

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



OPERATIONS MANUAL

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July 2010

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**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, a premier state association, is dedicated to the development, support and promotion of the student affair profession 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 professionals engaged in the administration of student personnel programs;
- C. To maintain and improve professional standards in the field of student personnel administration in the State of Texas;
- D. To serve as a central clearing agency for information pertinent to student personnel programs in Texas;
- E. To encourage and support best practice programming and original research in the student personnel field;
- F. To promote and enhance the role that student personnel administrators play 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. Use of placement services;
- D. Subscription to all TACUSPA publications and all regular communications;
- E. Membership on committees and commissions;
- F. Research grant opportunities; and
- G. Holding elected office in TACUSPA.

Section 2. Student Membership

Membership shall be open to all matriculated students (undergraduate or graduate) who are interested in student personnel work upon the recommendation of a professional member. Student members are entitled to the following rights and privileges:

- A. Nominating and voting privileges;
- B. Participation in meetings and conferences;
- C. Use of placement services;
- D. Subscription to all TACUSPA publications and all regular communications;
- E. Membership on committees and commissions; and
- F. Research grant opportunities.

Section 3. Institutional Membership

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

Institutional membership includes:

- A. Listing of all TACUSPA members will be available in the directory;
- B. Opportunity to apply for funding and co-sponsorship with TACUSPA for regional conferences, drive-in workshops, seminars, and the like; and
- C. Annual information from the Graduate Education and Research Commission on graduate education opportunities within the state.

ARTICLE IV - DUES

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 for Marketing & Membership, Vice President for Education and Professional Development, Treasurer, Director of Technology, 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 for Marketing & Membership – The Vice President for Marketing & Membership serves a two-year term in office.
- F. Vice President for Education and Professional Development – The Vice President for Education and Professional Development serves a two-year term in office.
- G. Treasurer - The Treasurer serves a three-year term in office.
- H. Director of Technology – The Director of Technology serves a two-year term in office.
- I. Secretary - The Secretary serves a three-year term in office.
- J. An officer may not succeed one's self after two (2) consecutive terms.
- K. 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.
- L. 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:
 - 1. violation of TACUSPA policies or procedures;
 - 2. failure to perform the duties of the office as set forth in the Constitution, By-laws and policies of TACUSPA;
 - 3. gross impropriety in carrying out the duties and responsibilities of the office; and
 - 4. 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 active 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. Upon receipt of the above motion and ensuring that these are grounds for removal, the Board of Directors shall conduct appropriate hearings if needed or deliberations to consider removing the officer from the office.

- D. The officer shall be removed by an affirmative vote of ¾ of the Board of Directors if action was initiated by a member of the Board of Directors or a ¾ 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.

- A. In the event the President vacates his/her office, the President-Elect shall serve for the unexpired term of the President.
- B. Should the President vacate his/her office and the President-Elect be unable to fill the unexpired term of the President, the Vice President for Administration shall fill the unexpired term of the President.
- C. Should the Vice President for Administration, Vice President for Membership & Marketing, Vice President for Education and Professional Development, Treasurer, Secretary, or the Director of Technology vacate his/her 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 his/her 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 full membership 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 ballots received.

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 as a 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.

**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 those nominees receiving the largest number of nominations. 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.
- 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.
- A. The President-Elect, Vice President for Administration, Vice President for Marketing & Membership, Vice President for Education and Professional Development, Director of Technology, 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 and/or mailed ballot as determined by the election committee.

ARTICLE III - DUTIES OF OFFICERS

Section 1. General Duties

All officers shall:

- 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 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. Specific Duties

A. President

Responsibilities of the President:

- shall preside over all state meetings and conferences;
- will prepare meeting agendas for all Board of Directors meetings;
- 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;
- administers all oaths of office to new and continuing 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 COSS/VP (Council of Student Services Vice Presidents); and
- acts as the liaison with state, regional, and national organizations and agencies.

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.

Accountabilities of the President:

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

B. President-Elect

Responsibilities of the President-Elect:

- recommends the sites for future conferences;
- appoints the conference committee chairs for conferences taking place during their term of office;
- appoints a coordinator for the New Professionals Institute for their term in office;
- is responsible for recognition of the out-going president and other outgoing officers and conference chair at the fall conference at which they will begin their term of 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.

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.

Accountabilities of the President-Elect:

- The negotiation of contracts for upcoming conferences.

C. Past President

Responsibilities of the Past President:

- shall coordinate all nominations and elections of organizational officers;
- shall provide direction for the organization's newsletter editor;
- 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.

Authorities of the Past President:

- is a full voting member of the board of directors.

Accountabilities of the Past President:

- The integrity of the officer election process.

D. Vice President for Administration (2 year term)

Responsibilities for the Vice President 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;
- 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.

Authorities of the Vice President 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.

Accountabilities of the Vice President for Administration:

- The annual review of the organizations constitution and By-laws; and
- The maintenance of the TACUSPA Operations Manual.

E. Vice President for Marketing & Membership (2 year term)

Responsibilities for Vice President for Marketing & Membership:

- coordinates the annual membership drive;
- develops an annual marketing plan for the organization and shares this plan at the annual fall conference;
- shall maintain and supervise the database of all student personnel staff in Texas;
- 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.

Authorities of Vice President for Marketing & 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.

Accountabilities of Vice President for Marketing & Membership:

- The development of a comprehensive marketing plan for the organization;
- The integrity of the data maintained in the database;
- The safe storage and backup of data files; and
- The recruitment, coordination and recognition of volunteers.

F. Vice President for Education and Professional Development (2 year term)

Responsibilities for Vice President for Education and Professional Development:

- oversees the actions of the graduate education and research committee and graduate student caucus;
- oversees the creation and development of knowledge communities;
- oversees the creation and development of new educational programs for members;
- serves as a member of the programming committee for the fall conference;
- shall give direction to the fellowship and scholarship committee; and
- shall perform other duties as assigned by the president.

Authorities of Vice President 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.

Accountabilities of Vice President for Education and Professional Development:

- The development and activities of knowledge communities, GEAR and Graduate Student Caucus.

G. Secretary (3 year term)

Responsibilities of the Secretary:

- shall record and distribute the minutes of all business meetings; and
- shall deposit a copy of all approved meeting minutes, pictures of TACUSPA events, and a copy of the President's annual report with the archivist at the Barker Texas History Center (Austin, Texas) each year.

Authorities of the Secretary:

- is a full voting member of the Board of Directors;

Accountabilities of the Secretary:

- must submit all appropriate documents for the archives.

H. Treasurer (3 year term)

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;
- insures 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.

Authorities of the Treasurer:

- is a full voting member of the Board of Directors; and
- has signature authority on all financial matters.

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.

I. Director of Technology (2 year term)

Responsibilities of the Director of Technology:

- shall oversee the development and maintenance of the web-site and all social media used to market and communicate to the membership;
- shall maintain the association's list-serv;

- shall support all association initiatives as related to technology;
- shall provide direction to the technology committee; and
- shall contract with a web site coordinator;

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.

Accountabilities of the Director of Technology:

- safe storage and backup of data files.

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 three levels of membership: professional, student and institutional.

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. Use of placement services;
- D. Subscription to all TACUSPA publications and all regular communications;
- E. Membership on committees and commissions;
- F. Research grant opportunities; and
- G. 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) 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. Use of placement services;
- D. Subscription to all TACUSPA publications and all regular communications;
- E. Membership on committees and commissions; and
- F. Research grant opportunities.

Section 3. Institutional Membership - These memberships are optional and exist solely as a service to institutions. There are five levels of membership that an institution may select from. They are described below:

Option 1 3 Memberships Included: SSAO plus two additional members

- Option 2 6 Memberships Included: SSAO plus five additional members
- Option 3 9 Memberships Included: SSAO plus eight additional members
- Option 4 12 Memberships Included: SSAO plus eleven additional members
- Option 5 15 Memberships Included: SSAO plus fourteen additional members

Institutions may substitute two student memberships for each professional membership that accompanies their institutional membership.

ARTICLE VI- CONFERENCES

Section 1. Fall Conference. A conference, which is generalist in nature, shall be held in the fall semester 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 awards shall 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.

JOB DESCRIPTIONS

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.

President-Elect

After serving a year as president-elect, this person assumes the presidency of the Association. The president-elect succeeds the president if he/she is unable to complete or perform the duties of the office.

The president-elect recommends conference locations and conference chairperson appointees to the Board of Directors for approval; appoints a coordinator for the New Professionals Institute; is responsible for recognizing the past president with an award (TACUSPA gavel); works cooperatively with the treasurer to prepare the succeeding FY budget. Shall serve as an ex-officio member of the TACUSPA Foundation.

Past President

The past president shall serve as chairperson of the elections 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; coordinates annual review of the 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.

In addition, the past president shall coordinate the Dr. James E. (Jim) Caswell Distinguished Service Award nomination and selection process and serves as an ex-officio member of the TACUSPA Foundation.

Vice President for Administration (2 year term)

The vice president for administration coordinates the awards nomination and selection process and makes recommendations to the Board regarding nominees; works with the Board of Directors and TACUSPA membership in reviewing and suggesting revisions to the constitution and By-laws; updates and maintains the TACUSPA operations manual; provides leadership to the special projects committee; and provides support for the coordinator of legislative affairs.

In addition, the vice president for administration serves as the parliamentarian for the Board of Directors meetings and performs other duties as delegated by the president or the Board of Directors.

Vice President for Marketing and Membership (2 year term)

The vice president for marketing and membership develops an annual marketing plan for the organization and coordinates the annual membership drive.

The vice president for marketing and membership shall maintain and supervise the database of all organization members, institutional and individual as well as be responsible for the recruitment, coordination and recognition of volunteers.

Vice President for Education and Professional Development (2 year term)

The vice president for education and professional development oversees the actions of the graduate education and research (GEAR) committee and graduate student caucus in addition to the creation and development of new educational programs for members.

The vice president for education and professional development shall give direction to the fellowship and scholarship committee; serves as a member of the programming committee for the fall conference; and oversee the creation and development of knowledge communities.

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, and deposit the archives with the Barker Texas History Center (Austin, Texas).

Stephanie Malmros
Head of Archives
The Dolph Briscoe Center for American History
1 University Station, #D1100
The University of Texas at Austin
Austin, TX 78712-0335

Tel. (512)495-4557
Fax. (512)495-4542
e-mail: smalmros@austin.utexas.edu
<http://www.cah.utexas.edu>

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:

1. disbursing funds;
2. developing and submitting quarterly financial statements to the Board of Directors for approval;
3. developing and presenting the annual budget to the Board of Directors for approval;
4. completing credit, tax, and other financial applications and documents on behalf of TACUSPA;
5. depositing money received on a timely basis;
6. meeting with the past president within two months of the closing of the annual budget to review financial procedures and verification of account balances.
7. contracting for the Review of Agreed Upon Procedures.

Director of Technology (2 year term)

The director of technology is responsible for maintaining and developing the website and all social media used to market and communicate to the membership; provide direction to the technology committee; contract with a web site coordinator; and support all association initiatives as related to technology.

Election Rotation

POSITION	TERM	2010	2011	2012	2013	2014	2015	2016
Pres. Cycle	3	E	E	E	E	E	E	E
VP-MM	2	E		E		E		E
VP-Adm	2		E		E		E	
VP-Ed	2	A		E		E		E
Secretary	3			E			E	
Treasurer	3	E			E			E
Dir Tech	2		E		E		E	

CONFERENCE, COMMISSION 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. 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.

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

Graduate Education and Research Commission – responsible for conducting periodic surveys of members and member institutions to assess current professional trends and issues. Maintains a liaison with and informs the membership of related graduate preparation programs and activities in the state. Administers the Association's Research Grant Program and makes recommendations to the Board of Directors. Evaluates requests for research project endorsements that may come to the Association and recommends appropriate action to the president. Disseminates important research findings to the membership as appropriate.

Legislative Committee – responsible for monitoring pending legislation at the Federal and State level that affects higher education, especially relating to student affairs. In addition, the commission monitors issues pending at the Texas Higher Education Coordinating Board. The commission coordinates the dissemination of legislative concerns to the membership by means such as: articles in the newsletter(s); presentations at conferences (especially the fall conference during a legislative year); and on the web page. When appropriate, the commission proposes legislative resolutions for action by the Board of Directors.

Fall Conference Committee – responsible for planning and implementing the annual fall conference held each October.

Theme Conference Committee – responsible for planning and implementing a theme conference.

Technology Committee – responsible for recommending web site policies and recommendations for use of technologies for conferences and conducting TACUSPA business.

Constitution By-Laws Committee – responsible for reviewing the constitution and By-laws and recommending changes to the Board of Directors.

Awards and Recognition Committee – responsible for soliciting awards and nominations, and selecting recipients to recommend to the Board of Directors for recognition.

Scholarships and Fellowship Committee – responsible for disseminating scholarship and fellowship information and opportunities to membership and selecting recipients.

Special Projects Committee – formed on an ad hoc basis to work on specific projects or goals, as identified by the executive board.

Graduate Student Caucus – serve as affinity group for graduate student members. Caucus chairs provide feedback to the Board of Directors regarding the needs of graduate student members, assist in marketing to new members, and help ensure that the conference programs meet the needs of graduate students.

Finance Advisory Board – responsible for recommending fiscal policies, investment policies, and investment opportunities.

Newsletter Editor – responsible for soliciting articles to be published three times per year (December, April, and August)

Assessment Committee/Knowledge Community – responsible for association assessment activities and the creation and development of an online Knowledge Community.

Alcohol and Other Drug (AOD) Knowledge Community – responsible for the creation and development of an online knowledge community dedicated to alcohol and other drug prevention/education resources.

CONFERENCE, COMMISSION and CHAIR GUIDELINES

1. Communicate with your committee members. Set expectations and goals and solicit input from members.
2. 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 VPMM 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.
3. 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.
4. Periodically, summarize committee goals and projects for the newsletter. We need to inform the general membership about all aspects of TACUSPA.
5. 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.)
6. 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**.
7. Check with your predecessor for notebooks and files which may be helpful.
8. 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.
9. 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.
10. You should sign all Association correspondence with your TACUSPA title, not your professional, institutional title.
11. All special publications or printing needs should be cleared through the President or designee to ensure consistency with other Association projects.
12. Committee chairs shall respond to and help in identifying current issues needing attention by the committee and/or the Association.
13. The chair will supervise the flow of information through the committee.
14. Submission of the final report, within one month of completion of your annual duties or by September 1 is the responsibility of the chair.
15. Attendance at Board of Directors meetings is encouraged and is expected when necessary.
16. Committee reports are expected for each Board of Directors meeting and may be submitted to the President for incorporation into the agenda and distribution.
17. 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:

1. All persons serving on committees shall be members of good standing within TACUSPA.
2. 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.
3. Committee members are appointed by the chair for one year but may be eligible for reappointment.
4. The Association will extend an open invitation to solicit committee chairs and members prior to the annual Fall Conference.
5. The President may ask each chair if he/she wishes and is willing to serve again. In case he/she is 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.
6. 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.
7. Newly appointed committee members attending the annual Fall Conference should be invited to attend the fall committee meeting of the outgoing committee.
8. 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.
9. Present or sponsor conference interest sessions relating to commission or committee issues.

POLICIES

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 Business meeting.
4. Expenditures exceeding approved budgetary allotments must be approved in advance by the Board of Directors.
5. The treasurer will prepare and present three year-to-date financial statements to the Board of Directors. In addition, financial summaries will be prepared for inclusion of the newsletter as appropriate.
6. All requests for expenditures and/or reimbursements must be submitted to the treasurer through the appropriate Board of Directors member/commission chair.
 - A. Requests for expenditures and/or reimbursements should clearly indicate (a) expenditure category or commission; (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/commission chair (if that person does not initiate the payment request).
 - B. Invoices will be handled by mail or electronically. If handled electronically, the original must be mailed to treasurer.

C. Invoices will be paid by the treasurer within ten (10) days of receipt.

7. Fiscal policies and procedures of TACUSPA may be revised through recommendations of the Finance Advisory Board and approval of the Board of Directors.

Investment Policy

Management of invested funds attempts to maximize the return of investments, consistent with an appropriate 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 a bi-annual basis at the October and June board meetings.

Money Handling Procedures

The Vice President for Membership and Marketing will handle all membership income except that generated through conference registration.

One person should be designated to handle 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.

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

As money is received, it should be recorded on the Payment Log. If a check is to cover multiple items, it should be listed as one item but each person's name and information should be recorded below the main item. A total should then be listed for the check. For example:

1. Doe	Jane	\$170	\$170	012345	Registration
	Smith	\$170	\$170	012345	Registration
	Walker	\$210	\$210	012345	Registration and Membership
	TOTAL		\$550	012345	
2. White	Harry	\$170	\$170	987654	Registration

At the bottom of each Payment Log, the amount of the TOTAL DEPOSIT and TOTAL # of ITEMS should be stated (if the deposit sheet is more than one page long, only list this on the final page).

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. Copies of conference registration forms for those participants paying the non-member rate should also be mailed to the Vice President of Membership and Marketing so that person can update the membership roster.

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.

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.

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.

Registration discounts and waivers are not allowed under any circumstances. Members of the conference planning team and program presenters are expected to pay their own registration and expenses in full. Non-members must pay the registration fee + membership fee (at minimum) to participate.

Credit Card

All credit card transactions occur utilizing an on-line, secure site administered through Bank of America and Gateway. 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 daily postings on Microsoft money or current financial software used by TACUSPA.

1. Treasurer is responsible for sending electronic receipt within 5 business days of posting. If it is a conference payment, the Registration Chair is responsible for sending receipt according to conference guidelines (see Money Handling Procedures).
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.

Board Meeting Lodging Policy

TACUSPA will pay for 1 hotel night for 1 mid-year meeting of the board and invited guests 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.

Conference Policy

1. Complimentary rooms shall be assigned to conference guest speakers.
2. 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.
3. The Association should seek sponsors for conference receptions and other events as much as possible.
4. All conference sites shall be approved by the Board of Directors upon recommendation of the President-Elect. Conference locations shall move each year to different parts of the state, as feasible, in an effort to best accommodate the membership.
5. The Fall Conference shall be held annually (traditionally in October).
6. 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.
7. The conference registration fee is 100% refundable if the refund request is received or postmarked ten (10) calendar days prior to the conference.
8. Conferences will be self-supporting unless otherwise agreed upon, in advance, by the Board of Directors.
9. Different registration fees will be charged.
 - A. Non-members will be charged more than members for conferences; the difference in cost will include , at minimum, annual dues.
 - B. Advance registrants will have a lower conference fee rate than those who register on or after the designated date.
10. The conference chair is responsible for presenting the proposed conference budget to the Board of Directors for approval.
11. 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.
12. All presenters, including TACUSPA members, must pay conference registration fees and related expenses in full except upon pre-approved Board of Directors authorization.

13. Conference budgets for all conferences must fund the direct costs of all graduate student and fellowship scholarships, including the cost of a shared room for each fellow (fellows may elect to stay in a private room or share with a colleague but reimbursement will only include up to the cost of a shared room)..
14. Conference evaluations must be summarized in writing and presented at the next Board of Directors meeting following the conference along with a final budget report.
15. Offer free fall conference registration to one faculty member from each student affairs or higher education program in Texas.

Listserv Policy

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.

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.

Sexual harassment; use of defamatory language; dissemination of materials in violation of copyright and other intellectual property laws; and other illegal activities are prohibited.

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.

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.

Users of the listserv agree to release and indemnify TACUSPA from legal actions and penalties arising from messages they post on the listserv.

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.

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.

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.

TACUSPA Blog

[in progress 07.2010]

Website Job Posting Policy

Institutions holding a TACUSPA institutional membership of \$100 or more are eligible to post job opportunities on the TACUSPA website free of charge. Institutions without a TACUSPA institutional membership are welcome to post job opportunities on the website at the rate of \$25 for each 60 day job posting.

PROGRAM GUIDELINES

Fellowship Program

Graduate students or new professionals in the field (1-3 years) who are current TACUSPA members are encouraged to apply for one of four (4) Fellowships that are awarded prior to the fall conference. The application process includes the submission of the Fellows application, resume, three professional references, and a professional statement of interest including expected benefits to the participant and the plans to apply the fellowship experience. The selection process includes an interview.

The Vice President 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.

Benefits:

1. Scholarship for conference registration
2. Reimbursement for the cost of two nights shared lodging at the conference.
3. Attendance at TACUSPA Board of Directors meeting at conference
4. Mentoring opportunities with current or former TACUSPA Board member (mentors have served at the Vice-Presidential level)
5. Invitation to participate in TACUSPA Board of Directors meetings during the year

Responsibilities:

1. Submission of one article annually for the newsletter
2. Attendance at Fall conference, including New Professionals Institute and Case Study competition
3. Serve on a caucus or committee while participating as a Fellow

Guidelines for the newsletter article are as follows:

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

Due no later than December 1.

Content outline:

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

Sample Timeline:

March 15	Call for applications
April 15	Deadline
May 1	Select top candidates
May 15	Interview top candidates
June 1	Notification

Recipients will be responsible for reimbursing TACUSPA in the amount of the conference registration plus lodging if they are unable to attend the fall conference, New Professionals Institute, and case study competition and/or complete article submission by required deadline.

Graduate Student Scholarships

1. 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.
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 five (5) scholarships will be available at each conference. The Vice President 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 applicants are expected to send payment for the conference with their registration. Recipients will be reimbursed during 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 Vice President for Education and Professional Development confirms receipt of the scholarship and coordinates volunteer time with the conference chair.

Sample Timeline

May 1	Call for applications (to reach continuing students)
August 20	Second Call for applications (to reach new students)
September 10	Selection
September 12	Notification (this deadline will be dependent upon the deadline for hotel reservations)

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 Graduate Education and Research (GEAR) Commission.

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

Eligibility Criteria

1. The applicant must be a member of TACUSPA.
2. The applicant must present the results of the research at a TACUSPA conference and make copies available to all institutional members.
3. The applicant must agree to submit an article based on the research to a professional journal.
4. 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 individual(s) responsible for administering the program will have the following options:

1. A grant of \$1,000 will be awarded.
2. Two grants of \$500 each will be awarded.
3. 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:

- Present research findings at a TACUSPA conference within two years of receipt of grant; and
- 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

The selection committee is composed of three (3) to four (4) members of the Graduate Education and Research (GEAR) Commission. Selection is based on a 120 point system. The Research Proposal will be evaluated on the following criteria.

1. Soundness of research design – 30 points
2. Purpose of the research – 20 points
3. 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
4. Originality, creativity, and coherence of overall project – 20 points
5. Technical competence (i.e., references, writing style) – 20 points

The Graduate Education and Research (GEAR) Commission will review proposals postmarked by the April (date), (year) deadline. Applicants will be notified of the commission'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.

Article Competition

The TACUSPA Article competition was introduced in the spring of 2007. The competition provides members with incentive to produce and publish scholarly work in the field of student affairs and higher education administration. The competition is intended to increase the reputation of Texas student affairs professionals, the potential for research-intensive education sessions at conferences, the number of expert resources for plenary sessions, and participation in the graduate student case study competition and other initiatives.

Graduate Student Case Study

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.

MARKETING PLAN

The Vice President for Marketing and Membership is responsible for establishing, implementing and maintaining TACUSPA's recruitment and retention plan.

ELECTIONS

Election Process

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.
2. The election ballot shall be made up of those nominees receiving the largest number of nominations. No candidate's name may appear for more than one position.
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.
4. The Election Committee shall ascertain the eligibility of each nominee.
5. The Election Committee shall ascertain from each nominee a willingness to stand for election.
6. The Election Committee shall solicit from the candidates and provide to the membership information relevant to the qualifications of each candidate.
7. Elected officers shall be those candidates who receive the greatest number of votes cast.

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

9. Voting Scope.

A. The President-Elect, Vice President for Administration, Vice President for Marketing & Membership, Vice President for Education and Professional Development, Director of Technology, 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

AWARDS AND RECOGNITION

The awards and recognition process is coordinated by the Vice President 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. Criteria for the awards are listed below.

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

The awards and recognition committee reviews nominations and makes recommendations to the Board of Directors. Award recipients will be recognized at the annual conference.

Sample timeline

April 1	First committee meeting
May 1	Begin soliciting nominations
May 15	Deadline reminder for nominations
June 1	Due date for nominations
June 15	Extension Due date if needed
July 1	A&R Committee reviews nominees and votes on winners
July 15	Forward recommended recipients to TACUSPA Board for approval at August Board Meeting.
September 1	A&R Chair gets plaques ready for Fall Conference and organizes A&R script
October	Awards presented at Fall Conference

DR. JAMES E. (JIM) CASWELL DISTINGUISHED SERVICE AWARD

The **Dr. James E. (Jim) Caswell Distinguished Service Award** and recognition process is coordinated by the Past President. Criteria for the award are:

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

TACUSPA 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 must change their address with TACUSPA 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 and 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.
- The individual receiving the transfer must complete a TACUSPA membership application.

Institutional Memberships

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 CSAO or designee.

In the event the CSAO 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 CSAO 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 and 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.
- The individual receiving the transfer must complete a TACUSPA membership application.

APPENDICES

TACUSPA
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 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 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

Request for Payment
TACUSPA Tax ID Number 75-1644217

TO: TACUSPA Treasurer

I request that payment be made for the following expenses:

Amount: _____ Expenditure: _____

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

Please make check payable to: _____

Mail to: _____

Approval Signature

Printed Name

TACUSPA Office

Daytime Telephone

Email

Treasurer Only

Received

Paid

Check Number

Attach receipt(s) to this form and mail to:

John D. Kaulfus
TACUSPA Treasurer
The University of Texas at San Antonio
One UTSA Circle – UC 2.0105
San Antonio, TX 78249
(210) 458-4740 (office) – (210) 458-4949 (fax)



**Texas Association of College and
University Student Personnel
Administrators**

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

2010 AWARDS AND RECOGNITION NOMINATION FORM

Nominee Name _____

Title _____

College/University _____

Address _____

City/State/Zip _____

Phone Number _____

E-mail Address _____

Nominated for the following award (check one):

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

___ Outstanding New Professional

___ Mid-Level Student Affairs Professional

___ Dissertation of the Year

___ Faculty Member of the Year Award

Briefly describe how this individual meets the criteria for the award in which he/she is being nominated. You may attach additional sheets if more space is needed for the nomination. For Faculty Member of the Year, this nomination form must be accompanied by a letter of recommendation from a current student, a former student, or a professional colleague.

Nominator Name _____

Title _____

College/University _____

Address _____

City/State/Zip _____

Phone Number _____

E-mail Address _____

Submit completed nominations, by the deadline of **Friday, August 6, 2010**. Nominations may be mailed, e-mailed, or faxed to:

2010 Awards Chair

Monica Mendez-Grant

Associate Vice President for Student Life

Texas Woman's University

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