Procedures once during their term in office;
 - shall track and report on all investments;
 - is responsible for the establishment of an organizational budget for each fiscal year (September 1 to August 31); and
 - shall provide a year-end financial summary at annual business meeting.
- B. Authorities of the Treasurer:
- is a full voting member of the Board of Directors; and
 - has signature authority on all financial matters.
- C. Accountabilities of the Treasurer:
- appropriate use of all organizational funds;
 - financial management of all investment funds;
 - audit of all accounts; and
 - preparation of an annual budget.

Director of Technology (2 year term)

- A. Responsibilities of the Director of Technology:
- shall oversee the development and maintenance of the website;
 - shall maintain the association's listserv;

- shall support all association initiatives as related to technology;
 - shall serve as password manager and create new passwords;
 - shall contract with a website coordinator;
 - shall update online account access to those accounts/programs under their management as officers and appointed volunteers change;
- B. Authorities of the Director Technology:
- is a full voting member of the Board of Directors; and
 - can change the content of the organizational web site.
- C. Accountabilities of the Director of Technology:
- safe storage and backup of data files.
 - ensures appropriate access to online accounts/program under their management.

Director of Research (2 year term)

- A. Responsibilities of the Director of Research
- development and dissemination of knowledge to the membership through the Journal;
 - coordinate the research grant program;
 - coordinate the case study competition;
 - coordinate other initiatives as appropriate; and
 - shall perform other duties as assigned by the president.
- B. Authorities of Director of Research:
- is a full voting member of the Board of Directors;
 - may recommend appointments for committees and commissions to the president.
- C. Accountabilities of Director of Research:
- Oversight for Journal, case study competition, and research grant program

Director of Assessment (2 year term)

- A. Responsibilities of Director of Assessment:
- a. Shall utilize various means of data collection to support the work of the association;
 - b. Shall coordinate, at minimum, an annual review of the association’s strategic plan;
 - c. Shall conduct an evaluation of the annual conference, in collaboration with the conference committee chair(s); and
 - d. Shall perform other duties as assigned by the president.
- B. Authorities of Director of Assessment:
- a. is a full voting member of the Board of Directors;
 - b. may recommend appointments for committees and commissions to the president.
- C. Accountabilities of Director of Assessment:
- a. Development of conference assessment tool
 - b. Development of strategic plan assessment tool and monitoring

Officer Election Rotation

POSITION	TERM	2018	2019	2020	2021	2022	2023
PRESIDENT	3	E	E	E	E	E	E
DIR-ADM	2		E		E		E

DIR-ED/PD	2	E		E		E	
DIR-MARK	2	E		E		E	
DIR-MEM	2		E		E		E
DIR-ASSESS	2	E		E		E	
DIR-RES	2		E		E		E
DIR-TECH	2		E		E		E
SECRETARY	3	E			E		
TREASURER	3		E			E	

BOARD MEETINGS

In-Person Meetings

The Board of Directors and invited guests will meet in-person up to 4 times per year: first day of the Fall Conference (current and incoming Directors), last day of the Fall Conference (current Directors), early spring (at next Fall Conference hotel), and late spring/early summer (at a convenient location for attendees). Generally speaking, invited guests are the Fellows, conference chairs, and a Foundation representative. Others may be invited as deemed necessary by the President, budget permitting.

Lodging

TACUSPA will pay for 1 hotel night for 1 mid-year meeting of the board and invited guests of the board and 1 additional in-person meeting in late spring/early summer as is financially feasible in the budgeting process. The President will make lodging arrangements and notify board members no less than 45 days prior to the scheduled date if TACUSPA is unable to cover the expense. Board members should be prepared to cover the expense if TACUSPA is unable.

OFFICER TRANSITIONS

Once elections are completed, incoming Officers are to be invited to call in to monthly Board Meetings as non-voting participants. Prior to Fall Conference, outgoing officers will establish at least one transition meeting with their successor. Additional transition meetings may be required and should be held with the intent of ensuring the incoming Director is familiar with their new responsibilities, status of in-progress and upcoming projects, and access to other relevant information. The outgoing Director will provide the new Director with any physical items created/needed for the position, such as binders, jump drives, paper records, etc.

During the post-Fall Conference Board Meeting, the President should designate time to review, including but not limited to, key Association policies, goals, and expectations with the current Board Members.

CONFERENCE, COMMISSIONS, COMMITTEES AND CHAIRS

The chairs of the standing and ad hoc committees and commissions are appointed by the President to serve the Association and Board of Directors by providing leadership and direction to their groups. The Foundation chair is voted on by the members of the Foundation. Each commission, committee or conference chair will appoint or assign duties within their respective areas from those Association members who have volunteered to serve. Committees may be appointed as needed and/or as petitioned by the membership.

Commissions and Committees

A brief description of each of the commissions and committees is listed below.

- A. **Awards and Recognition Committee** – responsible for soliciting awards and

nominations, and selecting recipients to recommend to the Board of Directors for recognition. Reports to the Director of Administration.

- B. **Career Development Committee** – Reports to the Director of Education & Professional Development.
- C. **Constitution and By-Laws Committee** – responsible for reviewing the constitution and By-laws and recommending changes to the Board of Directors. Reports to the Director of Administration.
- D. **Election Committee** – the Past-President shall appoint an Election Committee, which shall be chaired by the Past President and is responsible for conducting the election of officers prior to June.
- E. **Fall Conference Committee** – responsible for planning and implementing the annual fall conference held each October. Reports to the President/President-Elect.
- F. **Finance Advisory Board** – responsible for recommending fiscal policies, investment policies, and investment opportunities. Reports to the Treasurer.
- G. **Foundation** – responsible for soliciting, receiving, managing and disbursing funds for the development of the student affairs profession in Texas. Foundation funds are utilized for student scholarships, research awards, training awards, and other needs that may become apparent in the future. Reports to the President.
- H. **James E. Caswell Selection Committee** – coordinated by the Past President with membership including the previous 2-3 Caswell award winners. Responsible for recruiting nominations and selecting the honoree.
- I. **Marketing and Technology Committee** – responsible for assisting the Director for Marketing with the newsletter and other marketing initiatives/projects. Responsible for recommending website policies and recommendations for use of technologies for conferences and conducting TACUSPA business.
- J. **Membership Committee** – composed of regional, graduate and professional school representatives to assist in the membership campaign, outreach to member and non-member campuses, and other initiatives and/or projects of the Director for Membership.
- K. **Newsletter Editor** – responsible for soliciting articles to be published three times per year (December, April, and August). Reports to the Director of Marketing.
- L. **Publications Committee** - Reports to the Director of Research.
- M. **Research Committee** – Reports to the Director of Research.
- N. **Scholarships and Fellowship Committee** – responsible for disseminating scholarship and fellowship information and opportunities to membership and selecting recipients. The committee will consist of 5 voting members of which one member will be appointed by the foundation board chair. Reports to the Director of Education & Professional Development.
- O. **Webinar Committee** – responsible for implementing a slate of webinars offered a

various times throughout the year. Reports to the Director of Education & Professional Development.

Conference, Commission, and Committee Chair Guidelines

- A. Communicate with your committee members. Set expectations and goals and solicit input from members.
- B. If you need more members to accomplish your goals, check with the President or recruit more members yourself. You will receive a list from the VP of Membership on members who have designated your committee as an area of interest for volunteering within 30 days after membership renewals are received and after each conference. A follow-up by letter or phone within 30 days by you is expected.
- C. Organize the committee as an effective tool of the Association. Try to give all committee members assigned tasks and keep them involved. Allow committee members to demonstrate their talents and energies.
- D. Periodically, summarize committee goals and projects for the newsletter. We need to inform the general membership about all aspects of TACUSPA.
- E. Prepare quarterly written reports for the Board of Directors prior to the mid-year Board meeting and the Annual Conference and as requested by your supervising officer. (See Appendix B.)
- F. Check with the Board of Directors regarding your budget and needs. TACUSPA relies on the generosity of the committee chair's host institution for phone calls, small mailings, etc., although the Association may reimburse you for major expenses which must be **approved in advance**.
- G. Check with your predecessor for notebooks and files which may be helpful.
- H. Keep records throughout the year then pass them on to the chair of the committee for the next year within one month after vacating the position. Please indicate where you and/or your committee are in reaching your goals.
- I. If you have materials which are no longer relevant to the work of the committee, please catalog these materials and send them to the secretary. The secretary will select appropriate items for the archives.
- J. You should sign all Association correspondence with your TACUSPA title, not your professional, institutional title.
- K. All special publications or printing needs should be cleared through the President or designee to ensure consistency with other Association projects.
- L. Committee chairs shall respond to and help in identifying current issues needing attention by the committee and/or the Association.
- M. The chair will supervise the flow of information through the committee.
- N. Submission of the final report, within one month of completion of your annual duties or by September 1 is the responsibility of the chair.
- O. Attendance at Board of Directors meetings is encouraged and is expected when necessary.
- P. Committee reports are expected for each Board of Directors meeting and may be submitted to the President for incorporation into the agenda and distribution.
- Q. Commission and committee chairs are expected to file an Acceptance Agreement for Volunteer Leadership form with the president (See Appendix A).

VOLUNTEER APPOINTMENTS

Appointments of all chairs and members of ad hoc and standing committees determined appropriate to carry out the purposes of the Association shall be guided by the following

requirements and procedures:

- A. All persons serving on committees shall be members of good standing within TACUSPA.
- B. No elected officer of TACUSPA may serve in an appointed volunteer role.
- C. All committee chairs shall be appointed by the President, subject to approval by the Board of Directors. Committee chairs are appointed by the incoming President for one year but may be eligible for reappointment if the incoming president deems reappointment in the best interest of TACUSPA. Leadership positions should be spread out across the state and different institutions. The incoming president will consider the balance of leadership roles prior to making appointments.
- D. Committee members are appointed by the chair for one year but may be eligible for reappointment.
- E. The Association will extend an open invitation to solicit committee chairs and members prior to the annual Fall Conference.
- F. The President may ask each chair if they wish and are willing to serve again. In case they are not, the chair may provide the president with recommendations of active members to serve as chair. The president shall take this list, along with personal recommendations, and make appointments. All appointments are subject to approval by the Board of Directors.
- G. All appointments shall be made before the annual Fall Conference. This process will permit the Board of Directors to approve all appointments and will also allow for the placement of additional committee members who volunteer their service at the conferences.
- H. Newly appointed committee members attending the annual Fall Conference should be invited to attend the fall committee meeting of the outgoing committee.
- I. Committee chairs shall submit signed volunteer agreement forms (See Appendix A) by November 1, and submit specific goals and objectives of the committee. These goals would be in addition to the goals developed by the Board of Directors.
- J. Present or sponsor conference interest sessions relating to commission or committee issues.

POLICIES

RECORDS RETENTION POLICY

TBD.

FISCAL POLICY

1. The fiscal year of TACUSPA extends from September 1 through August 31. All invoices for the current year must be received in the office of the Treasurer prior to August 15 to permit closing of the fiscal year.
2. Budgets for the succeeding year will be formulated and submitted for approval at the August Board of Directors meeting.
3. The annual financial summary will be presented to the membership at the Annual Fall Businessmeeting.
4. Increases in budget allocations must be submitted and approved in advance by the Board of Directors. Board of Directors/chairs may transfer funds from one line item to another without approval but total should not exceed original allocation without prior approval.
5. The treasurer will prepare and present four quarterly financial statements to the Board of Directors. Quarterly reports along with copies of the monthly bank statements will be shared withthe President each quarter. In addition, financial summaries will be prepared for inclusion of thenewsletter as appropriate.
 - a. All requests for expenditures and/or reimbursements must be submitted to the treasurerthrough the appropriate Board of Directors member/ chair using the Request for Paymentform.
 - b. Requests for expenditures and/or reimbursements should clearly indicate (a) expenditurecategory; (b) total amount to be paid; (c) items or services purchased; (d) mailing address of person or agency receiving check; and (e) authorization of appropriate Board of Directors member/chair (if that person does not initiate the payment request).
 - c. Invoices/receipts will be handled by mail or electronically. Originals or scanned copies ofnon-electronic invoices should be forwarded to the Treasurer.
 - d. As invoices and receipts are received by the Treasurer, they will be paid within 14 business days.
6. All reimbursements require the signature of an authorized account manager other than to whomthe payment will be processed.
7. Fiscal policies and procedures of TACUSPA may be revised through recommendations of theFinance Advisory Board and approval of the Board of Directors.
8. Additional initiatives that require funding must be approved by the Board of Directors in advanceof the launch of the initiative.

Investment Policy

Management of invested funds attempts to maximize the return of investments, consistent with anappropriate level of risk and subject to generation of adequate current income. The Board of Directors will review the utilization of the investment and reserve monies on an annual basis at theAugust board meetings.

Money Handling Procedures

1. The Treasurer will handle all income unless pre-approved by the President and Treasurer. One person should be designated to handle all registrations and reconciliations for each business function processing income (ex. conference,

membership, foundation, etc.).

- a. Once approved, any funds received by anyone other than the Treasurer must be mailed (certified mail/return receipt) to the TACUSPA Treasurer within fourteen (14) business days. An e-mail should be sent to the Treasurer when a packet has been mailed. If a great deal of money has been collected, mailings can take place more frequently. Mail to address of TACUSPA Treasurer.
2. As money is received by the Treasurer, it should be deposited and recorded within 14 business days.
 - a. The Treasurer should notify the appropriate officer/chair when funds are received. Itemized information should be included in the notification including name of purchaser, amount of funds received and purpose of payment.
 - b. Any documentation received by the Treasurer such as copies of the membership or registration form should be mailed to the respective officer/chair. The Treasurer will communicate with the appropriate officer/chair regarding payments posted in the checking account.
 - c. Purchase orders will be held as pending registration/membership until check is received. Purchase orders may not be accepted for sponsorship.
3. The respective officer/chair should follow up with any persons, institutions or vendors who do not submit payment by the agreed upon date.

Credit Card Payments

1. All credit card transactions occur utilizing an on-line, secure site administered through Bank of America and Authorize.net. Verification of each transaction is sent to the TACUSPA Treasurer electronically. The total amount charged each day posts to the TACUSPA checking account within 48-72 hours. Treasurer is responsible for documenting postings on current financial software used by TACUSPA.
2. Credit card information should not be collected or stored by Treasurer or any TACUSPA representative. Exceptions may include processing a credit card transaction over the phone or in person due to technical difficulties or timeliness issues.

How to Complete a Credit Card Purchase

A request for payment form must be completed, signed and sent to the cardholder prior to processing a credit card transaction.

For in-store purchases, the cardholder must present the Credit Card to the vendor. For other purchases, the cardholder can provide their name, credit card number and expiration date via phone to the vendor. You may also be required to provide the three digit security code found on the back of the credit card. Bank of America typically pays the vendor within 24-48 hours of a Credit Card purchase.

The following shipping information must be provided to the vendor:

- Name and Title of the person receiving the merchandise
- University and Department name
- Department address and location (building/room)
- Phone number

NOTE: The invoice must be mailed to:

Nicki McGee
UNT Health Science Center
3500 Camp Bowie Blvd.
Fort Worth, TX 76107

Receiving an Order and Recording the Purchase

The receiver of merchandise must inspect all shipments promptly for accuracy in the event the order must be returned to the vendor. Most vendors have a thirty-day return policy or other carrier imposed restrictions on reporting concealed damage. After that period, you may not be able to return or replace the items at no charge and you may be assessed a restocking fee. Any issues should be reported immediately to the cardholder.

The receiver of merchandise should open the shipment and verify:

- Order was filled correctly
- All items are in good condition
- All items received are in the quantities and at the prices specified on the Credit Card receipt or the itemized packing list
- Sales tax was not charged

NOTE: Most items cannot be returned without the original packaging materials. Please retain boxes, containers, special packaging, packing slips, etc. until confirmation that the order is not being returned to the vendor. If the order is accurate, please notify the cardholder so that they may record the transaction in the Credit Card Transaction Log.

Returns, Damaged Goods and Credits

The receiver of merchandise must read any enclosed instructions carefully and is responsible for contacting the vendor to return incorrect, duplicate, or damaged merchandise purchased with a Credit Card.

NOTE: Often a customer service telephone number and other instructions are included on the packing slip and/or receipt for returns.

Many vendors require a Return Authorization Number or Return Service Authorization before accepting a return. Failure to obtain the required return authorization from the vendor may result in the return not being accepted and/or being credited back to the Credit Card.

In some cases, there may be a restocking fee. If the vendor is responsible for the problem, the cardholder should not have to pay this or any other fee.

NOTE: Cash or gift cards may not be accepted in lieu of a credit to the Credit Card

Lost, Stolen or Damaged Credit Cards

The cardholder must immediately report lost or stolen cards by calling Bank of America at 800-432-1000. The cardholder must also notify the designated reviewer and President immediately, or at the start of the next business day if the loss/theft is discovered or occurs outside of normal business hours.

The Credit Card may be cancelled for any of the following reasons:

- Cardholder no longer requires a Credit Card
- Cardholder no longer holds the Treasurer Board of Directors position in TACUSPA
- Credit Card is damaged/lost/stolen
- Inappropriate use of the Credit Card

Disputed, Declined or Fraudulent Transactions

The cardholder must contact the vendor to dispute discrepancies on the memo statement, such as charges for items not received, incorrect pricing or duplicate billing. If the discrepancy is resolved, the cardholder must verify that the correction has been completed when the next statement arrives. If the discrepancy is not resolved, the cardholder must submit a credit card dispute through Bank of America. Timely notification by the cardholder is important. Most transactions must be disputed within 60 days of the date of the statement in which the error appeared.

There are three ways to submit credit card disputes:

- Online – log in to Online Banking and go to the Information & Services tab for your account.
- Phone – Call 866-266-0212. Calling does not preserve your billing rights under the Fair Credit Billing Act; however BOA will investigate the dispute in the same manner.
- Mail – contact BOA in writing to:
 - Attn: Billing
Inquiries PO
Box 982234
El Paso, Texas 79998-2234
 - Add Your name, Account number, dollar amount of the suspected error, posting date and description/explanation of error and why you believe there is an error

Many times a single unauthorized charge is found to be a merchant error. The cardholder should contact the merchant, which might resolve the error quickly. However, if the cardholder suspects that the credit card number is being fraudulently used, call customer service at 800-427-2449 as soon as possible.

FOUNDATION FINANCIAL PROCEDURES

1. For Foundation donations and silent auction income there will be one receipt book designated for checks and cash that should be obtained from the Treasurer. Receipts should be written in sequential order and copies distributed.
2. White- given to customer
3. Yellow- attach to cash/check and place in a secured place
4. Pink- stays in book
5. All credit card transactions should adhere to the credit card policy mentioned above.
6. As money is received, it should be recorded on the Foundation Payment Log which can be obtained from the Treasurer.
 - a. This log should be completed and submitted along with the income collected to the Treasurer at the conclusion of the Fall Conference or be mailed (certified mail/return receipt) to the TACUSPA Treasurer within fourteen (14) business days. An e-mail should be sent to the Treasurer when a packet has been mailed. If a great deal of money has been collected, mailings can take place more frequently. Mail to the address of TACUSPA Treasurer.
 - b. It is the responsibility of the Foundation Chair to reconcile donor rosters and

fundraiser sales with the payment log(s) and in the website management system once notification of payment has been received from the Treasurer. The Foundation Chair should send a donation letter to each person that has contributed to the Foundation. For donations in the amount of \$250 or more, this is required for tax purposes.

- c. It is the responsibility of the respective officer/chair to keep a master list of all donors and payments received.

FALL CONFERENCE

Conference Proposal

1. The Fall Conference shall be held annually (traditionally in October). The Fall Conference will rotate between major metropolitan areas in the following order: Dallas/Fort Worth, Houston, San Antonio, and Austin.
2. During the in-person Board of Directors meeting each spring, the Past-President will present for approval the proposed conference location and budget for the next city in the rotation cycle.

Conference Committee

The President-Elect shall select two co-chairs for the conference that will occur during their term as President. The co-chairs and President-Elect will select additional committee members, including but not limited to: registration, finances, sponsorships/donations, local arrangements, educational sessions, hospitality, keynote speakers, entertainment and graduate student experience. The President-Elect will select the coordinators for the New Professionals and Mid-Level Managers Institutes.

The Conference Committee will meet as necessary to meet deadlines and coordinate conference preparation tasks.

Conference Budget Guidelines

- A. Conferences will be self-supporting unless otherwise agreed upon, in advance, by the Board of Directors.
- B. The Association should seek sponsors for conference receptions and other events as much as possible.
- C. Conference Registration guidelines:
 - a. Conference registration discounts and waivers are not allowed unless approved in advance by the Board of Directors. Discounts/waivers must be approved by the Board of Directors in advance of the conference. All presenters and conference volunteers must pay conference registration fees and related expenses in full except upon pre-approved Board of Directors authorization.
 - b. The conference committee is responsible for conference registration – both advance and on-site. The Treasurer handles all registration money. Conference registration monies should not be deposited in local or university established accounts. The conference chair should establish, with the Treasurer, a money transfer schedule and utilize the money handling procedures outlined in this manual.
 - c. All presenters, including TACUSPA members, must pay conference registration fees and related expenses in full except upon pre-approved Board of Directors authorization.
- D. Conference Registration fees:
 - a. Non-members will be charged more than members for conferences; the difference in

- cost will include, at minimum, annual dues.
- b. Non-members must pay the conference registration fee + membership fee (at minimum) to participate.
- c. Advance registrants will have a lower conference fee rate than those who register on or after the designated date.
- d. The conference registration fee is 100% refundable if the refund request is received or postmarked fifteen (15) calendar days prior to the conference.
- e. The Board of Directors may offer free Fall Conference registration to at least one faculty member from each student affairs or higher education program in Texas. The Board of Directors is charged with discussing the number and source of funding and method for selecting the free faculty registration program in advance of the conference.
- E. Graduate Student Scholarships and Fellowships: refer to graduate student scholarships and Thomas Moorman Fellowship sections, under the Director of Education and Professional Development.
- F. Complimentary hotel rooms shall be assigned first to conference guest speakers. If there are additional complimentary rooms available, rooms should be offered next to the conference chairs.
 - a. Personal expenses incurred by the person(s) using the complimentary room(s) will be the responsibility of that person. Any conference related expenses can be paid from the conference budget with the chair's advance approval.
- G. The amount of speaker honoraria and travel expenses included in the conference budget shall be determined by the chairperson and approved by the Board of Directors.
- H. All conference expenses must be submitted to the Treasurer by November 15.
- I. Final conference budget will be presented to the Board of Directors no later than the first in-person Board meeting following the conference or the February Board meeting. The Treasurer will present the report.

Conference Money Handling Procedures

- A. One person on the conference committee will be designated to reconcile all conference income. Because it is important that the Conference Chair and Registration Chair work closely to avoid budget mishaps, Registration Chairs should be located on the same campus as the Conference Chair.
- B. All monies collected must be mailed (certified mail/return receipt) to the TACUSPA Treasurer within five (5) business days. An e-mail should be sent to the Treasurer when a packet has been mailed. If a great deal of money has been collected, mailings can take place more frequently. Mail to address of TACUSPA Treasurer
- C. All financial exchanges are documented in Quicken. Each transaction includes detailed information related to the amount, source of payment, and specific budget within the organization. This log is updated by the Treasurer.
- D. Copies of the membership or registration form for each payment received should be mailed along with the deposit. Forms listing a Purchase Order should not be mailed until payment is received. They are registered until we receive a check.
- E. Any registrations utilizing a credit card for payment should be included on the Conference Payment Log. The Treasurer will communicate with the Registration Chair regarding payments posted in checking account and the timely mailing of conference receipts.
- F. All deposit mailings should cease 10 days prior to the conference. Any payments received after that time can be submitted to the Treasurer at the conference.
- G. It is the responsibility of the Conference Registration Chair to keep a master list of all registrants and payments mailed to the TACUSPA Treasurer. The Registration Chair should follow up with institutions utilizing Purchase Orders who do not submit payment prior to or at

the conference.

DIRECTOR OF MARKETING

Listserv Policy

In the event TACUSPA operates a moderated listserv, the intent of the TACUSPA listserv is to provide a useful and informative means of communicating with members regarding organizational business, issues in student affairs, and opportunities for professional development. Members are automatically subscribed after submitting their membership form and dues. Members may request to be unsubscribed to the listserv at any time.

- A. TACUSPA is not responsible for the opinions and information posted on the listserv; postings represent the viewpoint of the writer and are not endorsed by the TACUSPA. Anonymous postings are prohibited.
- B. Sexual harassment; use of defamatory language; dissemination of materials in violation of copyright and other intellectual property laws; and other illegal activities are prohibited.
- C. The federal law providing for TACUSPA's tax-exempt status forbids the use of TACUSPA resources or facilities in any way that would even appear to support or oppose such a political candidate. Use of this listserv for any communication that could be construed in any way as support for or opposition to any candidate for a federal, state or local public office is prohibited. Use of this listserv for endorsement of candidates in a TACUSPA election, or for other TACUSPA-related electioneering, is prohibited.
- D. Posting of any commercial material, or contacting any member to advertise, sell, or solicit or otherwise promote any commercial product or service, is prohibited, as doing so could jeopardize TACUSPA's tax-exempt status.
- E. Users of the listserv agree to release and indemnify TACUSPA from legal actions and penalties arising from messages they post on the listserv.
- F. Because TACUSPA monitors this listserv, users of the listserv do not have a personal right of privacy in any messages in the listserv, including messages marked "privileged," "confidential," etc.
- G. TACUSPA and/or the listserv manager reserve the right to make changes and modifications to this listserv and these disclaimers, terms, and conditions at any time for any reason. Listserv members will be notified, however, when such changes occur.
- H. In the event that any violations of the rules listed above, or other activities that violate the law or jeopardize TACUSPA's tax-exempt status, are brought to TACUSPA's attention, TACUSPA will take appropriate action, at its discretion. TACUSPA reserves the right to terminate, without prior notice, the listserv access of any user who does not abide by this policy.

Communication Policy

The Director of Marketing will be responsible for sending out TACUSPA Updates emails no more than once per week, as well as timely emails to the TACUSPA membership as needed. Should TACUSPA Board Members or other TACUSPA members need to email the membership, they should send the information to the Director of Marketing for insertion in the TACUSPA Updates email. The Director of Technology will serve as a backup to send out emails to membership as needed. To avoid sending multiple emails to the TACUSPA membership, board members should send emails through the Director of Marketing for insertion in the TACUSPA Updates email whenever possible. Should other TACUSPA Board members need to send emails directly to membership separately from the TACUSPA Updates, they should consult with the Director of Marketing and/or the Director of Technology for assistance in gaining access to the TACUSPA email list and in utilizing existing email templates.

The TACUSPA membership email list is used to promote to the TACUSPA Membership the following:

- A. Information regarding TACUSPA activities, including the annual conference, membership reminders and benefits, upcoming activities, election reminders, and other articles of interest to TACUSPA members.
- B. Other professional development opportunities in the state related to higher education and student affairs.
- C. Recent TACUSPA Job Postings.

The TACUSPA membership email list shall not be used for the following:

- A. Sexual harassment; use of defamatory language; dissemination of materials in violation of copyright and other intellectual property laws; and other illegal activities are prohibited.
- B. The federal law providing for TACUSPA's tax-exempt status forbids the use of TACUSPA resources or facilities in any way that would even appear to support or oppose such a political candidate. Use of the TACUSPA email list for any communication that could be construed in any way as support for or opposition to any candidate for a federal, state or local public office is prohibited. Use of the TACUSPA email list for endorsement of candidates in a TACUSPA election, or for other TACUSPA-related electioneering, is prohibited.
- C. Posting of any commercial material, or contacting any member to advertise, sell, or solicit or otherwise promote any commercial product or service, is prohibited, as doing so could jeopardize TACUSPA's tax-exempt status.

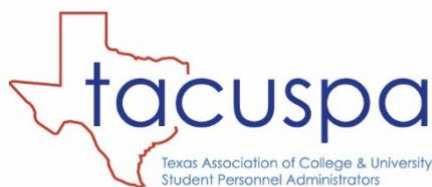
Logo and Application Guidelines

Please use and follow these guidelines when using the Texas Association of College and University Student Personnel Administrators (TACUSPA) logo. It is important to the organization to maintain a consistent and strong branding image.

Prior to going to print or production for any items containing the TACUSPA logo, please send the final draft to the Director of Marketing for review. The purpose of this review is to ensure proper logo usage in terms of size, color usage, logo placement, and to ensure that no inappropriate items will feature the logo (i.e. shot glass).

General Logo Usage

The primary version of the TACUSPA logo is the appropriate version for printed publications, newsletters, forms, and Web usage. The logo is available to Board Members in the TACUSPA Google drive.



The TACUSPA logo must be used in its entirety. No part of the logo may be used separately. The appropriate use will include a Texas state outline, the "tacuspa" abbreviation, and the "Texas Association of College & University Student Personnel Administrators" wording. The extended name may be removed for space issues when necessary (i.e. pens or other similar, small items where the text would not be visible).

Sizing

The TACUSPA logo should be clearly readable on all publications. The suggested size for the logo is no less than 1.25" in height and 2.5" in width.

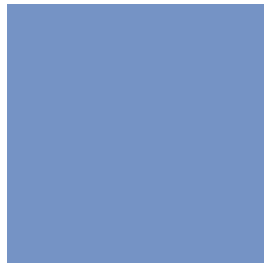
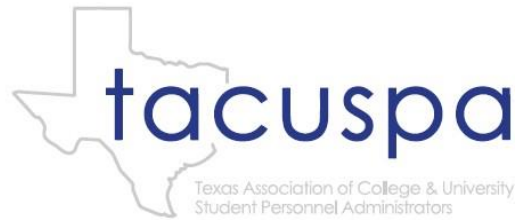
Colors

The Texas outline is red and the words 'tacuspa' are royal blue. It is acceptable to make the logo one color when necessary: all red, all blue, all black or all white. These are the only colors in which the logo should appear.



R: 40 C: 10%
G: 57 M: 93%
B: 137 Y: 12%
 K: 2%

HEX: 283989



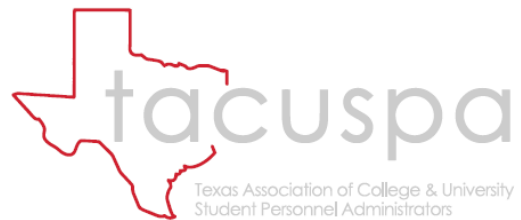
R: 117 C: 56%
G: 147 M: 36%
B: 197 Y: 4%
 K: 0%

HEX: 7593C5



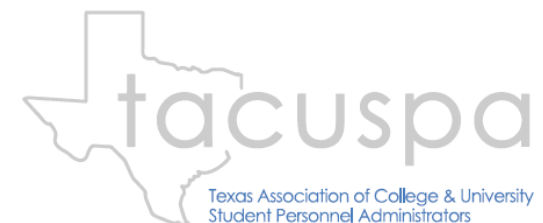
R: 208 C: 12%
G: 32 M: 100%
B: 47 Y: 91%
 K: 2%

HEX: D0202F



R: 75 C: 75%
G: 124 M: 47%
B: 188 Y: 1%
 K: 0%

HEX: 487CBC



Revised June 2019.

Font Usage

The font used in the logo is Century Gothic.

Social Media

Due to the small size of profile pictures in social media, the following logo has been approved for use on TACUSPA social media accounts. It should not be used on any other items without express approval by the Director of Marketing.



DIRECTOR OF TECHNOLOGY

Website Content Updating

The Director of Technology will update the website on a regular basis. Common pages to update: Board of Directors (after conference), Conference webpages, volunteer page (minimum in spring and before conference), and awards (after conference).

Website Job Posting Policy

Any institution may post a job free of charge for up to 60 days. Postings are limited to institutions of higher education. The Director of Technology will receive and update job postings as they are received.

Online Account Access

The Director of Technology will maintain a list of *all* Association online accounts used by all Board members and committees and the names and positions of individuals with access to each one.

During officer transitions, the incoming Director of Technology will change the password of shared accounts and assist in the transition of login information/program access to new officers and volunteers. Former officers and volunteers may, at the request of the supervising officer, maintain their access for training and transition purposes. Officers who are responsible for specific software tools, such as payments, accounting, social media, and assessment, will notify the Director of Technology when they have transferred ownership, removed and/or added member access to their software tools.

DIRECTOR OF MEMBERSHIP

Membership Renewal Plan

The Director for Membership is responsible for establishing, implementing and maintaining TACUSPA's membership renewal plan. At a minimum, the membership renewal plan should include: sending membership renewal reminders to all CSAOs from current year's membership, sending membership renewal email reminders to current and former members, sending membership information to student affairs/higher education programs in Texas, posting reminders to TACUSPA social media accounts.

Sample membership renewal timeline

- November 1: Membership renewal for next year is available. Any membership dues on or after this date will count for the following year and NOT the current year. Payment for past due invoices will be applied toward the membership year for which they were

intended.

- December 1: Send reminders to all institutional membership contacts (CSAO or their designee).
- January 15: Send reminders to all institutional membership contacts (CSAO or their designee) and send information to SAHE programs.
- February 1 & 15: Send reminder to all non-renewed members.
- March 15: Send final renewal reminder to all non-renewed members that deadline to renew is April 1.
- April 1: Change all non-renewed members to 'lapsed' and remove them from the 'Members' email list in Wild Apricot.

Membership Transfer Policy

Individual Memberships

Student and professional memberships in TACUSPA shall belong to the individual, not the employing institution, regardless of who pays the membership fee. It is the right of the individual member to take their membership with them when they move from one position to another or change employment.

The member can continue the membership through the expiration date when they leave their employing institution and not transfer it. That individual *is responsible for updating their information through their TACUSPA website account* in order to keep their membership continuous and to receive member benefits.

In the event a member leaves the employing institution, leaves the industry, or for any other reason finds it necessary to terminate their membership, it is the right of the member to transfer their membership to a qualified employee within the same institution. The member may do so providing the following conditions are met:

Written notice of transfer of membership, signed by the current member, with proper and complete paperwork must be provided to TACUSPA prior to the expiration date of membership. The notice must include the full name, title, e-mail address, phone number and mailing address of the new member who will assume the current membership through its expiration date. Memberships are transferable one time ONLY. No application fee applies.

Institutional Membership

Institutional memberships in TACUSPA shall belong to the institution. It is the right of the institution to transfer memberships from one individual to another at the discretion of the SSAO or designee.

In the event the SSAO or designee of an institution elects to transfer a membership from one individual to another, the following conditions must be met:

Written notice of transfer of membership, signed by the SSAO or designee, with proper and complete paperwork must be provided to TACUSPA prior to the expiration date of membership. The notice must include the full name, e-mail address, phone number and mailing address of the new member who will assume the current membership through its expiration date. Memberships are transferable one time ONLY. No application fee applies.

DIRECTOR OF EDUCATION & PROFESSIONAL DEVELOPMENT

Thomas Moorman Fellowship Program

The purpose of the Fellowship Program is to provide intensive professional development experience, mentoring, and support to future leaders in the Association and the field of Student Affairs. The Program is funded by the TACUSPA Foundation. Each year the Foundation Committee recommends the number of fellows that can be supported based on the cost of conference registration and lodging and revenue generated from the prior year's donations. The Program pairs a Fellow with a TACUSPA volunteer leader to complete a project selected by the Board of Directors. Throughout the fellows' term, they will be guided and mentored by an experienced Association volunteer leader under the supervision of a Board Member.

Projects will be developed by the Board of Directors. The Program will be promoted and applications will be available at the Fall Conference. Fellows will be selected in January and will then begin working on their assigned project with their mentor(s). The project must be completed by August 1 in order to be eligible for free conference registration and lodging reimbursement. Fellows will present their completed project to the Board during a regular meeting and they will be recognized at the Fall Conference.

The application process includes the submission of the Fellows application, letter of recommendation and support from a faculty member (for graduate students) or immediate supervisor (for new professionals).

Benefits

1. Opportunity to work with Association leadership on a project.
2. Mentoring by a leader in TACUSPA.
3. Upon successful completion of the requirements, Fellows will receive:
 - a. Complimentary TACUSPA Fall Conference and Pre-Conference registration.
 - b. Conference lodging reimbursement (based on a double occupancy room).

Requirements

1. Current graduate student or new professional (1-3 years full-time experience).
2. Complete an assigned project.
3. Meet regularly with mentor via phone and email to complete project.
4. Write a brief article for the TACUSPA journal or newsletter related to the project.
5. Attend at least one TACUSPA Board meeting during the year to present the completed project.
6. Attendance at Fall conference, including New Professionals Institute.

Guidelines for the newsletter article are as follows:

800 – 1,000 words (APA Format 6th Edition)

Due no later than August 1.

Content outline:

- Introduction
- Statement of the Problem Addressing the Problem Potential Implications Conclusions
- References listed at the end of the article.

Sample Timeline:

- May - Request project proposal ideas from Board of Directors June Final projects request ideas due from Board of Directors
- July 1 - Project proposals due (will include details about nature, scope and final result of project)

- August 5 - Select final project proposals from those submitted September Prepare fellows application
- October - Promote Fellows Program at Fall Conference (host session, printed materials, social media, etc.)
- December - Fellows applications due on 1st; select finalists
- January - Board will review and approve finalists and winners will be announced (including Fellow's name, project, and mentor)
- August 1 - Deadline for Fellows to complete all requirements in order to receive complimentary conference registration and lodging reimbursement.
- October - Recognize each Fellow and their projects at the Fall Conference
- All dates are subject to adjustment depending on weekends and holidays.

Graduate Student Scholarships

Full-time graduate students who are current TACUSPA members are encouraged to apply for one of the scholarships. The application process includes the submission of the application and a faculty reference, and a professional statement of interest including expected benefits to the participant.

The Director for Education and Professional Development and the Scholarship and Fellowship Committee Chair of TACUSPA will solicit the scholarships through the TACUSPA newsletter, conference registration materials, web page, and graduate preparation programs.

1. Student members are eligible for scholarships to attend the sponsored or co-sponsored conferences of TACUSPA. The scholarship only covers the conference registration fee. Transportation, meals, and lodging are the responsibility of the recipient.
2. All student members will be invited to apply for a TACUSPA scholarship. Applications must be supported by either (a) a graduate faculty member at the institution where the student is studying, or (b) by a professional member of TACUSPA.
3. Up to ten (10) scholarships will be available at each conference. The Director for Education and Professional Development and the Scholarship and Fellowship Committee Chair of TACUSPA will solicit the scholarships through the TACUSPA newsletter, conference registration materials, web page, and graduate preparation programs. (See Appendix)
4. Scholarship recipient's conference registration is paid for by the TACUSPA Foundation directly to the conference.
5. Each scholarship recipient will be recognized at the conference.
6. In addition, the scholarship recipient may be matched with a mentor for the duration of the conference and an after-conference follow-up.
7. Scholarship recipients are expected to volunteer up to one (1) hour of their time at the conference.
8. The Director for Education and Professional Development confirms receipt of the scholarship and coordinates volunteer time with the conference chair.

Sample Timeline

- April 1 - Call for applications (to reach continuing students)
- June 1 - Deadline
- June 10 - Select top candidates
- July 1 – Notification

UNT Law Conference Scholarships

Full-time graduate students who are current TACUSPA members are encouraged to apply for one of the scholarships. The application process includes the submission of the application and a faculty reference, and a professional statement of interest including expected benefits to the participant.

The Director for Education and Professional Development and the Scholarship and Fellowship Committee Chair of TACUSPA will solicit the scholarships through the TACUSPA newsletter, conference registration materials, web page, and graduate preparation programs.

1. TACUSPA will pay for the conference registration directly to the UNT Law Conference.
2. Student members are eligible for scholarships to attend the sponsored or co-sponsored conferences of TACUSPA. A scholarship covers the registration fee for the conference. Transportation and lodging are the responsibility of the recipient.
3. All student members will be invited to apply for a TACUSPA scholarship. Applications must be supported by either (a) a graduate faculty member at the institution where the student is studying, or (b) by a professional member of TACUSPA.
4. Up to four (4) scholarships will be available at each conference. The Director for Education and Professional Development and the Scholarship and Fellowship Committee Chair of TACUSPA will solicit the scholarships through the TACUSPA newsletter, conference registration materials, web page, and graduate preparation programs. (See Appendix)
5. Scholarship applicants' conference registration is paid for by the TACUSPA Foundation directly to the conference.
6. Scholarship recipients are expected to volunteer up to one (1) hour of their time at the conference.
7. The Director for Education and Professional Development confirms receipt of the scholarship and coordinates volunteer time with the conference chair.

Sample Timeline

- December 1 Call for Applications
- January 1 Second Call for applications
- February 1 Selection
- February 15 Notification (this deadline will be dependent upon the deadline for early bird registration)

Webinars

The TACUSPA webinar series offers its membership consistent professional development and learning opportunities throughout the year. The Director of Education and Professional Development should work to appoint a chair no later than March 1. The Director of Education and Professional Development and the chair should work together to select a committee, preferably by utilizing the volunteer list, by April 1.

The webinar committee may consist of up to five (5) members that meet during the fall semester to develop a diverse programmatic listing of current effective programs and future issues facing higher education for the following year's monthly webinars scheduled for November, December, January, February, March, April, May, June, July, August, and September.

- A. The Chair of the committee will work with the conference planning committee to ensure that the proposal submission for the annual conference, includes a call for proposals for the webinar program.

- B. The webinar line up may consist of (2) invited presentations, (1) biggest buzz award at the annual conference (typically scheduled for November), and (8) peer reviewed presentations from the conference submission process.
- C. The final webinar list should be released and advertised at the annual conference.

Director of Research

Research Development Grant Program

TACUSPA is committed to supporting and recognizing research and scholarly publications by the membership. In an effort to encourage participation in these activities the Board of Directors has established the Research Development Grant Program.

The Program will solicit research proposals from the membership at an established time.

Eligibility Criteria

- A. The applicant must be a member of TACUSPA.
- B. The applicant must present the results of the research at a TACUSPA conference and make copies available to all institutional members.
- C. The applicant must agree to submit an article based on the research to a professional journal.
- D. The research topic must be one that will generate relevant research for the student affairs profession.

Funding

A minimum of \$1,000 will be provided each year to fund the Research Development Grant Program. The Research Grant Committee will have the following options:

- A. A grant of \$1,000 will be awarded.
- B. Two grants of \$500 each will be awarded.
- C. No grants will be awarded.

The decision will be based on the quantity and quality of proposals submitted. Research grant recipients will receive a disbursement of 50% of the total grant immediately. The remaining 50% of the grant will be disbursed after the recipient fulfills the following requirements:

- A. Present research findings at a TACUSPA conference within two years of receipt of grant; and
- B. Submit a summary of research findings for publication in the TACUSPA newsletter within two years of receipt of grant.

Recipients will be responsible for reimbursing TACUSPA in the amount of the grant disbursement if they are unable to complete the research project or fail to adhere to the above requirements.

Selection Criteria

Selection is based on a 120 point system. The Research Proposal will be evaluated on the following criteria.

- A. Soundness of research design – 30 points
- B. Purpose of the research – 20 points
- C. Relevance of research to student development and/or student affairs work, generalization, and usefulness of findings to others in the profession and to Texas higher education – 30 points
- D. Originality, creativity, and coherence of overall project – 20 points

E. Technical competence (i.e., references, writing style) – 20 points

The Committee will review proposals postmarked by the April (date), (year) deadline. Applicants will be notified of the Committee's decision in July. The check(s) for the winning research study(ies) will be awarded at the TACUSPA Fall Conference (October). The successful applicant(s) must agree to present findings at a future Fall Conference (within two (2) years of the grant award) and sign an agreement regarding compliance with TACUSPA policies and terms of the award.

Graduate Student Case Study Competition

As a way of stimulating increased participation of graduate students, a Case Study Competition was introduced at the Fall 2001 TACUSPA conference. Participants of the competition are divided into teams and provided a scenario (case study) of a common issue encountered by student affairs professionals. Students may form their own team, or be grouped with other graduate students participating in the competition. Teams are asked to present a response to the scenario before a panel of judges and prizes are awarded. The competition is open to all graduate students.

PAST PRESIDENT

Election Process

- A. In January, the President shall appoint an Election Committee, which shall be chaired by the Past President. The Election Committee shall conduct the election of officers prior to June.
- B. The election ballot shall be made up of all nominees. No candidate's name may appear for more than one position.
- C. The Election Committee may modify the ballot to achieve a balance between candidates and positions in the case of ties and duplication of nominees in the nominating process.
- D. The Election Committee shall ascertain the eligibility of each nominee.
- E. The Election Committee shall ascertain from each nominee a willingness to stand for election.
- F. The Election Committee shall solicit from the candidates and provide to the membership information relevant to the qualifications of each candidate. Elected officers shall be those candidates who receive the greatest number of votes cast and must have secured at least 25% of those votes cast. In the event that no candidate receives 25% of the votes cast, the 2 candidates receiving the greatest number of votes shall be included in a runoff election which follows the same procedures as outlined above.
- G. In the case that two candidates receive an equal number of votes, the Board of Directors shall vote to break the tie. Voting Scope.
 - a. The President-Elect, Director for Administration, Director for Marketing, Director for Membership, Director for Education and Professional Development, Director of Technology, Director of Assessment, Director of Research, Treasurer, and Secretary shall be elected by the membership at large.
 - b. Ballots will include any constitutional changes recommended by the Board of Directors.

Constitution provides that proposals to amend the Constitution be distributed with the ballots to the membership at least (30) days prior to the established deadlines for posting ballots. Constitutional provision will influence time line for election process when constitutional amendments are proposed.

Sample timeline

- January & February - Solicit nominations (deadline mid-February)
- February & March - Verify eligibility, confirm nominations, and compile candidate profiles. March & April Hold elections
- May - Notify all participants and TACUSPA Board of election results

James E. Caswell Distinguished Service Award

The Past President shall form the Caswell Selection Committee to review all eligible Caswell Distinguished Service Award nominations. The Director of Administration will coordinate the collection of all nominations during the annual nomination cycle. Once nominations close, the Director of Administration or Chair for Awards & Recognition will forward all eligible nominations to the Past-President. The Past President will coordinate the review of nominations by committee and present the recommended candidate to the Board of Directors for final approval. After approval, the Past-President will notify the individual that they have been selected as the recipient of the award so they can make plans to attend the Fall Conference. The Director of Administration will order an acrylic award.

DIRECTOR OF ADMINISTRATION

Awards and Recognition

The awards and recognition process is coordinated by the Director for Administration. Awards are designed to recognize the contributions of members to the organization and the student affairs profession each year at the annual Fall Conference. The Awards and Recognition Committee reviews nominations and makes recommendations to the Board of Directors for all awards except the Caswell Distinguished Service Award, which is the responsibility of the Past-President. Criteria for the awards are listed below.

Professional Awards

Outstanding New Professional Award

1. May not have served more than three years in a full-time position in student affairs
2. Will be judged on contributions to TACUSPA and contributions to the individual's employer institution(s)
3. Has performed all aspects of his/her job in an exemplary manner
4. Must include a supporting letter from the immediate supervisor as part of the nomination
5. Must be a current member of TACUSPA

Mid-Level Student Affairs Professional Award

1. Demonstrated expertise in creating a campus environment that promotes student learning and professional development
2. Outstanding individual contribution in innovative and responsive services and programs that address varied and emerging needs of students
3. Significant contributions to the profession and to TACUSPA
4. Must have at least five years as a full-time practitioner in the field of Student Affairs
5. Must be a current member of TACUSPA

Dissertation of the Year

1. Outstanding doctoral student in, or intending to enter, student affairs work
2. Demonstrates high-quality research relevant to student affairs administration
3. Completed dissertations and had degree conferred no more than 12 months prior

4. Must be a current member of TACUSPA

Faculty Member of the Year Award

1. Full-time faculty member who teaches a course related to college students in Texas and long-term, part-time faculty members who teach similar courses or supervise internships
2. In addition to nomination form, must have one letter of recommendation from current student, former student, or professional colleague
3. Must be a current member of TACUSPA

Dr. James (Jim) E. Caswell Distinguished Service Award

1. Continuous TACUSPA membership for at least ten years
2. Leadership performance in student affairs at the state, regional, or national level, the high quality of which is recognized by peers
3. Contributions above and beyond the normal service required by positions of leadership

Review Process

The Director of Administration will verify award eligibility as stated above and contact the appropriate individual to obtain any necessary additional information. Once verified, the Caswell nominees will be sent to the Past-President.

The other nominees will be sent to the Chair, Awards & Recognition Committee (Chair). The Chair will remove the name of the nominee from the submissions and assign a number to each application (i.e. New Professional 1, Mid-Level 1, etc.) so the applications will be blindly reviewed. Upon completion of name removal, the Chair will forward the nominations and a spreadsheet with ranking/grading information to the committee. Committee members will review and grade each application based on the criteria above, then send their scores to the Chair. The Chair will compile all scores and review the top scoring applicants with the committee.

The committee will come to a consensus on the selected recipients and the Chair will forward the names to the Director of Administration. The Board of Directors will review and vote upon the recipients.

The Director of Administration will notify all eligible nominees that they were nominated for an award and encourage them to attend the Fall Conference. The recipients will be notified in advance of their award. It is at the discretion of Administration to first notify the recipients supervisor and ask if they would like to make the announcement to the recipient. Administration may also directly notify the recipients.

The Chair will order plaques/trophies for all award recipients.

Award Benefits

1. Each award recipient, with the exception of the Dr. James E. (Jim) Caswell Distinguished Service Award, will receive a complimentary one-year membership for the following year.
2. The recipient of the Dr. James E. (Jim) Caswell Distinguished Service Award will receive a complimentary Emeritus Membership.
3. Recipients, with the exception of the Dr. James E. (Jim) Caswell Distinguished Service Award, will receive a plaque. The Dr. James E. (Jim) Caswell Distinguished Service Award recipient will receive a larger, more substantial glass award.

4. Recipients will be listed on the TACUSPA website, be recognized in the TACUSPA Newsletter following the conference, and their institution's Public Information Office will be notified. The notification will be done by the Director of Marketing, with assistance from the Director of Administration.

RECOGNITION

Board Members

TACUSPA will recognize board members for their service to the organization at the conclusion of their term of service during the Fall Conference. Officers completing their service will receive a plaque or trophy that includes the dates of their term in that office. The outgoing Past-President will receive a commemorative plaque with a gavel. If the Board is provided any gift (other than a trophy/plaque), the gift amount per person shall not exceed State of Texas regulations on employee gifts. The Director of Administration will order any trophy/plaque with the annual awards order.

Volunteers

Volunteers will be recognized at the Fall Conference and the method of recognition will be coordinated by the Directors of Membership and Administration.

DIRECTOR OF ASSESSMENT

Strategic Plan

The Director of Assessment will oversee the creation of a 5 year strategic plan for the Association and track progress towards the accomplishment of that plan. The plan should identify key performance indicators that are within the scope of the mission and vision of the Association.

During an in-person meeting, the Director of Assessment will conduct a review/brainstorming session for the plan and update it as needed. Periodically during each year, Board members will update goal progress in a format to be provided by the Director of Assessment.

Fall Conference Evaluations

The Director of Assessment will present a summary of Fall Conference evaluations to the Board of Directors no later than the first in-person Board meeting following the conference or the February Board meeting.

Member Survey

The Director of Assessment will conduct a member survey no less than every 4 years. The survey questions will be agreed upon by the Board of Directors and will relate to data and assessment needs of the Association at the time of administration.

Annual Goals

Each Board member will create annual goals and provide quarterly updates on progress in a document provided by the Director of Assessment. The final update to annual goals will be done prior to the Fall Conference so results can be shared in the President's report during the Business Meeting.

SECRETARY

Meeting minutes

The Secretary will take minutes at each Board of Directors meeting and retreat, and the annual Business Meeting at the Fall Conference. The minutes will include, but are not limited to the following items: attendees and absences, points of officer reports, descriptions and results of all voting matters, and all supplemental material (financial reports, proposals, etc.).

Archive Item Collection

In accordance with the guidelines set forth by the Dolph Briscoe Center for American History, the Secretary will notify each responsible officer of the items that need to be collected. The Secretary will collect all items and submit them.

Submissions need to be sent to the Secretary by January 31st of each year.

ITEM	OFFICER'S RESPONSIBILITY
Approved minutes from each board meeting	Secretary
Two copies of each conference program	Conference Chair
List of conference attendees for each conference	Conference Chair
List of annual members	Director of Membership
Annual Report	Past President
Awards Database	Director for Administration
Past Conferences Database	Secretary
Financial History	Treasurer
Past Presidents Database	Secretary
Strategic Plan	President
Board members Database	Secretary
Elections Database	Past President
Operations Manual	Director for Administration
Bylaws	Director for Administration
Newsletters	Director of Marketing

Carol Mead
Head of Archives & Manuscripts
The Dolph Briscoe Center for American
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carolmead@austin.utexas.edu
<http://www.cah.utexas.edu>

APPENDIX

TACUSPA AGREEMENT FOR VOLUNTEER LEADERSHIP

Please Print

Name _____ Position _____ Term _____

I hereby accept and agree to the following guidelines and conditions:

1. To work toward the betterment of TACUSPA and its members;
 2. To support the mission of the Association to ensure continued growth and prosperity for its membership;
 3. To maintain a thorough knowledge and understanding of TACUSPA policies and procedures, including by-laws and other regulations involved in this volunteer position;
 4. To maintain effective communications with other entities of TACUSPA which rely on me for information, especially those directly responsible for my activities;
 5. To attend all meetings and conferences of TACUSPA which relate to the responsibilities of my leadership position. It is understood that funding, either on the part of my employer or TACUSPA, may influence at times the degree to which this obligation can be met. If such condition arises, I will communicate this fact to my supervising officer in hopes that they can designate an appropriate individual to assume my duties;
 6. To submit all reports as required, including quarterly and annual reports;
 7. To keep accurate records, receipts, and journals of all TACUSPA financial transactions in which I am involved or which are related to my leadership position, so that I will be prepared to justify and account for all TACUSPA funds received by me and all expenditures or disbursements of same;
 8. To abide by established TACUSPA policies and procedures regarding the receipt, handling, expenditure and disbursement of funds. I understand that any TACUSPA funds received or held by me are in trust for TACUSPA purposes only and that I may be held personally liable for any funds misappropriated, misapplied, or which are not accounted for;
 9. Upon termination of my volunteer leadership position, to (1) notify in writing the appropriate TACUSPA person(s); (2) return all TACUSPA resource material related to my position to the president or send them directly to the person who will replace me within 30 days of my termination; and (3) maintain communication relative to this position with the replacement person or other designated person(s) for at least 30 days after termination; and
 10. To fulfill the duties and responsibilities as appropriate for my position within TACUSPA.
- Agreed:

Signature

Date

TACUSPA QUARTERLY REPORT:

Date:

Name:

Office:

I. Activity since last report (list goal, then activity/results):

II. Plans for the next quarter (please include goals, objectives, and deadlines):

III. Needs, questions, suggestions, concerns:

REQUEST FOR PAYMENT

TACUSPA Tax ID Number 75-1644217

TO: TACUSPA Treasurer

I request that payment be made
for the following expenses: Amount: _____
Expenditure description: _____

(Note: TACUSPA does not reimburse for state sales tax. Please deduct tax from the total due.)

Please make check payable to: _____

Mail to: _____ (Name)

_____ (Street Address 1)

_____ (Street Address 2)

_____ (City, State, Zip)

Approval Signature

Printed Name

TACUSPA Office

Daytime Telephone

Email

Treasurer Only

Received

Paid

Check Number

Attach receipt(s) to this form and mail or email to:
Dr. Ashley Spicer-Runnels
Texas A&M University-San Antonio
One University Way
San Antonio, TX 78224
Ashley.Spicer-Runnels@tamusa.edu

TACUSPA AWARD NOMINATIONS TEMPLATE

Nominations are now being accepted for the 201XX TACUSPA awards! **Nominations must be received no later than May 20th.**

TACUSPA recognizes the contributions of members to the organization and the student affairs profession at the annual fall conference. This year's fall conference will be held on October 16-18 in Austin, Texas. Please consider nominating a deserving colleague for one of these awards. Criteria for the awards are listed below.

Dr. James (Jim) E. Caswell Distinguished Service Award

- A. Continuous TACUSPA membership for at least ten years
- B. Leadership performance in student affairs at the state, regional, or national level, the high quality of which is recognized by peers
- C. Contributions above and beyond the normal service required by positions of leadership
- D. Press "Ctrl" and Click to submit your nomination online for the [James E. Caswell Award](#).

Outstanding New Professional Award

- A. May not have served more than three years in a full-time position in student affairs
- B. Will be judged on contributions to TACUSPA and contributions to the individual's employer institution(s)
- C. Has performed all aspects of his/her job in an exemplary manner
- D. Must include a supporting letter from the immediate supervisor as part of the nomination
- E. The letter of support must be emailed to the Awards and Recognition Committee Chair no later than Friday, April 29th.
- F. Must be a current member of TACUSPA
- G. Press "Ctrl" and Click to submit your nomination online for the [Outstanding New Professional Award](#).

Mid-Level Student Affairs Professional Award

- A. Demonstrated expertise in creating a campus environment that promotes student learning and professional development
- B. Outstanding individual contribution in innovative and responsive services and programs that address varied and emerging needs of students
- C. Significant contributions to the profession and to TACUSPA
- D. Must have at least five years as a full-time practitioner in the field of Student Affairs
- E. Must be a current member of TACUSPA
- F. Press "Ctrl" and Click to submit your nomination online for the [Mid-Level Student Affairs Professional Award](#).

Dissertation of the Year

Outstanding doctoral student in, or intending to enter, student affairs work

- A. Demonstrates high-quality research relevant to student affairs administration
- B. Completed dissertations and had degree conferred no more than 12 months prior
- C. Must be a current member of TACUSPA
- D. Press "Ctrl" and Click to submit your nomination online for the [Dissertation of the Year Award](#).

Faculty Member of the Year Award

- A. Full-time faculty member who teaches a course related to college students in Texas and

- long-term, part-time faculty members who teach similar courses or supervise internships
- B. In addition to nomination form, must have one letter of recommendation from current student, former student, or professional colleague
- C. The additional recommendation letter must be emailed to Awards and Recognition Committee Chair no later than Friday, April 29th.
- D. Must be a current member of TACUSPA
- E. Press “Ctrl” and Click to submit your nomination online for the [Faculty Member of the Year Award](#).

Nominations for the 20XXawards will be accepted through **Friday, May 20**. All nomination forms must be submitted online.

Questions for Online Form (all categories)

- Information
- Nominee’s Name
- Nominee’s Institution
- Nominee’s email address
- Please describe the nominee’s contributions to TACUSPA
- Nominator’s Name
- Nominator’s Title/Position
- Nominator’s Institution
- Nominator’s email address

Additional questions by category

Faculty Member of the Year

- Nominee’s Program of Instruction
- Please describe the nominee’s outstanding contributions to the education of students in highereducation preparation programs.

Dissertation of the Year

- Title of Dissertation
- Date of Degree Conferral
- Type of Degree Conferred
- Institution Attended
- Please describe the outstanding qualities of the nominee and how his/her research is relevant to student affairs administration

Mid-Level Student Affairs Professional

- How many years has the nominee served as a full-time professional in Student Affairs?
- Please describe how the nominee has demonstrated expertise in creating a campus environment that promotes student learning and professional development.
- Please describe how the nominee has address varied and emerging needs of students through innovative and responsive services and programs.

Outstanding New Professional

- How many years has the nominee served as a full-time professional in Student Affairs?
- Please describe the nominee's exemplary contributions to their position and the

institution where they work.

- -Name of Nominee's Immediate Supervisor (a letter of support must be submitted by the nominee's immediate supervisor. Please email the letter to *****)

Dr. James (Jim) E. Caswell Distinguished Service

- How many years has the nominee been a member of TACUSPA?
- Please describe the nominee's contributions to TACUSPA.
- Please describe how the nominee has been a leader in Student Affairs at the state, regional, or national level
- Please provide an example of how the nominee goes above and beyond the normal service required by their position(s) of leadership.

**FOUNDATION COMMITTEE BYLAWS & OPERATIONS
MANUAL**

September 2018

FOUNDATION COMMITTEE BYLAWS

ARTICLE I. NAME

The name of this committee shall be the Texas Association of College and University Student Personnel Administrators Foundation (TACUSPA Foundation) and may be referred to in these Bylaws as the Foundation Committee.

The purpose of the Foundation Committee is to support the Texas Association of College and University Student Personnel Administrators. Funds are used to help the Association achieve its goals by supporting conference scholarships and fellowships, research awards and other initiatives.

ARTICLE II. PURPOSES

1. The purposes for which the Foundation Committee is formed are to promote and advance the interests of the Texas Association of College and University Student Personnel Administrators. The Foundation Committee is not formed for pecuniary or financial gain, and no part of the assets, income, or profit of the Foundation Committee is distributable to, or shall inure to the benefit of its trustees, officers or members. No part of the activities of the Foundation Committee shall be to influence legislation, and the Foundation Committee shall not contribute financially to, participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
2. The purposes of the Foundation Committee are promoted through solicitation of funds from friends of the Texas Association of College and University Student Personnel Administrators.

ARTICLE III. BASIC POLICIES

1. The Foundation Committee shall be noncommercial, nonsectarian, and nonpartisan.
2. The name of the Foundation Committee or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the purposes of the Foundation Committee.
3. The Foundation Committee shall cooperate with governmental units to support the improvement of Texas Higher Education in ways that will not interfere with the administration of state government or the Texas Association of College and University Student Personnel Administrators and shall not seek to control governmental policies of any sort.

ARTICLE IV. COMMITTEE MEMBERS, OFFICERS, AND THEIR ELECTION

Committee Structure

- A. The management, control and operation of the Foundation Committee shall be vested in a committee consisting of not less than five (5) members, and not more than ten (10) members. In addition, the President, President Elect, and Past-President of the Texas Association of College and University Student Personnel Administrators shall serve as non-voting ex-officio members of the Foundation Committee. The Foundation Committee shall be self-perpetuating, and all vacancies, by reason of death, resignation or otherwise, shall be filled by a majority vote of the remaining members of the committee. All additions to the membership of the committee, within the limits herein

prescribed as to the number of members of the committee, shall be by election of the then existing committee, requiring a majority vote thereof.

- B. The Foundation Committee shall organize itself in classes of staggered terms of three years. Members of the Foundation Committee shall assume their official duties following the close of the Annual Meeting at which they are elected. Only committee members in the first or second term of their three year term on the Foundation Committee are eligible for the office of Chair Elect. Committee members in the third year of their three year term on the board may not be elected to the office of Chair Elect. The immediate Past Chair of the Foundation Committee shall be offered a one year term for the year following their term as Chair if their term as Chair occurs during the third year of their three year term on the board.
- C. A person shall not be eligible to serve more than three consecutive three-year terms on the Foundation Committee. If a member serves an extra year on the committee in the role of Past Chair, as permitted by Article IV-1-b, the extra year is considered a continuation of their current three year term and will not constitute a break in service.

Duties

- A. to transact necessary business of the Foundation Committee;
- B. to create standing and ad hoc sub-committees and approve the plans of work of such sub- committees;
- C. to present a report of activities at the annual meeting of TACUSPA;
- D. to ensure the financial activities of the Foundation Committee to be administered and reported in accordance with prudent business practices and generally accepted accounting principles;
- E. to prepare and approve a budget and fund-raising goal for the fiscal year;
- F. to make periodic donations to the Foundation.

Officers

- A. The officers of the Foundation Committee shall consist of a Chair, a Past Chair, a Chair Elect; a Secretary, and the TACUSPA Treasurer. An officer must be a member of the Foundation Committee.
- B. Officers shall be elected prior to the annual meeting of the Foundation Committee during the TACUSPA annual conference.
- C. Officers shall assume their official duties following the close of the annual meeting during the TACUSPA annual conference and shall serve for a term of one year and until the election and qualification of their successors with the exception of the terms of the Chair Elect, Chair, and Past Chair. The individual elected as the Chair Elect shall serve three consecutive years [Chair Elect (year 1) to Chair (year 2) to Past Chair (year 3)].

- D. A person shall not be eligible to serve more than three consecutive years in the same office.

Election

- A. The Past Chair shall oversee member and officer elections. Nominations for new committee members and officers shall be solicited at a regularly scheduled Foundation Committee meeting, and committee members will vote on new members and officers prior to the meeting at the annual conference. Only those persons who have signified their consent to serve if elected to an office or position shall be nominated for or elected to such office or position.
- B. A vacancy occurring in any office or position on the Foundation Committee shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Foundation Committee.
- C. In case a vacancy occurs in the office of Chair, the Chair Elect or their designee shall serve in that office until the next annual election.

ARTICLE V. DUTIES OF OFFICERS

- 1. The Chair shall preside at all meetings of the Foundation Committee when present, shall acknowledge all donations to the Foundation Committee, shall perform such other duties as may be prescribed in these Bylaws or assigned by the committee, and shall coordinate the work of the officers and sub-committees of the Foundation Committee in order that the purposes of the Foundation Committee may be promoted.
- 2. The Past Chair shall assist the Chair as directed by the Chair. The Past Chair is responsible for overseeing the election process of new members and officers.
- 3. The Chair Elect will also assist the Chair as directed by the Chair and shall perform the duties of the Chair in the absence or inability of that officer to act.
- 4. The Secretary shall present and be responsible for the minutes of all meetings of the Foundation Committee, shall update the operations manual as needed, and shall perform such other duties as may be delegated by the Foundation Committee.
- 5. The Treasurer shall present a financial statement at every meeting of the Foundation Committee and at other times when requested by the committee and shall make a full financial report at the annual meeting.
- 6. All officers shall:
 - a. Perform the duties prescribed in the Parliamentary Authority in addition to those outlined in these Bylaws and those assigned from time to time by the Foundation Committee.
 - b. Deliver to their successors all official material assigned to them not later than ten days following the election of their successors.

ARTICLE VI. MEETINGS OF THE FOUNDATION COMMITTEE

- 1. Meetings of the committee may be called by the Chair or by a majority of the members of the Foundation Committee upon the giving of ten days' notice to committee members.
- 2. A minimum of two-thirds (2/3) members shall constitute a quorum for the transaction of business in any meeting of the committee.
- 3. The Foundation Committee must meet a minimum of two times per year.

ARTICLE VII. STANDING AND SPECIAL SUB-COMMITTEES

- 1. The Foundation Committee may create such standing and ad hoc sub-committees as

it may deem necessary to promote the purposes and carry on the work of the Foundation Committee. The term of each chair of each standing sub-committee shall be one year and until the selection and qualification of a successor.

2. The chair of each sub-committee shall present a plan of work to the Foundation Committee for approval. No sub-committee work shall be undertaken without the consent of the Foundation Committee officer in charge of the sub-committee
3. The Chair shall be a member ex-officio of all sub-committees.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The Parliamentary Authority of this Foundation Committee shall be the most recent edition of Roberts Rules of Order.

ARTICLE IX. DISSOLUTION OF FOUNDATION COMMITTEE

As an entity of the Texas Association of College and University Student Personnel Administrators, the Foundation Committee will follow the dissolution policy of TACUSPA.

ARTICLE X. AMENDMENT OF BYLAWS

These Bylaws may be recommended for amendment by a majority of the committee members present at any meeting, provided that in the notice of said meeting or in the waiver of notice the nature of the proposed amendment shall be stated and a quorum is present. All Texas Association of College and University Student Personnel Administrators Foundation Committee Bylaw changes must be approved by a majority vote of the TACUSPA Board of Directors.

FOUNDATION COMMITTEE OPERATIONS MANUAL

Operations consistent with the TACUSPA Constitution and TACUSPA Foundation Committee By-Laws shall be established and amended by two-thirds (2/3) vote of the Foundation Committee.

JOB DESCRIPTIONS

Chair

The Chair shall preside at all meetings of the Foundation Committee when present, shall perform such other duties as may be prescribed in these Bylaws or assigned by the Foundation Committee, and shall coordinate the work of the officers and sub-committees of the Foundation Committee in order that the purposes of the Foundation Committee may be promoted

The Chair shall coordinate training of newly elected committee members; maintain yearly and lifetime donation records; and oversee acknowledgement of donors. The Chair shall be responsible for compiling annual reports for the fall conference; and conducting officer transition training.

Chair-Elect

After serving a year as Chair-Elect, this person becomes the Chair of the Foundation Committee.

The Chair-Elect succeeds the Chair if he/she is unable to complete or perform the duties of the office.

The Chair-Elect is responsible for the coordination and administration of the Foundation Committee Silent Auction at the fall conference, including the solicitation and recognition of donations, coordinating facilities and marketing with the TACUSPA conference committee, recruiting volunteers to work at the auction, and reconciling auction proceeds. **Past Chair**

The Past Chair shall oversee the nomination and election process for new Foundation Committee members and officers and perform other duties as delegated by the Chair or Foundation Committee. The Past Chair coordinates annual review of the Foundation Committee's strategic plan, its maintenance, and evaluation; and meets with the Treasurer within two months of the closing of the annual budget to review financial procedures and verification of account balances.

Secretary

The Secretary records and distributes the minutes of all business meetings of the TACUSPA Foundation Committee in a timely manner. The Secretary works with the Foundation Committee and the TACUSPA Board of Directors in reviewing and suggesting revisions to the Foundation Committee By-laws and updates and maintains the TACUSPA Foundation Committee Operations Manual. In addition, the Secretary serves as the parliamentarian for the Foundation Committee meetings and performs other duties as delegated by the Chair of the Foundation Committee.

Treasurer

The TACUSPA Treasurer also serves as the TACUSPA Foundation Committee Treasurer. The Treasurer shall act as custodian of all TACUSPA Foundation Committee funds, keep the financial records and complete all of the responsibilities customary to this office, including but not limited to:

1. disbursing funds;
2. developing and submitting quarterly financial statements to the TACUSPA Foundation Committee for approval;
3. depositing money received on a timely basis;
4. meeting with the Past Chair within two months of the closing of the annual budget to review financial procedures and verification of account balances.

SUB-COMMITTEES AND CHAIRS

The chairs of the standing and ad hoc sub-committees are appointed by the Chair to serve the Foundation Committee by providing leadership and direction to their groups. Each sub-committee chair will appoint or assign duties within their respective areas from those TACUSPA members who have volunteered to serve. Sub-committees may be appointed as needed and/or as petitioned by the membership.

SUB-COMMITTEE CHAIR GUIDELINES

Communicate with your sub-committee members. Set expectations and goals and solicit input from members.

1. If you need more members to accomplish your goals, check with the Foundation Committee or recruit more members yourself.
2. Organize the sub-committee as an effective tool of the Foundation Committee. Try to give all sub-committee members assigned tasks and keep them involved. Allow sub-committee members to demonstrate their talents and energies.
3. Periodically, summarize sub-committee goals and projects for the newsletter. We need to inform the general membership about all aspects of TACUSPA.
4. Prepare quarterly written reports for the Foundation Committee prior to the mid-year Foundation Committee meeting and the Annual Conference and as requested by your supervising officer. (See Appendix B.)
5. Check with the Foundation Committee regarding your budget and needs. TACUSPA relies on the generosity of the sub-committee chair's host institution for phone calls, small mailings, etc., although the Foundation Committee may reimburse you for major expenses which must be approved in advance.
6. Check with your predecessor for notebooks and files which may be helpful.
7. Keep records throughout the year then pass them on to the chair of the sub-committee for the next year within one month after vacating the position. Please indicate where you and/or your sub-committee are in reaching your goals.
8. If you have materials which are no longer relevant to the work of the sub-committee, please catalog these materials and send them to the secretary. The secretary will select

appropriate items for the archives.

9. You should sign all Foundation Committee correspondence with your TACUSPA title, not your professional, institutional title.
10. All special publications or printing needs should be cleared through the Chair or designee to ensure consistency with other Foundation Committee projects.
11. Sub-committee chairs shall respond to and help in identifying current issues needing attention by the sub-committee and/or the Foundation Committee.
12. The sub-committee chair will supervise the flow of information through the sub-committee.
13. Submission of the final report, within one month of completion of your annual duties or by September 1 is the responsibility of the sub-committee chair.
14. Attendance at Foundation Committee meetings is encouraged and is expected when necessary.
15. Sub-committee reports are expected for each Foundation Committee meeting and may be submitted to the Chair for incorporation into the agenda and distribution.

VOLUNTEER APPOINTMENTS

Appointments of all committee members and members of ad hoc and standing sub-committees determined appropriate to carry out the purposes of the Foundation Committee shall be guided by the following requirements and procedures:

1. All persons serving on the Foundation Committee and sub-committees shall be members of good standing within TACUSPA.
2. No elected officer of TACUSPA may serve in a Foundation Committee role other than in an ex-officio capacity with the exception of the Treasurer.
3. All sub-committee chairs shall be appointed by the Foundation Committee Chair, subject to approval by the Foundation Committee. Sub-committee chairs are appointed by the Foundation Committee Chair for one year but may be eligible for reappointment if the incoming Foundation Chair deems reappointment in the best interest of the Foundation Committee. Leadership positions should be spread out across the state and different institutions. The Foundation Committee Chair will consider the balance of leadership roles prior to making appointments.
4. All appointments shall be made before the annual Fall Conference. This process will permit the Foundation Committee to approve all appointments and will also allow for the placement of additional sub-committee members who volunteer their service at the conferences.
5. Newly appointed sub-committee members attending the annual Fall Conference should be invited to attend the fall sub-committee meeting of the outgoing committee.
6. Sub-committee chairs shall submit signed volunteer agreement forms (See Appendix A)

by November 1, and submit specific goals and objectives of the committee. These goals would be in addition to the goals developed by the Foundation Committee.

FISCAL POLICY

1. The fiscal year of TACUSPA extends from September 1 through August 31. The Foundation Committee recognizes donations on a calendar year basis, January 1 through December 31.
2. The Treasurer will prepare and present four quarterly financial statements to the Foundation Committee.
3. The Treasurer will handle all income except Silent Auction proceeds and member donations made at the annual conference. As money is received, it should be recorded and documentation provided to the Treasurer for tracking purposes.
4. It is the responsibility of the Foundation Committee Chair to reconcile donor rosters and fundraiser sales and in the website management system once notification of payment has been received from the Treasurer. The Foundation Committee Chair should send a donation
 - a. letter to each person that has contributed to the Foundation Committee. For donations in the amount of \$250 or more, this is required for tax purposes.
 - b. It is the responsibility of the respective officer/chair to keep a master list of all donors and payments received.
 - c. The Foundation Committee Chair should follow up with any persons, institutions or vendors who do not submit payment by the agreed upon date.
5. All credit card transactions occur utilizing an on-line, secure site administered through Bank of America and Authorize.net. Verification of each transaction is sent to the TACUSPA Treasurer electronically. The total amount charged each day posts to the TACUSPA checking account within 48-72 hours. The Treasurer is responsible for documenting postings on current financial software used by TACUSPA.
6. Credit card information should not be collected or stored by Treasurer or any TACUSPA representative. Exceptions may include processing a credit card transaction over the phone or in person due to technical difficulties or timeliness issues. This information should be protected and destroyed immediately following the transaction.
7. Cash donations are recorded utilizing financial software. Electronic receipts are generated as transactions are completed and provided to donors. The Foundation Chair will send a donation letter to each person that has made a cash contribution of \$250 or more.
8. Foundation Committee donations and silent auction income are recorded utilizing financial software. Receipts are generated automatically and disbursed to donors.

ELECTIONS

Election Process for Foundation Committee Members

1. The Past Chair shall oversee member and officer elections.

2. Nominations for each position on the Foundation Committee shall be solicited at a regularly scheduled meeting, at which time additional nominations may be made from the floor.
 - a. Only those persons who have signified their consent to serve if elected to an office or position shall be nominated for or elected to such office or position. The Past Chair shall ascertain from each nominee a willingness to stand for election.
 - b. The Past Chair shall ascertain the eligibility of each nominee.
3. The election ballot shall be made up of those nominees receiving the largest number of nominations. New Foundation Committee shall be elected by the current Foundation Committee. New Foundation Committee members shall be those candidates who receive the greatest number of votes cast.
4. Should two candidates receive an equal number of votes, the TACUSPA Board of Directors shall vote to break the tie.

Sample timeline

- February - Solicit nominations
- March - Verify eligibility, confirm nominations, and compile candidate profiles.
April - Hold elections
- May - Notify all participants and Foundation Committee and TACUSPA Board of Directors of election results

Elections Process for Foundation Committee Officers

1. Any member of the Foundation Committee may nominate one person from the current Foundation Committee membership for each officer position to be filled and shall report nominees at the annual conference meeting, at which time additional nominations may be made from the floor.
 - a. Only those persons who have signified their consent to serve if elected to an office or position shall be nominated for or elected to such office or position. The nominating committee shall ascertain from each nominee a willingness to stand for election.
2. Officers shall be elected by the current Foundation Committee and shall be those candidates who receive the greatest number of votes cast.
3. In the case that two candidates receive an equal number of votes, the TACUSPA Board of Directors shall vote to break the tie.

SILENT AUCTION

1. The Foundation Committee Silent Auction is held each year at the annual TACUSPA Conference.
2. The Chair-Elect is responsible for the coordination and administration of the Foundation Committee Silent Auction, including the solicitation and recognition of donations,

coordinating facilities and marketing with the conference committee, recruiting volunteers to work at the auction, and reconciling auction proceeds.

3. Donors of Silent Auction goods and services will receive written recognition of their gift for tax purposes. Value of the gift is assigned by the donor.
4. The Chair-Elect and Silent Auction committee is responsible for assigning fair market value to items donated without this information provided.
5. Individuals who purchase Silent Auction goods and services receive a receipt for their purchase but can only claim a tax exemption in the amount paid over the fair market value of the purchase. It is the responsibility of the individual to request documentation of the fair market value of the goods or services from the TACUSPA Foundation Committee as this is not customarily provided.
 - a. Items purchased at the Silent Auction should be picked up by the end of the annual conference. Any items not picked up can be mailed to the individual at the individual's expense.

GOLF TOURNAMENT

1. The Foundation Committee Golf Tournament may be held each year at the annual TACUSPA Conference when a corporate sponsor has agreed to underwrite the expenses.
2. The Foundation Committee appoints a volunteer who is responsible for the coordination and administration of the Foundation Committee Golf Tournament, including coordinating facilities, marketing the tournament with the conference committee, recruiting volunteers, and reconciling tournament proceeds.

DONOR RECOGNITION

1. The Chair is responsible for sending letters recognizing member and silent auction donations.
2. Donors will be recognized in the TACUSPA newsletter based on minimum yearly and lifetime giving levels:
 - a. \$10,000+ Founder's Circle
 - b. \$5,000+ Lifetime Contributions
 - c. \$2,500+ Lifetime Contributions
 - d. \$1000+ Lifetime Contributions
 - e. \$500+ Lifetime Contributions
 - f. Yearly Benefactors (everyone who donated \$100+ in a single year)
 - g. Silent Auction Donors (individuals and institutions)
3. Donors will be recognized at the TACUSPA conference based on minimum yearly donation:
 - a. 1925 Club - \$25 or more
 - b. Supporter - \$50-99
 - c. Benefactor - \$100+
4. Special campaigns may be developed with the approval of the Foundation Committee.

FOUNDATION APPENDIX

FOUNDATION COMMITTEE ACCEPTANCE AGREEMENT FOR VOLUNTEER LEADERSHIP

Please Print

Name _____ Position _____ Term _____

I hereby accept and agree to the following guidelines and conditions:

1. To work toward the betterment of TACUSPA and its members;
2. To support the mission of the Foundation Committee to ensure continued growth and prosperity for its membership;
3. To maintain a thorough knowledge and understanding of Foundation Committee policies and procedures, including by-laws and other regulations involved in this volunteer position;
4. To maintain effective communications with other entities of TACUSPA which rely on me for information, especially those directly responsible for my activities;
5. To attend all meetings and conferences of TACUSPA which relate to the responsibilities of my leadership position. It is understood that funding, either on the part of my employer or TACUSPA, may influence at times the degree to which this obligation can be met. If such condition arises, I will communicate this fact to my supervising officer in hopes that he/she can designate an appropriate individual to assume my duties;
6. To submit all reports as required, including quarterly and annual reports;
7. To keep accurate records, receipts, and journals of all TACUSPA financial transactions in which I am involved or which are related to my leadership position, so that I will be prepared to justify and account for all TACUSPA funds received by me and all expenditures or disbursements of same;
8. To abide by established TACUSPA policies and procedures regarding the receipt, handling, expenditure and disbursement of funds. I understand that any TACUSPA funds received or held by me are in trust for TACUSPA purposes only and that I may be held personally liable for any funds misappropriated, misapplied, or which are not accounted for;
9. Upon termination of my volunteer leadership position, to (1) notify in writing the appropriate TACUSPA person(s); (2) return all TACUSPA resource material related to my position to the president or send them directly to the person who will replace me within 30 days of my termination; and (3) maintain communication relative to this position with the replacement person or other designated person(s) for at least 30 days after termination; and
10. To fulfill the duties and responsibilities as appropriate for my position within TACUSPA. Agreed:

Signature

Date

ORGANIZATION CHART

