

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

**OPERATING MANUAL**

*Updated September 2008*

## TABLE OF CONTENTS

<b>Constitution</b>	3
<b>By-Laws</b>	8
<b>Job Descriptions</b>	13
Board of Directors	13
Conference, Commission and Caucus Chairs	15
Volunteer Appointments	16
Chair Guidelines	17
<b>Policies</b>	18
Fiscal	18
Investment	18
Conference	18
<b>Program Guidelines</b>	20
Graduate Student Scholarships	20
Research Development Grant Program	20
<b>Recruitment and Retention Plan</b>	21
<b>Elections</b>	22
Election Process	22
<b>Awards and Recognitions</b>	22
<b>Membership/Organization Information</b>	23
<b>Appendices</b>	24

**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

The Texas Association of College and University Student Personnel Administrators is an association of administrators, staff, students, and others interested in the professional administration of student affairs programs in higher education. TACUSPA focuses on the broad issues and administration of the total student affairs program while recognizing that many members have interests or responsibilities in specialized areas. TACUSPA seeks to enhance the profession of student affairs by supporting research, articulating contemporary issues, supporting graduate training programs, and introducing students to the profession. TACUSPA provides opportunities for professional development and interaction through its publications and activities such as conferences, workshops, and seminars. TACUSPA seeks to meet the needs of its members by providing services in all areas of the state.

Section 2. The purpose of TACUSPA shall be:

- A. To discuss and study the most effective methods of aiding students in their intellectual, social, moral, and personal development;
- B. To provide and stimulate leadership among all persons 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 present or contemplated student personnel programs in Texas;
- E. To stimulate creative and experimental programs in the student personnel field;
- F. To promote research in student personnel work and related works; and
- G. To enhance the role 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, Treasurer, Director of Data Management & 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, its Board of Directors, and Appointed Leadership Positions.
- 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. Treasurer - The Treasurer serves a three-year term in office.
- G. Director of Data Management & Technology - The Director of Data Management serves a three-year term.
- H. Secretary - The Secretary serves a three-year term in office.
- I. An officer may not succeed one's self after two (2) consecutive terms.
- J. All officers, with the exception of the President (see Section A above), shall perform such additional duties as directed by the President or the Board of Directors. A full description of officer duties can be found in the TACUSPA By-laws.
- K. 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 Immediate 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  $\frac{3}{4}$  of the Board of Directors if action was initiated by a member of the Board of Directors or a  $\frac{3}{4}$  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, Treasurer, Secretary, or the Director of Data Management and 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 Caucus 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 1.
- 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, Director of Data Management & 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 that are pertinent to the Board of Directors member's area of responsibility;

- G. Carry out voting responsibilities; and
- H. Maintain, evaluate, and revise as needed TACUSPA's strategic plan.

## 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; 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 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; 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 journal editor;
- shall provide direction for the organization's newsletter editor; and
- shall coordinate the 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

#### 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 give direction to the scholarship 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

#### Responsibilities for Vice President for Marketing & Membership:

- oversees the actions of the graduate education and research committee and graduate student caucus;
- provides direction for the two-year, new professionals, private school, and professional school caucuses;
- coordinates the annual membership drive with the Director of Data Management & Technology;
- develops an annual marketing plan for the organization and shares this plan at the annual fall conference;
- shall solicit sponsorships, grants, and donations from external agents in support of TACUSPA's mission;
- 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;
- 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.

## F. Secretary

### Responsibilities of the Secretary:

- shall record and distribute the minutes of all business meetings;
- 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.

## G. Treasurer

### 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 audit of accounts 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).
- 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;
- has signature authority on all financial matters.

### Accountabilities of the Treasurer:

- The appropriate use of all organizational funds.
- The financial management of all investment funds.
- The audit of all accounts.
- The preparation of an annual budget.

## H. Director of Data Management & Technology

### Responsibilities of the Director of Data Management & Technology:

- 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 an annual organizational handbook and membership directory;
- shall respond to all requests for membership directory information from current members and outside agencies;
- shall provide direction to the technology committee;
- shall contract with a web site coordinator;
- shall coordinate an annual membership campaign with the Vice President for Marketing & Membership;
- shall provide all new members of the organization with a member ID.

### Authorities of the Director of Data Management & Technology:

- is a full voting member of the Board of Directors;
- can change the content of the organizational web site.

### Accountabilities of the Director of Data Management and Technology:

- The integrity of the data maintained in the database.
- The safe storage and backup of data files.

## **ARTICLE IV - CONFERENCE, COMMISSION, AND CAUCUS 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 - 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 - 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

Institutional members should designate one person on their campus as the Institutional Representative to TACUSPA. This individual will be placed on the Two-year or Four-year Advisory Board as appropriate for the institution. Additionally, 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, each year as deemed appropriate by a majority 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 and Appointed Leadership Position 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; 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 coordinates and serves as an ex-officio member on commissions and committees; recommends conference locations and conference chairperson appointees to the Board of Directors for approval; coordinates the New Professionals Institute; is responsible for recognizing the past president with an award; works cooperatively with the treasurer, to prepare the succeeding FY budget.

### **Immediate Past President**

The immediate past president shall serve as chairperson of the elections committee and perform other duties as delegated by the president or Board of Directors. The immediate 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.

### **Vice President for Administration**

The vice president for administration encourages participation in the TACUSPA conference scholarship program and selects scholarship recipients; 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 and Appointed Leadership Position meetings and performs other duties as delegated by the president or the Board of Directors.

### **Vice President for Marketing and Membership**

The vice president for marketing and membership develops an annual marketing plan for the organization; coordinates the annual membership drive with the Director of Data Management & Technology; oversees the actions of the graduate education and research committee (GEAR) and graduate student caucus; provides direction for the new professionals, four-year, private school, and professional school caucuses.

The vice president for marketing and membership shall work with conference chairpersons to determine the financial needs of conferences and workshops, and shall solicit sponsorships, grants, and donations in support of TACUSPA's mission, especially for the benefit of conferences, workshops, and the longevity of the Association.

### **Secretary**

The secretary performs the following responsibilities; shall record the minutes of all business meetings of TACUSPA, record and distribute the minutes of all Board of Directors and Appointed Leadership Position meetings in a timely manner, maintain the archives and history of TACUSPA, and deposit the archives with the Barker Texas History Center (Austin, Texas).

Ms. Brenda Gunn  
Head Archives and Manuscripts  
Center for American History  
University of Texas at Austin  
SRH 2.101  
Austin, TX 78712

### **Treasurer**

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 audit of accounts.

### **Director of Data Management & Technology**

The director of data management and technology is responsible for maintaining and supervising the database to ensure an accurate, current list of all TACUSPA members and potential members; will make available membership information; provide direction to the technology committee; contract with a web site coordinator; and coordinate an annual membership campaign with the vice president for marketing and membership.

## **CONFERENCE, COMMISSION and CAUCUS 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.

**Summer Theme Conference Committee** – responsible for planning and implementing the annual summer theme conference held each June.

**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 on an annual basis 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 Committee** – responsible for disseminating scholarship 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.

**Caucuses** – serve as affinity groups for various segments of the members. Caucus chairs provide feedback to the Board of Directors regarding meeting the needs of members, assist in marketing to new members, and help ensure that the conference programs meet the needs of the members of their particular groups.

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

## **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.
3. Committee members are appointed by the chair for one year and may be reappointed to the same committee.
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.

## CONFERENCE, COMMISSION and CAUCUS 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 feel free to recruit more members yourself. You will receive a list from the database manager 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 for supplies (i.e., stationery, note cards, envelopes, etc.). We rely 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 for placement in 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 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).

## **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.

### **Conference Policy**

1. Complimentary rooms shall be assigned first to the President and second to the conference chair. Either the President or the conference chair may use the room for self or for a guest speaker. The conference budget situation shall be the determining factor.
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 hosts for conference receptions, rotating the hosts as much as is feasible.

4. The Summer Conference program shall focus on a theme pertinent to current issues in student development or student affairs administration.
5. 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 in an effort to best accommodate the membership.
6. Conference dates.
  - A. The Fall Conference shall be held annually in October, usually Sunday through Tuesday.
  - B. The Summer Theme Conference shall be held annually during June or July, usually Sunday through Tuesday.
7. 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.
8. The conference registration fee is 100% refundable if the refund request is received or postmarked ten (10) calendar days prior to the conference.
9. Conferences will be self-supporting.
10. Different registration fees will be charged.
  - A. Non-members will be charged more than members for conferences; the difference in cost will include annual dues.
  - B. Advance registrants will have a lower conference fee rate than those who register on or after the designated date.
11. The conference chair is responsible for presenting the proposed conference budget to the Board of Directors for approval during the designated meeting.
12. 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.
13. All presenters, including TACUSPA members, must pay conference registration fees and related expenses in full except upon pre-approved Board of Directors authorization.
14. Conference budgets for all conferences must fund the direct costs of all graduate student scholarships.
15. 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.

## **PROGRAM GUIDELINES**

### **Graduate Student Scholarships**

1. Student members are eligible for scholarships to attend the fall and summer 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 ten (10) scholarships will be available at each conference. The immediate Past President of TACUSPA will solicit the scholarships through the TACUSPA newsletter, conference registration materials, web page, and graduate preparation programs. (See Appendix C.)
4. Scholarship applicants are expected to send payment for the conference with their registration. Recipients will be reimbursed before or 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 immediate past president confirms receipt of the scholarship and coordinates volunteer time with the conference chair.

### **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.

## **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.

## **RECRUITMENT AND RETENTION PLAN**

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

## ELECTIONS

### Election Process

The election process is described in the Association's Constitution and By-Laws

Responsibilities of the Chair of the Election Committee:

1. Solicit nominations and conduct election (and runoff election, if necessary) to insure that new officers can be announced and trained at the Summer Theme Conference.
2. Ballot will include any constitutional changes recommended by the Board of Directors.
  - A. 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.
  - B. Constitutional provision will influence time line for election process when constitutional amendments are proposed.

## 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.

### Distinguished Service Award

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

### 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.

## **MEMBERSHIP/ORGANIZATION INFORMATION**

The Association will make available membership information annually.  
The handbook/directory will include, but is not limited to:

1. The Association's Operating Manual, including the Constitution and By-Laws.
2. Listing of Board of Directors and Appointed Leadership Positions, to include, TACUSPA title, professional title, institution, address, phone, fax and e-mail address.
3. Membership listing, to include: professional title, institution, address, phone, fax and e-mail address.
4. Institutional member professional staff listings.
5. Other material as deemed necessary.

# **APPENDICES**

# **APPENDIX A**

**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

# **APPENDIX B**

**TACUSPA  
Quarterly Report:**

Date:

Name:

Office:

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

- 

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

- 

III. Needs, questions, suggestions, concerns:

# **APPENDIX C**



