

**CONSTITUTION AND BYLAWS OF THE INDIANA CHAPTER OF THE  
EDUCATIONAL OPPORTUNITY ASSOCIATION**  
(REVISED 2021)

**Article I. NAME**

The name of this association shall be the Indiana Chapter of the Educational Opportunity Association (EOA). Hereinafter also referred to as the Chapter.

**Article II. PURPOSES AND OBJECTIVES**

The purpose of the Chapter of the Educational Opportunity Association (EOA) (hereafter referred to as the Association) shall be to bring together into a work and study community those persons who have an active interest in, or who are professionally involved in, broadening accessibility to, and assuring success in, formal post-secondary educational. Major foci will be 1) those elements which prepare and condition students for post-secondary education experiences, and 2) institutional responses to the challenge of serving more diverse student populations. Although the Chapter will have a broad base of student concern, it will be particularly concerned about those students who by reason of socio-economic station, ethnic definition, physical handicap, limited college information (first-generation status), and/or restricted cultural educational experiences find themselves in a position of disadvantage with traditional mainstream American students.

The Chapter shall seek to accomplish its purpose(s) by:

- Promoting research, evaluation, programmatic and fiscal planning, and training – inclusive of, but not limited to, conducting workshops and seminars and generally seeking to educate the public and public officials to the concerns of the Indiana Chapter;
- Developing the capability to make timely and meaningful responses to issues and concerns affecting the educational resources and environment of non-traditional students;
- Encouraging the development and expansion of a communications network primarily for those persons professionally involved in educational opportunity programs and services;
- Engaging in the specific and general coordination of efforts with other organizations and persons having purposes supportive of or in harmony with Indiana Chapter concerns; and,
- Awarding scholarships to students in accordance with the purposes of the Association and according to qualifications established by the Board of Directors and the Delegate Assembly.

**Article III. MEMBERSHIP**

**Section 3.1 TYPES OF MEMBERSHIP**

Membership application is made to Educational Opportunity Association (EOA), (hereinafter referred to as The Association). Membership in The Association is subject to the review of The Association Membership and Certification Committee. There will be no individual membership in a Chapter apart from membership in The Association. Members in each category listed below will pay dues to The

Association, thereby making one a member of The Chapter as well as of The Association. Honorary Membership and Honorary Active Professional Membership are to be bestowed by the EOA Board of Directors only and once named as an EOA Honorary Member or EOA Honorary Active Professional Member, dues will be waived. All Indiana professionals who are members of The Association are members of The Chapter. Membership categories will be of five types: Active Professional, Affiliate, Organizational, Honorary, and Honorary Active Professional.

### **Section 3.2 ACTIVE PROFESSIONAL MEMBERSHIP**

**3.2.1)** Active Professional Membership is available for any professionals who will actively support the purposes and objectives of The Chapter, as delineated in Article 2 of this Constitution and Bylaws and whose primary work is either directly in education opportunity programs and services or in a professional field that indirectly promotes educational opportunities. Active Professional Members must be members in good standing, must reside or work within The Chapter's borders, and must pay the annual dues as established by The Association Board of Directors.

**3.2.2)** Each Active Professional Member is entitled to have a voice and one vote as stated in **Article 7, Section 7.2**, and is eligible to hold office as delineated in **Article 5** of the Constitution and Bylaws of this Chapter and in **Article 6, Section 6.1** of the Constitution and Bylaws of the Association.

### **Section 3.3 AFFILIATE MEMBERSHIP**

**3.3.1)** Affiliate Membership is available to those persons who support the purposes and objectives of the Chapter, as herein expressed, such as educational opportunity program alumni, participants, retirees, graduate students, and others having an interest in broadening accessibility to and success in formal postsecondary education. Affiliate Members must, nevertheless, be members in good standing with The Chapter and The Association, need not reside or work within the Chapter's borders but must pay the annual dues as established by the Association's Board of Directors.

**3.3.2)** Each Affiliate Member may have voice but may not vote in meetings of the Chapter or Association, and is not eligible to hold office.

### **Section 3.4 ORGANIZATIONAL MEMBERSHIP**

**3.4.1)** Organizational Membership is available for any organization, whether an educational institution, nonprofit organization, corporation, business or agency, having an active interest in promoting the goals of The Chapter and The Association. Organizational Members must be members in good standing with the Chapter and The Association and must pay the annual dues as established by the Association's Board of Directors.

**3.4.2)** Each Organizational Member shall be allowed individuals, up to the level of paid membership dues, to become certified to represent the organization at meetings of, or otherwise in connection with, The Chapter and The Association and receive member rates for attendance and participation.

**3.4.3)** Each individual certified under an Organizational Membership may have voice but not vote in the affairs of The Chapter or The Association, and is not eligible to hold office.

### **Section 3.5 HONORARY MEMBERSHIP**

81 **3.5.1)** Honorary Membership may be conferred upon an individual, institution, organization, foundation,  
82 or business by a two-thirds vote of The Association Board of Directors in recognition of extraordinary  
83 contributions to or support of The Association. Any Active Professional Member, Associate Member,  
84 Association Committee, or Chapter may submit a nomination for Honorary Membership for  
85 consideration by The Association Board of Directors. Once conferred, Honorary Membership is  
86 perpetual unless or until otherwise determined by The Association Board of Directors. Honorary  
87 Members need not be members of a recognized Chapter chartered by The Association nor reside in or be  
88 employed within a chartered Chapter's borders or those of The Association. Annual dues are waived for  
89 Honorary Members.

90 **3.5.2)** Honorary Members are to receive recognition by annual publication of a roster of such members  
91 and by such other recognition as may be deemed appropriate by The Association Board of Directors.

92 **3.5.3)** Each Honorary Member may have voice, but may not vote, in affairs of The Association and/or  
93 The Chapter, and is not eligible to hold office.

## 94 **Section 3.6 HONORARY ACTIVE PROFESSIONAL MEMBERSHIP**

96 **3.6.1)** Honorary Active Professional Membership is limited to current Active Professionals in  
97 recognition of extraordinary service to The Association. Any Active Professional Member, Associate  
98 Member, Association committee, or Chapter may submit a nomination for Honorary Active Professional  
99 Membership for consideration by The Association Board of Directors. Once conferred, Honorary Active  
100 Professional Membership is perpetual unless or until otherwise determined by The Association Board of  
101 Directors. Annual dues are waived for Honorary Active Professional Members.

102 **3.6.2)** Honorary Active Professional Members are to receive recognition by annual publication of a  
103 roster of such members and by such other recognition as may be deemed appropriate by The Association  
104 Board of Directors.

105 **3.6.3)** Honorary Active Professional Members are entitled to both voice and vote in the affairs of The  
106 Association and are eligible to hold office. However, Honorary Active Professional Members who wish  
107 to hold office must reside or work within The Association's borders.

## 108 **Section 3.7 COMMITTEE SERVICE**

110 All members, regardless of category, are eligible to serve as conveners, facilitators, or members of any  
111 Chapter committee and as chairs of any special committee subject to the terms stipulated in Article 9.

## 112 **Section 3.8 CHAPTER DUES**

114 Annual dues for members shall be established by the action of the Association's Board of Directors.

## 115 **Section 3.9 MEMBERSHIP YEAR**

117 The membership year shall be twelve months (annual) beginning at the time of an approved membership  
118 application for The Association accompanied by the appropriate dues.

## 119 **Section 3.10 COMPENSATION AND EXPENSES OF ASSOCIATION MEMBERS**

121 The members of the Chapter, as such, shall receive no compensation from the Chapter for their services  
122 performed as Association members on behalf of the Chapter. Any travel or related expenses incurred by  
123 the member in the conduct of Chapter affairs may be paid to the extent as stipulated in the Chapter

124 Fiscal Policies and Procedures and other appropriate governing documents, or as otherwise approved by  
125 the Board of Directors.

## 126 **Article IV. The Indiana Chapter of The Association**

### 127 **Section 4.1 THE ORGANIZATION OF THE CHAPTER**

128 The Indiana Chapter of the Educational Opportunity is a component of the Association. The decisions  
129 and regulations approved by the Association in accordance with its constitution and bylaws shall be  
130 considered binding on the Chapter.

### 132 **Section 4.2 OBLIGATIONS TO THE ASSOCIATION**

133 Amendments to the Chapter's Constitution and Bylaws that are approved by the chapter's Board of  
134 Directors as described in Article 8 will be reported in electronic and/or hard copy format to the Legal  
135 Concerns and Constitutional Issues Committee. Any proposed amendment must be received by first  
136 class mail and/or electronic media by the Legal Concerns and Constitutional Committee at least three  
137 weeks before the next scheduled meetings of the Board of the Directors. The Committee will present the  
138 amendments to the Association Board of Directors at least one week prior to a meeting of  
139 the Board of Directors. Formal adoption by the Chapter is effective only after approval by the  
140 Association Board of Directors.

### 142 **Section 4.3 ANNUAL CHAPTER ELECTION REPORT**

143 **4.3.1)** Within two weeks of the completion of Chapter elections, the President of the Chapter shall  
144 report election results in writing to the Association's Board of Directors.

146 **4.3.2)** At least one week prior to the Annual Meeting of the Association's Delegate Assembly the  
147 President of the Chapter shall submit on behalf of the Chapter a written annual  
148 report to the Association's Board of Directors. This annual report shall include a summary of the  
149 Chapter's activities and accomplishments, reports or summaries of activities of all standing and special  
150 committees, and other activities, events, and matters deemed appropriate for the year by the  
151 Association's Board of Directors.

### 153 **Section 4.4 AUTHORITY FOR INVOLUNTARY DISSOLUTION OF THE CHAPTER**

154 **4.4.1)** If it should be deemed in the best interests of the Association and with a petition by a majority of  
155 voting members of the Association or the recommendation of the Association's Board of Directors,  
156 action to dissolve the Chapter may be initiated.

158 **4.4.2)** Upon receipt of a notice of intent to dissolve the Chapter, the Board of Directors and the  
159 President shall take immediate steps to bring the Chapter into compliance with the Constitution and  
160 Bylaws of the Association. The Chapter shall have until the next General Assembly of the Association  
161 (but in no case less than nine months) to effect remedial measures or otherwise bring itself into  
162 compliance with the Constitution and Bylaws of the Association.

164 **4.4.3)** The President and Board of Directors shall take appropriate actions to retain the Chapter's status  
165 within the Association: these actions shall be to attempt to convince the members of the Association's

Board of Directors not to present a bill of dissolution to the Delegate Assembly of the Association, or, in failing that measure, to take appropriate steps to convince the Delegate Assembly not to endorse the revocation of the Chapter's charter.

## **Article V. Officers of the Chapter**

### **Section 5.1 OFFICERS OF THE CHAPTER**

**5.1.1)** The officers of the Chapter shall be the President, the President-Elect, the Immediate Past-President, the Secretary, and the Treasurer. The President or President-Elect may not simultaneously serve as an elected officer of the regional Association.

**5.1.2)** All officers of the Chapter shall be elected at-large from among the Active Professional Members and Honorary Professional Members of the Chapter.

**5.1.3)** The term of office of any elected officer of the Chapter shall begin at the conclusion of the annual meeting of the Chapter's Delegate Assembly during the EOA Annual Conference and shall be for a period of one year or until a successor takes office.

**5.1.4)** The President-Elect shall assume the Presidency of the Indiana Chapter upon the death, resignation, or impeachment of the President, or upon the conclusion of the President's term.

**5.1.5)** In the event of the President-Elect's death, resignation, impeachment, or ascension to the presidency, the vacancy shall be filled by a special at-large election, providing there are six or more months remaining in the normal term of office. If there are fewer than six months remaining in the normal term of office, the position shall be entitled Vice- President, and the vacancy shall be filled by a two-thirds (two-thirds) vote of the Board of Directors upon nomination by the President. Such appointment shall be on an interim basis until the next general election of officers and shall not prejudice the election of the incumbent to a regular term of office.

**5.1.6)** The Immediate Past-President shall serve as the chair of the Nominations and Election Committee and as a member of the Executive Committee.

**5.1.7)** The Secretary and Treasurer may be elected to unlimited one-year terms. Upon the death, resignation, or impeachment of the Treasurer or Secretary, the vacancy will be filled by the Board of Directors upon nomination by the President. In case of vacancy of the office of Parliamentarian, the President shall fill the office by simple appointment. Such an appointment shall be on an interim basis until the next general election of officers and shall not prejudice the election of the incumbent to a regular term of office.

**5.1.8)** Impeachment of elected Chapter officers may be affected by a two-thirds vote of the Board of Directors and ratified by a majority of the vote of those responding on a ballot, within 30 days, by mail or email of the Board of Director's decision.

**5.1.9)** If any officer, during the course of the term of office fails to meet the membership requirements in Article 3, the officer shall forfeit the right to such office. An officer who must so forfeit the rights to hold office shall provide written notification by mail or by email to the Chapter Board of Directors within two weeks of the change in status. The Chapter Board of Directors will fill the vacancy that results in accordance with the terms of **Article 5.1.4, 5.1.5, 5.1.6, 5.1.7 and 5.1.8.**

### **Section 5.2 DUTIES OF OFFICERS**

**5.2.1)** The President shall preside at all meetings of the Chapter and shall be chairperson of and preside at meetings of the Board of Directors. The President, subject to

208 **5.2.1)** confirmation by the Board of Directors, shall nominate the members of all committees, except as  
209 otherwise specified in this Constitution and Bylaws, and shall be an ex-officio member of all  
210 committees. The President shall perform the duties customary to that office and such additional duties as  
211 directed by the Board of Directors. The President shall serve on the Association Board of Directors as a  
212 Chapter representative. The President, or his/her designee, will represent the Chapter at meetings of  
213 other organizations. The Board of Directors shall confirm all designees.

214 **5.2.2)** The President-Elect shall perform the duties of the President in the absence of or incapacity of  
215 the President as determined by the Board of Directors. The President-Elect shall serve as chairperson of  
216 the Membership and Credentials Committee and shall be a member of the Finance Committee of the  
217 Indiana Chapter. The President-Elect shall serve on the Association's Board of Directors as a Chapter  
218 representative.

219 **5.2.3)** The Immediate Past-President shall perform the duties customary to the office and such additional  
220 duties as directed by the Board of Directors.

221 **5.2.4)** The Treasurer shall represent the Chapter in assuring the receipt and expenditures of funds in  
222 accordance with the directives established by the Board of Directors and shall be under such bond as  
223 may be determined by the Board of Directors. The Treasurer shall perform duties customary to the  
224 office and such additional duties as may be determined by the Board of Directors. The Treasurer shall  
225 arrange for an annual audit of the Chapter's finances in time to allow for a printed report to the annual  
226 meeting of the Delegate Assembly of the Chapter. The Treasurer shall serve on the Finance Committee  
227 of the Indiana Chapter. The Treasurer shall serve as a member of the Membership and Credentials  
228 Committee having responsibility for the processing of all membership applications. The Treasurer shall  
229 be an agent of the Indiana Chapter responsible for credentialing members.

230 **5.2.5)** The Secretary shall perform the duties customary to the office and such additional duties as may  
231 be directed by the Board of Directors. The Secretary shall be responsible for the minutes of all Board of  
232 Directors' meetings as well as of the Annual Meeting of the Delegate Assembly and shall submit such  
233 minutes electronically and/or in writing for approval by the Board. The Secretary shall be responsible  
234 for maintaining all records, documents, reports, correspondence, and related written information  
235 pertaining to Chapter business during the current administration and for submitting them electronically  
236 and/or in writing at the conclusion of the term of office to the Chapter Archives as established by the  
237 Board of Directors.

### 238 **Section 5.3 COMPENSATION AND EXPENSES OF OFFICERS**

240 None of the elected officers of the Chapter shall receive any compensation for their services, as such, to  
241 the Chapter. Any travel or related expenses incurred by an elected or appointed officer or official in the  
242 conduct of Chapter affairs may be paid to the  
243 extent stipulated by the annual budget of the Chapter, or as otherwise approved by the Chapter's Board  
244 of Directors.

### 245 **Section 5.4 NOMINATIONS AND ELECTIONS OF OFFICERS**

247 **5.4.1)** The Nominations and Elections Committee as constituted in **Article 9, Section 9.3.9**, shall poll  
248 the membership for the names of possible candidates to be placed in nomination for the positions of  
249 President-Elect, Treasurer, and Secretary and shall select appropriate candidates from among these

nominees. No person accepted for nomination as a candidate shall be placed in nomination a second time during the current election.

**5.4.2)** The Nominations and Elections Committee shall conduct the election of Officers by secret ballot either 1) by mail or by email, or 2) at a duly called meeting of the Indiana Chapter's Delegate Assembly. In the first instance, a simple majority vote of those eligible members submitting timely ballots shall constitute election to office. In the second instance, it shall be a simple majority of those eligible to vote. In no case will proxy voting be allowed.

**5.4.3)** The Nominations and Elections Committee shall submit to the Board of Directors for its approval at the Board's meeting preceding the election 1) the proposed procedures for carrying out the annual election, and 2) a proposed slate of Active Professional members for each of the offices.

## Article VI. Board of Directors

### Section 6.1 COMPOSITION

**6.1.1)** The Chapter's Board of Directors shall consist of the five officers described in Article 5 and the Chairpersons of the committees provided for in Article 9 of this Constitution and Bylaws.

**6.1.2)** Neither the President nor the President-Elect of the Chapter may simultaneously serve as an elected officer of the Association

### Section 6.2 FUNCTION

The Board of Directors shall have full authority to conduct the affairs of the Chapter during the interim period between meetings of the Delegate Assembly of the Chapter. Such authority must remain within the provisions of this Constitution and must not conflict with or reverse decisions, actions, or policies established by the Chapter Delegate Assembly or by the Association Delegate Assembly.

### Section 6.3 MEETINGS OF THE BOARD OF DIRECTORS AND NOTICE

**6.3.1)** The Board of Directors shall meet *quarterly*.

**6.3.2)** A calendar of regular, scheduled meetings shall be presented by the President and approved by the Board of Directors. Written or e-mail notice shall be given to all members of the Board of Directors *10 days prior* to regular, scheduled meetings.

**6.3.3)** Additional meetings of the Board of Directors may be called by a majority vote or petition of the members of the Board of Directors or upon the call of the President. The time and place of such additional meetings shall be fixed by the President. Notice thereof by email or by printed copy shall be given to all members of the Board of Directors *at least 7 days prior* to any such called meeting unless a majority vote the Board of Directors establishes cause and waives this requirement.

**6.3.4)** The President shall be the Chairperson and preside at meetings of the Chapter's Board of Directors. In the President's absence, the President-Elect shall preside.

**6.3.5)** A quorum shall consist of a simple majority of the Board of Directors.

**6.3.6)** Each member of the Board of Directors is entitled to one vote when present at a Board meeting. Chapter President and President-elect are the only Chapter representatives who may be recognized for voting purposes in Board of Directors matters. At no time is voting by proxy by any member of the Board of Directors permitted, nor may a Chapter substitute for its President or President-Elect/Vice President.

## Article VII. The Chapter Delegate Assembly

### Section 7.1 AUTHORITY, TIME, AND PLACE OF MEETING

The supreme authority of the Chapter shall be the Chapter Delegate Assembly. The Chapter Delegate Assembly shall meet annually at a time and place fixed by the Board of Directors. Notice of the place, date and time of the meeting must be sent by first class mail and/or electronic media to the addresses on record of all members at least *one week* before meeting is held.

### Section 7.2 MEMBERSHIP AND VOTING

**7.2.1)** All categories of the Chapter membership are allowed to participate in the Delegate Assembly meetings as stipulated in **Article 3** of this Constitution.

**7.2.2)** Only Active Professional and Honorary Active Professional members are permitted to vote on business of the Association.

**7.2.3)** At each meeting of the Delegate Assembly the Membership and Credentials Committee shall certify and designate the eligible voting members.

### Section 7.3 QUORUM

The Indiana TRIO Chapter Delegate Assembly is traditionally held during the annual chapter's conference. The eligible voting members present at a duly called meeting of the Chapter Delegate Assembly shall constitute a quorum. A quorum shall represent 25% of the membership confirmed as meeting attendees.

## Article VIII. Business Affairs of the Chapter

Except as otherwise provided for in this Constitution and Bylaw, the Chapter shall follow the expectations of the Chapter's Policies, Procedures, and Practices manual and the stipulations of the Chapter's Financial Manual.

### Section 8.1 SEVERABLE OR TRANSFERABLE INTEREST

No member shall have any severable or transferable interest in the property of the Indiana Chapter.

### Section 8.2 CONTROL AND MANAGEMENT

All property of the Chapter shall be subject to the control and management of the Board of Directors. Any accumulation or disposal of property except upon dissolution of the Chapter must be approved in advance by the Board.

### Section 8.3 DISPOSAL UPON DISSOLUTION

Upon dissolution of the Chapter, none of its property shall be distributed to any of the members, and all of such property shall be transferred to such other organization or organizations as the Board of Directors shall determine to have purposes and activities most nearly consistent with those of the Chapter.

### Section 8.4 APPROPRIATION OF THE CHAPTER FUNDS



No appropriations of Chapter funds shall be made except pursuant to the authority of the Board of Directors.

## **Article IX. Committees**

### **Section 9.1 EXECUTIVE COMMITTEE**

**9.1.1)** The Officers of the Chapter shall constitute the Executive Committee.

**9.1.2)** The Executive Committee shall, between meetings of the Board of Directors, have all powers and duties that the Board of Directors may lawfully delegate. The Executive Committee cannot modify any action taken by the Board of Directors.

**9.1.3)** The President shall call such meetings of the Executive Committee as the business of the Chapter may require or as requested by three members of the Executive Committee. The time and place of such meetings shall be fixed by the President. Notice thereof shall be given to all members of the Executive Committee to the meeting unless a majority vote of the members of the Executive Committee establishes cause and waives this requirement.

**9.1.4)** A majority of the Executive Committee shall constitute a quorum at any duly called meeting of the Committee. Minutes of such meetings shall be distributed by first class mail and/or electronic media to all members of the Board of Directors within *10 days* of the meeting. A vote to ratify actions of the Executive Committee shall be taken at the next meeting of the Board of Directors.

### **Section 9.2 APPOINTMENT OF COMMITTEES**

**9.2.1)** Except as otherwise delineated in this Constitution and Bylaws, the President shall nominate the chairs and members of all committees and such special committees as may be needed to conduct the affairs of the Chapter. Their appointments shall be subject to confirmation by the Board of Directors.

**9.2.2)** Committee chairs shall serve as Chapter representatives on the respective committees of the Association unless otherwise designated by the Chapter Board of Directors or the Association.

### **Section 9.3 STANDING COMMITTEES**

The Chapter shall have the following committees, which shall be established as per the provisions of **Article 9, Section 2**, of this Constitution and Bylaws.

#### **9.3.1) MEMBERSHIP AND CERTIFICATION**

It shall be the responsibility of the Membership and Certification Committee to actively promote membership in the Indiana Chapter. The committee will provide the Association with a certified list of membership to determine membership class and eligibility for purposes of participation in Indiana Chapter activities. The Membership and Certification Committee shall, for each Indiana Chapter meeting, certify to the Executive Committee the names of eligible voters and shall also be responsible for monitoring the tallying of votes when necessary. The President-elect and the Treasurer shall serve on this committee.

#### **9.3.2) RESEARCH AND EVALUATION**

The responsibility of this committee shall include, but not limited to, the research, evaluation, and planning related to the Indiana Chapter's purposes and goals as delineated in Article 2 of this Constitution and Bylaws. It shall be a resource for all

committees of the Indiana Chapter and shall generally react to priorities established by the Board of Directors. Specific assistance and collaboration with the Legislation and Education Committee and the Annual Conference Committee are expected.

### **9.3.3) SPECIAL CONCERNS AND AFFILIATIONS**

This committee is charged with the responsibility of ensuring the representation and/or input of special populations in Chapter activities and decisions. It is further charged with the responsibility of ensuring the input and affiliation of the Chapter with other organizations which have purposes supportive of, or in harmony with, chapter concerns and objectives. Specific matters which shall be addressed include, but are not limited to, student financial aid, and learning or physical disabilities. A representative from this chapter's committee will serve on the Association's Special Concerns and Affiliation committee.

### **9.3.4) LEGISLATION AND EDUCATION**

The Legislation and Education Committee shall specifically address Chapter goals 1) and 2) of the second paragraph of Article 2 of this Constitution and Bylaws, as charged by the President and Board of Directors. A representative from this chapter's committee will serve on the Association's Legislation and Education committee.

### **9.3.5) SCHOLARSHIPS**

The Scholarship Committee shall administer the nomination and awarding of such scholarships as the Chapter is afforded by its own fundraising or through the auspices of the Association. The purposes of any scholarship shall be in accordance with the aims and purposes of the Association and the Chapter and shall abide by stipulations of the US Internal Revenue code and laws. A representative from this chapter's committee will serve on the Association's Scholarships committee.

### **9.3.6) PUBLIC RELATIONS AND COMMUNICATIONS**

The Editorial and Publications Committee shall address itself primarily to the Indiana Chapter's goals and objectives. The Committee shall be responsible for any regularly scheduled printed or electronic newsletter or publication of the Chapter.

### **9.3.7) PROFESSIONAL DEVELOPMENT**

The Professional Development Committee shall be responsible for addressing matters pertaining to professional preparation, ethics, and to provide professional development, training, and advancement activities and opportunities which contribute to the competency, status, and image of Chapter members. The Professional Development Committee is expected to work closely with other committees that have as a purpose the provision of training and development activities for the membership. A representative from this chapter's committee will serve on the Association's Professional Development committee.

### **9.3.8) FINANCE**

The Finance Committee shall be responsible for developing and submitting a proposed annual budget to the Board of Directors for approval. It shall also be responsible for

monitoring all fiscal matters pertinent to the Indiana Chapter's activities. The Treasurer and the President-Elect shall be members of this committee. Three additional persons will be appointed by the President and confirmed by the Board of Directors.

### **9.3.9) NOMINATIONS AND ELECTIONS**

**9.3.9.1** The Nominations and Election committee is responsible for the development and implementation of a process for the selection of candidates for officers of the Chapter in accordance with the guidelines set down in Article 5, section 5.4 of this Constitution and Bylaws. The committee is further charged with conducting the election of Chapter officers as stipulated in this Constitution.

**9.3.9.2** The Nominations and Election committee shall be chaired by the Immediate Past- President and shall be composed of President-Elect and one other Active Professional members appointed by the President, subject to the confirmation by the Board of Directors. No member of the Nominations and Election Committee may serve for two consecutive years, nor may any member become a candidate for any office while a member of the committee.

### **9.3.10) TECHNOLOGY**

The responsibility of the Technology Committee is to provide technology support, management, and maintenance for the Chapter, to maintain IN-TRIO online systems and website with incorporated emerging technologies, and to ensure the dissemination and availability of IN-TRIO publications/updates, pertinent documents, event information, and membership information.

## **Section 9.4 SPECIAL STANDING COMMITTEES**

### **9.4.1) ANNUAL CONFERENCE**

The Annual Conference Committee chair(s) shall also be members of the Professional Development Committee. The President-Elect is to be a member of the Annual Conference Committee. The committee is responsible for the development of the conference theme; determination of all conference sessions; selection of speakers and presenters; and all other matters normally associated with conference programs. The Committee is also responsible for conference advertising and publicity, registration, menu, entertainment, and other non-programmatic but related services pertinent to the arrangements for the conference.

### **9.4.2) PLANNING AND DEVELOPMENT**

This committee is charged with developing fundraising and other plans which address the purposes and objectives of the Chapter and the Association as designed by the Chapter Board of Directors. The Immediate Past-President shall serve as a member of this committee. Among the committee will be a representative to serve on the Association Planning and Development committee.

### **9.4.3) AWARDS AND RECOGNITION**

The Awards and Recognition Committee shall have the responsibility of promoting the achievements of TRIO students within the Chapter's borders through the annual selection of the recipient of the Bertha Jones award for TRIO participants. It shall also have the obligation of seeking recognition for the meritorious service of a TRIO program professional through the selection of a recipient for the LaVerta L. Terry award for service and the Rozelle Boyd award for achievement. The committee shall further be

charged with promoting the Chapter's awareness of the qualifications for these awards and of the history of recipients.

#### **9.4.4) EDUCATIONAL CONCERNS**

This committee shall address issues and concerns at the secondary and post-secondary levels as they pertain to the programs, students, and personnel represented by this Chapter. The committee shall assume an affirmative action role of fostering cooperation between the secondary and post-secondary educational communities by recommending appropriate actions, programs, and areas of concern to the Board of Directors.

#### **9.4.5) STUDENT LEADERSHIP CONFERENCE**

The committee shall provide either an annual conference to promote the growth and development of TRIO participants who reside in, or attend institutions within, the Chapter's borders through and annual gathering for leadership activities or else it shall promote Chapter student participation in the Association's annual Student Leadership Conference.

#### **9.4.6) TRIO ALUMNI**

The charge of this Committee shall be to promote the participation of TRIO Alumni in the Alumni Chapter and in activities of the Association.

### **Section 9.5 AD HOC COMMITTEE**

Task-oriented special committees may be established from time-to-time as the President and Board of Directors see fit. Such committees will operate within the purposes and objectives of the Chapter, shall be specifically charged and shall be automatically dismissed upon completion of their task.

### **Section 9.6 REPORTS**

At least *two weeks* prior to the annual meeting of the Chapter's Delegate, Assembly the Chair of each committee shall submit a written annual report to the Chapter's Board of Directors. This annual report shall include a summary of the Committee's activities and accomplishments.

## **Article X. Advisory Council**

The Indiana Chapter may establish an Advisory Council of no more than 30 persons, including an appropriate number of student representatives, selected on the basis of geographical location, gender, ethnicity, and program involvement. All Advisory Council members shall have one-year terms subject to unlimited renewal.

## **Article XI. Affiliation**

The Chapter may affiliate with other organizations committed to similar purposes where it is in the interest of the Chapter to do so. The Delegate Assembly may approve such arrangements by a simple majority of those attending the meeting of the Assembly where the Board of Directors, by a simple majority of a quorum, have approved affiliation, and where all members have received a thirty (30) day notice of the motion to affiliate.

499 **Article XII. Article 12 Rules of Order**

500 **Section 12.1 ROBERTS RULES OF ORDER REVISED**

501 The current edition of Robert's Rules of Order shall be the parliamentary authority for all proceedings of  
502 the Chapter unless otherwise specified in the Constitution and Bylaws or the Policy and Procedures  
503 Manual.

504

505 **Section 12.2 PARLIAMENTARIAN**

506 The President shall appoint a Parliamentarian subject to the confirmation of the Chapter Board of  
507 Directors. The Parliamentarian shall fulfill that role for all meetings of the Chapter Delegate Assembly  
508 as well as for all meetings of the Chapter's Board of Directors.

509 **12.2.1)** The Parliamentarian shall advise the President and the Chapter Board of Directors on the  
510 organization and sequencing of actions or procedures during meetings of the Chapter. The purpose of  
511 this position is to assist the President particularly and the Chapter Board generally in accomplishing its  
512 duties to the membership.

513 **Article XIII. Constitutional Amendments**

514 **Section 13.1 INITIATION**

515 Proposals to amend this Constitution may be initiated by the Board of Directors, majority  
516 recommendation of a committee, or any one Active Professional or Associate Member. If a proposal to  
517 amend is initiated by an individual member, it shall be accompanied by a petition signed by at least  
518 twenty (20) Active Professional and/or Associate Members. Six (6) copies of the proposed amendment  
519 shall be certified to the Secretary at least forty-five (45) days in writing or electronic media before action  
520 is expected. No vote shall be taken until at least thirty (30) days after copies have been made available to  
521 the total membership of record.

522

523 **Section 13.2 APPROVAL**

524 The Constitution and Bylaws may be amended by electronic voting and/or U.S. mail only and a) a  
525 two-thirds affirmative vote of all eligible members of record present at a duly called meeting of the  
526 Chapter's Delegate Assembly, or b) a majority vote of those eligible members responding by mail or by  
527 e-mail. In no case will voting by proxy be permitted.

528

529 **Section 13.3 RELATIONSHIP TO THE ASSOCIATION CONSTITUTION AND BYLAWS**

530 **13.3.1)** The Constitution and Bylaws or subsequent amendments shall in no way directly conflict with  
531 those of the Association. In the event such a conflict arises, the Constitution and Bylaws of the  
532 Association will take precedence.

533 **13.3.2)** Amendments to the Constitution and Bylaws or other basic documents of the Chapter shall be  
534 reported in writing to the Association Board of Directors for final approval one week prior to a meeting  
535 of the Association Board of Directors.

536

537 Amended November 6, 1981

538 Amended November 11, 1992

539 Amended November 12, 2001

540 Amended November 14, 2005  
541 Amended, December 11, 2009  
542 Amended, 2014/2015  
543 Amended, July 20, 2015  
544 Amended, October 29, 2015  
545 Amended, November 14, 2016  
546 Amended, November 2021  
547