

# COLLEGE STUDENT PERSONNEL ASSOCIATION of NEW YORK STATE – As of June 5, 2011

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**By Laws History Summary:** Originally adopted March 26, 1981; Revision Reviewed and Approved by the Executive Board on June 4, 1994; Amended By-Laws became effective June 1, 1995 after receiving the approval of the membership; Revision Reviewed and Approved by the Executive Board on May 14, 2003; Amended By-Laws became effective June 2, 2003 after receiving the approval of the membership; Amended By-Laws became effective March 9, 2006 after receiving approval of the membership and review by the Advisory Board; Amended By-Laws became effective on May 10, 2007 after receiving approval from the membership; Revision Reviewed and Approved by the Executive Board on April 22, 2011; Amended By-Laws became effective June 5, 2011 after receiving the approval of the membership

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## ARTICLE I. NAME AND LEGAL STATUS

### Section 1. Name

The name of this Association shall be the College Student Personnel Association of New York State, Inc. (CSPA-NYS). The Association is incorporated under Section 402 of the Not-for-Profit Corporation Law of New York State.

### Section 2. Legal Status

The name of this Association shall be used in all business and activities of the Association. The name of this Association shall not be used by individuals, organizations or agencies without the explicit approval of the Executive Board.

## ARTICLE II. PURPOSE AND ACTIVITIES

### Section 1. Purpose

The College Student Personnel Association of New York State, Inc., is organized exclusively for educational purposes, including for such purposes, the possibility of making distributions to organizations that qualify as exempt organizations under Section 501(c) 3 of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law.)

### Section 2. Mission Statement

The College Student Personnel Association of New York State, Inc., the first chartered state division of the ACPA- College Student Educators International, is a comprehensive professional student affairs organization. We are dedicated to fostering the development of our members; a diverse community of educators, students and scholars within higher education.

### Section 3. Vision Statement

CSPA-NYS is the foremost provider of innovative professional developmental opportunities for facilitators of student learning in higher education.

### Section 4. Legislative Activities

No substantial part of the activities of this Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in or intervene in any political campaign on behalf of any candidate for public office (including the publishing or distribution of statements). Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501 (c) 3 of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Revenue Law.)

### Section 5. Affiliation with ACPA- College Student Educators International

The College Student Personnel Association of New York State, Inc., is a state division of the ACPA- College Student Educators International, an exempt corporation under Section 501 (c) 3 of the Internal Revenue Code of 1954. The activities and purposes of the Association shall be in accord with the activities and purposes of the ACPA- College Student Educators International. The Association adheres to the ACPA Statement on Ethical Principles and Standards.

### Section 6. Roberts' Rules of Order

The business of this Association shall be conducted according to *Roberts' Rules of Order* by Henry Martin Roberts, Revised except in all instances in which they are not consistent with the By-Laws or operating procedures of this Association.

## ARTICLE III. MEMBERSHIP

### Section 1. Membership

Membership in this Association shall be by individual, and is open to all persons who support the purposes of this

organization.

## **Section 2. Membership Categories**

There shall be four types of membership: Regular, Student, Honorary, and Crystal Circle. All members shall be voting members.

(A) A REGULAR member is an individual who has paid regular member dues to this Association.

(B) A STUDENT member is an individual who is enrolled in an institution of higher education and not employed full time during the current academic year, and who pays student member dues to this Association.

(C) An HONORARY member is an individual who has been elected to honorary member status by the Executive Board. Honorary membership shall be for life and shall be exempt from payment of dues.

(D) A CRYSTAL CIRCLE member is an individual who has successfully fulfilled their presidential cycle and has been endorsed by the Executive Board. Membership is for life and exempt from payment of annual Membership dues.

## **Section 3. Membership Year**

The membership year of this Association shall be on an annual rolling basis. Members whose dues have been paid shall be in good standing for one calendar year from the date their dues were processed.

Members who have not renewed their membership prior to their membership expiration date will be removed from the mailing list and shall not be eligible for member-only services until such time as their membership is renewed.

## **Section 4. Annual Dues**

The annual dues of this Association shall be determined by the Executive Board.

# **ARTICLE IV. ELECTED OFFICERS**

## **Section 1. Elected Officers**

The elected officers of this Association shall be Past President, President, President-Elect, Vice President for Professional Development, Vice President-Elect for Professional Development, and **four** Member-at-Large positions. All elected officers shall be Regular, Student, Honorary, or Crystal Circle members of this Association during their term of office and shall also be affiliated with an institution of post-secondary education in New York State for the same period. Exceptions to this affiliation requirement may be made by a simple majority of the Executive Board. In keeping with this organization's affiliation with the ACPA- College Student Educators International, all elected officers shall be members of the ACPA- College Student Educators International. Members who are employees of "For profit" organizations cannot use a CSPA-NYS Board position to solicit business.

## **Section 2. Term of Office**

The following defines the term of office for each elected position.

a. The President shall be a three-year term. The first year shall be as President-Elect, the second as President, and the third as Past-President.

b. The Vice President for Professional Development shall be a two-year term. The first year shall be as Vice President-Elect and the second year shall be as Vice President.

c. The Member-at-Large positions shall have two-year terms. Each year two shall be elected in the general election.

## **Section 3. Succession of Officers**

The President-Elect shall become President of this Association one year after the commencement of the term of office as President-Elect or upon the resignation, removal or death of the President. In the event that the President-Elect takes office as President during the term as President-Elect, that person shall continue to serve as President during the following year.

## **Section 4. President**

There shall be a PRESIDENT who shall preside at the annual Association meeting, meetings of the Executive Board, and all other meetings of this Association; consider all motions regularly made; and call special meetings as needed. The President shall be an ex-officio member of all committees; shall assure that the operation of this Association is in accordance with these By-Laws; and shall assure that the officers of this Association are advised of their duties and the operations of the Association.

## **Section 5. President-Elect**

There shall be a PRESIDENT-ELECT who shall become familiar with the work of this Association in preparation for the term as President and shall serve as an ex-officio member of all committees. In the absence of the President at CSPA-NYS meetings, the President-Elect shall perform the duties of the President.

## **Section 6. Past President**

There shall be a PAST PRESIDENT who shall be responsible for the Nominations and Elections process. In the absence of the President or the President-Elect at CSPA-NYS meetings, the Past President shall perform the duties of the President.

**Section 7. Vice President for Professional Development**

There shall be a VICE PRESIDENT FOR PROFESSIONAL DEVELOPMENT who shall be responsible for implementing such professional development programs as are undertaken by this Association. The Vice President for Professional Development, in consultation with the President, will recommend persons to serve as Professional Development Committee Chairs or serve in other Professional Development capacities as may be necessary to carry out these programs.

**Section 8. Vice President-Elect for Professional Development**

There shall be a VICE PRESIDENT-ELECT FOR PROFESSIONAL DEVELOPMENT who shall become familiar with the work of this Association in preparation for the term as Vice President for Professional Development. The Vice President-Elect shall work in conjunction with the Vice President for Professional Development to establish and implement professional development programs undertaken by the Association.

**Section 9. Member-at-Large**

There shall be four (4) MEMBER-AT-LARGE positions who shall have voice and vote during the deliberations of the Executive Board. Each Member-at-Large may also assume additional responsibilities as assigned by the President with the advice and consent of the Executive Board. Each Member-at-Large shall serve a two-year term per Article IV, Section 2.

**ARTICLE V. APPOINTED POSITIONS**

**Section 1. Appointed Board Officers**

When a vacancy occurs in an Appointed Board Officer position the current President, with the advice and approval by a simple majority of the elected officers, shall appoint the following Officers to the Executive Board: Annual Conference Chair, Secretary, Treasurer, Membership Coordinator, Communications Coordinator, Graduate Student Representative, Senior Student Affairs Officer Representative and Faculty in Student Affairs/Higher Education Representative. As a member of the Executive Board each are required to attend all CSPA-NYS Executive Board meetings and will have voice and vote at all meetings. In keeping with this organization's affiliation with the ACPA- College Student Educators International, all appointed Board officers shall be members of the ACPA- College Student Educators International. All Appointed Board Officers are expected to attend all executive board meetings.

**Section 2. Appointed Non-Board Officers**

When a vacancy occurs in an Appointed Non-Board Officers position the current President, with the advice and consultation of the Executive Board, shall appoint the following officers: Professional Development Committee Chairs, Webmaster, Historian, Marketing Chair, and the *CSPA-NYS Journal* Chair. All Appointed Non-Board Officers are expected to attend the in-person executive board meeting on the Saturday prior to the annual conference.

**Section 3. Criteria and Term**

All appointed positions shall be Regular, Honorary, Student, or Crystal Circle members of the Association. Appointed Board Officers shall serve a two-year term following the November 1 to October 31 officer cycle. This appointment term is renewable pending a discussion with the current president and approval by a simple majority of the elected officers. Appointed Non-Board Officers shall serve a one-year term following the November 1 to October 31 officer cycle. This appointment term is renewable pending a discussion and approval by the current President.

**Section 4. Appointed Board Officers**

**(A) Annual Conference Chair**

The Annual Conference Chair shall be responsible for the coordination of the CSPA-NYS Annual Conference held each fall. Responsibilities include the development and direct supervision of the Annual Conference Budget to be approved by November 1 of the previous calendar year as part of the entire CSPA-NYS annual operating budget, the recruitment and coordination of the conference committee members, assisting the president with the selection of an annual conference co-chair, and reporting regularly to the Executive Board regarding conference-planning progress. There shall be at any one time two Annual Conference Chairs: one for the current year's conference and one for the next year's conference. The newly appointed Annual Conference Chair shall serve first as co-chair for the current year's conference and assist the president in choosing a co-chair to serve with them the following year.

**(B) Association Secretary**

The Association Secretary shall record and transmit to the Executive Board all official proceedings of this Association and of the Executive Board of the Association; provide leadership to the Historian to maintain a permanent official file of all policy statements, papers, annual committee reports, literature and any other materials issued by the Association; and advise the Executive Board of the contents of such documents.

**(C) Association Treasurer**

The Association Treasurer shall receive all monies paid directly to this Association; keep an account of all receipts and expenditures; pay or authorize for payment all bills properly charged against the Association; chair the Budget Committee; draft an annual budget; make arrangements for an audit as required; and present, in writing, a financial report at the end of each fiscal year and/or at any other time upon request of the Executive Board.

(D) Membership Coordinator

The Membership Coordinator shall be responsible for the Association's membership recruitment and retention efforts, keep the membership rolls current, and provide the President and the Executive Board up to date data on membership.

(E) Communication Coordinator

The Communication Coordinator shall be responsible for providing leadership to the following Chair positions: Webmaster, Marketing, and *CSPA-NYS Journal* Chair. Additionally the Communication Coordinator coordinates all of the communication outlets for CSPA-NYS including Annual Conference announcements, professional development announcements, email communications, and proofreading of all documents.

(F) Graduate Student and New Professional Representative

The Graduate Student and New Professional Representative shall reflect the needs of persons preparing for professional careers in the field of student personnel and in all other ways, represent the interests of these students on the Executive Board. The representative shall assist the Membership Coordinator in recruiting new members and convene a meeting of student members at the Annual Conference. The Representative should be a current graduate student in a New York State Graduate Program and a Student Member or a New Professional with less than three years of service in a professional position.

(G) Faculty-Senior Student Affairs Officer Representative

The Senior Student Affairs Officer Representative shall endeavor to reflect and represent the needs of professionals serving colleges and universities at this level. The representative shall assist the Membership Coordinator in recruiting new members and the Vice President for Professional Development in the assessment and fulfillment of needs for senior student affairs members. The Representative should have a minimum of 15 years of service in Student Affairs professional positions.

(H) Faculty in Student Affairs/Higher Education Representative

The Faculty in Student Affairs/Higher Education Representative shall endeavor to reflect and represent the needs of professionals serving as faculty in student affairs preparatory programs in New York State. The representative shall assist the Membership Coordinator in recruiting new members and the Vice President for Professional Development in the assessment and fulfillment of student affairs/higher education faculty members. The Representative should be currently serving as faculty in a New York State Graduate Preparation program in Student Affairs.

**Section 5. Appointed Non-Board Chairs**

(A) Professional Development Committee Chairs

The Professional Development Committee Chairs shall be responsible for handling specific tasks delineated by the charge of their specific committee goal as defined by the Executive Board in agreement with the current Strategic Plan. The Professional Development Committee Chairs shall work collaboratively with the VP for Professional Development.

(B) Webmaster

The Webmaster shall be responsible for the upkeep and maintenance related to the CSPA-NYS Website. The Webmaster shall work collaboratively with the Communication Coordinator.

(C) Historian

The Historian shall keep track of all association details, including business records, photos, and historical documents. This person is responsible for coordinating the collection of all pertinent materials; he/she is also responsible for the safe and secure storage of such materials. The Historian shall work collaboratively with the Secretary.

(D) Marketing Chair

The Marketing Chair shall serve as CSPA-NYS key officer for all marketing publications and initiatives. This chair shall serve as a resource for and clearinghouse of all marketing for CSPA-NYS programs and services to members and post-secondary institutions throughout New York and regionally. The Marketing chair shall serve on the annual conference committee and assist the Annual Conference Chair in the marketing efforts for the annual conference. The Marketing Chair shall work collaboratively with the Communication Coordinator.

(E) *CSPA-NYS Journal* Chair

The Journal Chair shall be responsible for all aspects of the regular production of the *CSPA-NYS*

*Journal* through the recruitment of editorial board members, regular communication with the Journal Editor-in-Chief, and solicitation of articles, and for all aspects of the publication. The Journal Chair shall work collaboratively with the Communication Coordinator.

## **ARTICLE VI. EXECUTIVE BOARD**

### **Section 1. Executive Board**

The Executive Board shall manage the affairs of the Association; transact all necessary meetings of the membership; formulate and recommend policies to the membership; and carry out such activities as directed by the membership. The Executive Board shall act as the liaison group between this Association and the ACPA College Student Educators International. The Executive Board of this Association shall provide for representation to other State or National Associations where such representation is appropriate.

### **Section 2. Chair**

The President of the College Student Personnel Association of New York State, Inc., shall chair the Executive Board. The President can only vote in the case of a tie.

### **Section 3. Membership**

The Voting Members are the Elected Officers and the Appointed Board Officers. Any vacancies shall be filled by an appointment in accordance with these By-Laws.

### **Section 4. Bonding**

The President and Treasurer of the Association, who have the authority to sign checks or otherwise handle Association funds, shall be bonded. The cost of bonding shall be a budgeted expense of the Association.

### **Section 5. Quorum and Voting Rights**

A simple majority of the Executive Board shall constitute a quorum for the transaction of business at all regularly scheduled and emergency meetings. Each voting member of the Executive Board shall be entitled to one vote. Voting by proxy is not permitted.

### **Section 6. Term of Office**

The term of office for each position on the Executive Board shall be defined by the position held. The new Executive Board will be installed at the final session of each annual conference. The officer year shall run from November 1 to October 31.

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### **Section 7. Meetings**

At least four meetings of the Executive Board shall be called annually by the President, or at least at the joint request of any five members of this Board. There shall be an Executive Board Planning Retreat held each year after the annual election and prior to August 1 for the purpose of training new officers, planning, and initial budget development for the upcoming fiscal year. In the event that the Association Secretary is unable to attend a meeting, the President shall appoint a member of the Board present at the meeting to record Meeting Minutes. All meetings shall be governed by *Robert's Rules of Order* except where inconsistent with these by-laws or CSPANYS operating procedures.

### **Section 8. Committees**

The Executive Board may establish Committees to handle the operations, professional development work, and activities of the Association. Committees can include, but are not limited to Professional Development Committees, Budget Committee, Nominations and Elections Committee, and the Association Awards Committee. The Chair of the committee shall report to a specified Executive Board member.

### **Section 9. Ad Hoc Committees**

Ad Hoc Committees are developed to examine a specific topic or purpose. The Executive Board may establish ad hoc committees that may act for the Executive Board within such limits as may be established, in writing, by the Executive Board. The President may temporarily appoint an Ad Hoc Committee, pending final approval at the next meeting of the Executive Board.

## **Article VII. VACANCIES AND REMOVAL FROM OFFICE**

### **Section 1. Vacancy of an Office**

(A) Should the President or Vice President positions become vacant during the term of office, the "elect" office shall assume the remainder of that term in addition to their upcoming year in office.

(B) In the event of the resignation, removal, or death of the President-Elect, the Vice-President Elect, or a Member-at-Large, the Executive Board shall determine whether it is necessary to hold an immediate Nomination and Election process to fill the vacancy, or to fill the vacancy in the next scheduled Nomination and Election process.

(C) If a vacancy occurs among the Appointed positions, the President shall appoint a qualified member of the

Association to complete the vacated term of office in accordance with Article V.

## **Section 2. Removal from an Office**

(A) Any officer may be removed for just cause. Grounds for removal of an officer include: violation of Association policy, procedures, or ethical code (as prescribed by ACPA); failure to perform the duties of the office as set forth in the By-Laws and the policies of the Association; gross impropriety in carrying out the duties and responsibilities of the office.

(B) Officers of the Association may be removed by the following process:

1. Procedures to remove an officer from office may be initiated upon written submission of evidence by any member of the Association of proper cause as defined above.
2. The submitted material must be signed by at least two (2) current members of the Executive Board before the Executive Board can initiate action.
3. Upon receipt of the above information and ensuring that there are grounds for removal, the Executive Board shall conduct appropriate hearings, if needed, or deliberations to consider removing the officer from that office.
4. The officer shall be removed upon the affirmative vote of three-fourths (3/4) of all members of the Executive Board of the Association.

## **ARTICLE VIII. NOMINATIONS AND ELECTIONS**

### **Section 1. Eligibility**

The officers of this Association shall be elected annually by ballot. Only current members may be nominated, placed on an election ballot, and/or vote in the annual election. Only two of the four Member-at-Large positions will be elected each year in accordance with a two-year term of office.

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### **Section 2. Chair and Committee**

The Past President of this Association shall serve as Chairperson for Nominations and Elections. This person shall be assisted by the President. If appropriate and necessary, the President may request that a "Nominations and Elections Committee" be designated to assist with this process. The Past President will chair the committee with no vote in the committee business. In the event that a Committee is designated and a member of the Committee becomes a candidate, that person shall resign from the Committee and be replaced by a new member selected by the President.

### **Section 3. Process**

The Past President shall request nominations from all members of the Association and, guided thereby, shall place on the election ballot the names of eligible individuals for each office. The Past President, or designated committee, shall have the authority to evaluate the suitability of nominees according to published criteria. The Past President shall develop a ballot of all eligible nominees, conduct an election by ballot of all members of the Association, and tally and certify the results. The person receiving the highest number of votes cast for each office shall be certified as elected to that office. A report of the results shall be filed with the President of the Association for distribution to the membership.

### **Section 4. Certification and Announcement of Results**

Elections will be held and certified in due time to assure that new members of the Executive Board may attend the planning retreat.

## **ARTICLE IX. FISCAL YEAR AND BUDGET**

### **Section 1. Fiscal Year**

The Fiscal Year of this Association shall be from November 1 to October 31.

### **Section 2. Budget Preparation**

Prior to the Annual Conference each year, the Association Treasurer shall compile the annual CSPA-NYS operating budget for the coming fiscal year from requests made by the members of the Executive Board. The finalized budget must be adopted by the Executive Board of this Association prior to November 1. No spending is permitted unless an annual budget has been approved.

### **Section 3. Distribution**

Copies of the budget can be made available to CSPA-NYS members upon request within 90 days following its adoption by the Executive Board.

## **ARTICLE X. ASSETS OF THE ASSOCIATION**

### **Section 1. Assets**

All assets of the Association shall be subject to the control of the Executive Board. No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, officers, or other private persons,

except that the Association shall be authorized and empowered to pay, as approved by its Executive Board, reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II in accordance with these By-Laws.

### **Section 2. Committee Expenses**

Committee expenses of this Association may be paid from funds appropriated therefore in the annual budget, and any liability incurred by any committee in excess of the funds appropriated therefore shall not be the liability of this Association, but may be the personal liability of the person or persons responsible for incurring or authorizing such liability.

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### **Section 3. Dissolution**

Upon the dissolution of the Association, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under Sec 501 (c) 3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE XI. AMENDMENTS**

### **Section 1. Purpose**

Amendments to these By-Laws may be adopted as deemed necessary for the proper management of this Association. Any amendment so adopted shall be consistent with the activities and purposes of the ACPA College Student Educators International.

### **Section 2. Process**

Amendments may be initiated by the Executive Board. Amendments may also be proposed by petition to the Executive Board signed by at least twenty-five (25) Members of the Association. If petitions are not approved by the Executive Board, the reason(s) for its action shall be reported to the membership. Petitions not approved by the Executive Board shall be presented to the membership for approval if ten percent (10%) of the members so request.

### **Section 3. Membership Approval**

All proposed amendments shall be submitted to the membership for approval. A minimum of one month and a maximum of two months shall be allowed for the return of ballots. A majority of the ballots returned within the specified time limit is required to enact the proposed amendment(s). The results of this balloting shall be announced to the membership.

### **Section 4. Implementation**

Amendments, if passed by a majority of all members voting, shall be added to the By-Laws and shall go into effect in accordance with the time specified in the Amendment(s).