

Constitution and By-Laws
of the
National Association of Student Affairs Professionals

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Constitution Preamble

We, the members of the National Association of Student Affairs Professionals, in order that the Association may share in the advancement of education, and promote excellence among student affairs professionals and other educators do hereby adopt this Constitution.

Article I – Name

The name of this organization shall be the National Association of Student Affairs Professionals, hereafter referred to as the Association or NASAP.

Article II – Purpose

The purpose of this Association shall be:

- a. To promote professional development, training, research and advocacy for student affairs professionals and student leaders, who serve at HBCUs and in other diverse settings in higher education.
- b. To develop and foster a spirit of unity and cooperation among the higher education community and student affairs professionals, thereby enabling them to promote student development and engagement.
- c. To systematically encourage people with the prescribed abilities and interest to enter the field of student development and services.

Article III – Governance

Section 1. The Association shall be governed by its Constitution and By-laws.

Section 2. The official business of the Association shall be conducted in accordance with the Constitution and By-laws. The Robert's Rules of Order shall be used when the Constitution and By-laws do not address the issue in question.

Section 3. The Association shall use the Seal of the Association in its official business as approved by the executive board.

Article IV – Association Headquarters

The headquarters of the Association shall be located at the site where the current president resides.

Article V – Finance

Dues from its members shall finance the Association and other contributions as outlined in the By-laws.

Article VI – Membership

- Section 1. Membership in the Association is open to individuals and institutions of higher education in the area of Student Affairs and related professions that support the mission and purpose of the Association.
- Section 2. Membership in the Association shall be of two types: Individual and Institutional.
- a. Individual memberships shall be of three categories: professional, associate, and student (students must be enrolled in undergraduate, graduate or professional programs of studies).
 - b. Institutional memberships shall consist of fully accredited post-secondary institutions, or such institutions with pending applications for accreditation.

Article VII – Officers

The elected officers of the Association shall be President, President-Elect, Financial Secretary, Recording Secretary, Nominations Coordinator, Chaplain, Parliamentarian, and Historian.

Article VIII – Executive Board

- Section 1. The Executive Board shall consist of the President, President-Elect, Financial Secretary, Recording Secretary, Nominations Coordinator, Chaplain, Parliamentarian, Historian, Immediate Past President, Conference Chairperson, and the Chairpersons/Coordinators of the following committees: Awards, Council of the Past Presidents (two representatives) and the Student Leadership Institute Coordinators (two representatives).
- Section 2. The Executive Board shall be governing body of the Association during the interim period between the annual national conferences.
- Section 3. Only members of the Executive Board shall have voting privileges.

Article IX – Standing Committees

The standing committees of the Association shall be Finance and Budget, Nominations, Membership, Governmental Relations, Research & Assessment Committee, Conference Committee, the Council of Past Presidents, Constitution and By-laws, Awards/Scholarship Committee, and Image/Communication Committee. The Executive Board shall approve new standing committees.

Article X – Meetings

- Section 1. The annual conference of this Association shall be held at the site and date recommended by the Conference Committee with the approval of the Executive Board.
- Section 2. The Executive Board shall meet twice yearly, during the annual conference and the mid-year meetings. The facilities, location, and necessary support services for the Executive Board meetings shall be arranged by the conference chairperson, with the approval of the Executive Board. The Board shall delegate meeting arrangements approval to the President, who shall notify Board members and committee chairs in writing no less than three months prior to the published date(s) of conference meetings.
- Section 3. A majority of the voting members of the Executive Board shall constitute a quorum of the Board.
- Section 4. The President shall declare a quorum of members present for conducting the business of the organization at the annual conference, verified by the Recording Secretary and Financial Secretary.
- Section 5. Any or all Executive Board members may participate in any meeting of the Board by teleconference, electronically or any other means of communication.
- Section 6. Regional meetings/trainings shall be optional at the discretion and approval by the executive board.

Article XI – Amendments

- Section 1. This Constitution may be amended at any annual meeting of the Association by two-thirds (2/3) majority vote of the financial members present.
- Section 2. Proposed amendments shall have been reviewed and edited by the Executive Board prior to circulating the amendments to the membership.
- Section 3. Proposed amendments may be adopted by majority vote at any annual conference providing the guidelines of the Constitution have been observed.

By-Laws

Article I – Categories of Membership

Membership in this Association shall be categories as follows:

- Section 1. Professional Membership shall be comprised of professionals who meet the organization's standards and pay the required dues. These members are eligible to vote and hold office in the Association.
- Section 2. Associate members shall be comprised of retirees and other professionals in the areas that support Student Affairs who pay the required dues, but are ineligible to vote, hold office, and serve as chairperson of a standing or ad hoc committee.
- Section 3. Graduate Student Membership shall be granted to any graduate student in good standing attending a degree granting post-secondary institution of higher education. Qualified graduate students, upon payment of dues, may become members of the Association with the right to vote.
- Section 4. Undergraduate students may become non-voting members of the Association with the right to attend the Student Leadership Institute and other events sponsored by NASAP upon payment of the required conference fees.
- Section 5. The Executive Board shall approve any honorary membership. An honorary candidate must be a person of great stature, who would assist the Association in carrying out its professional goals and objectives. Honorary membership does not carry the right to vote.
- Section 6. Institutional Membership shall consist of fully accredited post-secondary institutions or such institutions with pending applications for accreditation, which pay the required dues. Each member institution shall have only one vote to be cast by its official designated representative during business sessions of the Annual Conference.

Article II – Election of Officers

- Section 1. Only professional members of the Association shall be eligible to serve as an elected officer.
- Section 2. The President must have been a professional financial member of the Association for three consecutive years and must have attended two of the last three annual conferences.
- Section 3. The President-Elect must have been a professional financial member of the Association for three consecutive years and must have attended two of the last three annual conferences. The President-Elect's qualifications and the candidates must be verified to the Association in writing by the Coordinator of the Nominations Committee prior to elections.

- Section 4. The Recording Secretary, Financial Secretary, Chaplain, Historian, Parliamentarian, and Nominations Coordinator must have been a professional financial member of the Association for two consecutive years and must have attended one of the last two annual conferences.
- Section 5. Nomination of the President, President-Elect, Recording Secretary, Financial Secretary, Chaplain, Historian, Parliamentarian, and Nominations Coordinator shall be made by written indication of any member, who is financially in good standing with the organization.
- Section 6. The President shall, with the approval of the Executive Board, appoint persons to fill vacant positions. The same person shall hold no two elected Executive Board positions or Standing Committee appointments.
- Section 7. The election process shall be conducted by publishing a photograph and profile of each candidate. The Nominations Coordinator will send an electronic voting ballot to all eligible members of the Association. Any candidate receiving the majority of votes shall be declared elected to office. If the election process fails, the NASAP Executive Board reserves the right to modify above process as deemed necessary.
- Section 8. The validation and certification of the ballot process for the election of officers shall be certified by the Financial Secretary and Nominations Coordinator.

Article III – Officers

- Section 1. The President shall:
- a. Serve as Chief Executive Officer of the Association for one, two-year term. The election will be held in every odd calendar year.
 - b. Perform such official duties, which are normally associated with the Office of the President to include representing the Association at regional and national meetings with financial support of NASAP, upon approval by the NASAP Executive Board.
 - c. Preside at all regular and special meetings of NASAP and the Executive Board.
 - d. Carry out the NASAP Constitution and By-laws.
 - e. Serve as an ex-officio member of all committees.
 - f. Operate within the budget that has been presented and approved by the Association for each fiscal year.
 - g. Sign his/hers signature on all NASAP accounts and financial transactions.
- Section 2. The President-Elect shall:
- a. Be elected for a term of two years by the voting members in the odd calendar years.

- b. Succeed automatically to the office of President for a two-year term.
- c. Serve in the absence or incapacity of the President.
- d. Serve as Membership Coordinator and Chairperson of the Membership Committee.
- e. Serve as the ex-officio member of all standing committees to ensure they are meeting all established expectations.

Section 3. The Recording Secretary shall:

- a. Be elected in even calendar years to a two-year term.
- b. Record the minutes of each executive board and business meetings accurately and prepare them for dissemination to board members and the organization.
- c. Be the recipient of all committee reports and see that they are put in proper form for presentation at the Annual Conference.

Section 4. The Treasurer shall:

- a. Be appointed by the President and approved by the Executive Board.
- b. Receive proposed budgets from members of the Executive Board to develop an annual budget for the Board's approval.
- c. Serve as Chairperson of the Finance and Budget Committee.
- d. Present financial records to the Executive Board at mid-year and annual meetings.
- e. Collect, record, and deposit dues for membership and other related activities.
- f. Approve requisitions and give reimbursements for expenses that have been budgeted and approved by the Executive Board for conducting business of the Association.
- g. Ensure a routine audit of financial records.

Section 5. Financial Secretary shall:

- a. Be elected to office in even calendar years to a two-year term.
- b. Verify the membership roster.
- c. Function in the absence of the Treasurer.
- d. Assist the Treasurer in the performance of his or her regular duties.
- e. Serve on the Finance and Budget Committee.
- f. Accept dues and other contributions and submit the funds to the Treasurer.
- g. Keep current membership rosters, including name, address, job title, and telephone number of each member in the association.

Section 6. The Historian shall:

- a. Be elected to office in odd calendar years to a two-year term.
- b. Document, collect, and appropriately display and/or disseminate materials related to past and present activities of the organization.

- c. Present official documents, records, and other pertinent materials to the NASAP Archives, Springarn Collection, Mooreland-Research Center, Howard University, Washington D.C.
- d. Assist the NASAP Research & Assessment Chairperson in securing archival information.

- Section 7. The Parliamentarian shall:
- a. Be elected to office in even calendar years to a two-year term.
 - b. Advise the President on matters pertaining to parliamentary procedures.
 - c. Maintain order at all meetings.
 - d. Chair Constitution and By-Laws Committee.
 - e. Be responsible for providing a parliamentary procedure workshop for the Executive Committee members.

- Section 8. The Chaplain shall:
- a. Be elected in even calendar years to serve a two-year term.
 - b. Facilitate spiritual aspects of all NASAP meetings and other activities.
 - c. Disseminate information relative to members and member institutions as provided.

- Section 9. The Conference Chairperson shall:
- a. Be appointed by the President and approved by the Executive Board.
 - b. Be responsible for budgeting, planning, and implementing the annual conference activities, with the approval of the Executive Board.
 - c. Plan and direct the program for the annual conference, subject to the approval of the Executive Board, and serve in concert with the Conference Planning Committee.

- Section 10. The Nominations Coordinator shall:
- a. Be elected in odd calendar years to serve a two-year term.
 - b. Canvas by e-mail to the individual members of NASAP who wish to nominate any member who is in good standing financially with the Association.
 - c. Verify eligibility of candidates before placing names on ballot.
 - d. Place on the election ballot the names of eligible individuals for each office.
 - e. Conduct the election of officers by ballot, which shall be sent to the members of NASAP.
 - f. Certify the results of the election to the Executive Board and announce the results during the annual conference.
 - g. Hold a special election during the annual conference if a nomination for any given office is not received.
 - h. Present an oral and written progress report at the mid-year and annual conferences.

- Section 11. The Awards/Scholarship Coordinator shall:
- a. Be appointed by the President and approved by the Executive Board.
 - b. Be responsible for leading the awards/scholarship committee.
 - c. Be responsible for the planning, directing and execution of the NASAP awards and scholarship process.
 - d. Be responsible for marketing the awards process to the executive board and the NASAP membership.

Article IV – Executive Committee

- Section 1. The Executive Committee shall consist of the President, President-Elect, Treasurer and Recording Secretary. The President of NASAP shall serve as Chair of the Executive Committee.
- Section 2. The Executive Committee shall have the authority to transact routine business meetings through telecommunication means in all matters of any emergency nature, upon which immediate decisions are necessary for the welfare of NASAP.

Article V – Dues

- Section 1. The Executive Board, with approval of the Association, shall set annual dues for membership in the Association.
- Section 2. Payment of annual dues shall entitle the member to the *NASAP Journal* and any other publications and services provided by the Association.
- Section 3. Annual dues shall cover the period of March 1 through the last day of the following February.

Article VI – Fiscal Year

The NASAP fiscal year shall be from March 1 through the last day of the following February.

Article VII – Budget & Expenses

- Section 1. The Treasurer must present a proposed annual budget to the body of NASAP for its approval at each annual conference.
- Section 2. Proposals soliciting funds for the Association’s NASAP Scholarship fund will be developed by the NASAP Awards/Scholarship Committee, and approved by the Executive Board.
- Section 3. The Treasurer, upon authorization, shall pay approved expenses of the Association and the Executive Board.

Article VIII– Amendments

- Section 1. Any member in good standing may propose amendments to the NASAP by-laws. By-laws amendments may be submitted up to sixty days prior to the annual conference to allow the Executive Board and the members to review the published proposals.
- Section 2. A two-third majority of the professional membership present at the annual conference shall be required to adopt a proposed amendment.
- Section 3. Amendments that have been approved by the Executive Board and adopted by the NASAP Membership will be effective immediately.

Article IX – Active Status of Board Members

- Section 1. Board member participation in scheduled meetings is essential to the associations operation.
- a. In anticipation of any scheduled meeting absence:
1. A board member will contact the President and/or President Elect as soon as possible.
 2. The President and/or President Elect will communicate the board member’s absence to the Executive Board in advance of the scheduled meeting, if possible.
- b. In the event of a prolonged absence:
1. A board member may request a leave of absence for no more than 6 months
 2. The President and/or President Elect will communicate the board member’s absence to the Executive Board.
- c. A board member that has not provided notice for more than 2 scheduled meeting absences, or a board member who requests a leave of absence for more than 6 months, will be placed on “inactive status.”
- d. Executive Board members are expected to participate in at least 50% of all scheduled meetings.

Article X – Removal

- Section 1. Any person holding an office in the NASAP Organization may be removed for good cause by a two-thirds vote of the Executive Board, whenever, in its judgment, the best interest of the organization shall be served thereby.