

Constitution of the Arkansas College Personnel Association

Revised and approved by ArCPA on 11/13/08

ARTICLE I - NAME

The name of this association shall be the Arkansas College Personnel Association (ArCPA).

ARTICLE II - PURPOSE

The purpose of this organization shall be to provide (1) for the cooperative association of those persons engaged in college student personnel service and its administration; (2) for the promotion of state conferences to discuss the problems, progress, and possibilities of personnel services; (3) for the formulation and maintenance of professional standards among workers; (4) for the dissemination of the student personnel point of view among all educational workers; and (5) to provide programs, services, opportunities, leadership, and guidance to institutions of higher education within the State of Arkansas in developing programs which address state-wide needs.

ARTICLE III - MEMBERSHIPS

Membership shall be based on the requirements for membership in the American College Personnel Association.

Section 1. Any non-profit making college in the state of Arkansas is eligible for institutional membership in the Arkansas College Personnel Association. Such membership shall entitle any person who is devoting at least one-half time to any aspect of student personnel service, teaching, administration, research, or graduate work at the member institution to all rights and privileges of individual membership. The chief student personnel officer of the institution will certify those individuals to the Association.

Section 2. Any person who is devoting at least one-half time to any aspect of non-profit making student personnel service, teaching, administration or research at the college level in the state of Arkansas or is enrolled in regular standing in graduate school in the state of Arkansas and whose institution is not an institutional member of the Association for the purpose of pursuing work adequately related to the student personnel field, is eligible for membership in the Arkansas College Personnel Association and is entitled to all rights and privileges thereof.

Section 3. The Executive Council shall have the authority to approve an applicant's qualifications for active memberships.

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ARTICLE IV EXECUTIVE COUNCIL

Section 1. The governing body of this association shall be the Executive council which shall consist of a President, a Vice President President-Elect, Immediate Past President, Secretary, Treasurer, Public Information Officer, Multicultural Chair, New Professionals Institute Chair, and four Members-at-Large. Members of the Executive Council shall be active members of the Association and reflective of Arkansas Higher Education Institutions with significant chief student affairs officer representation.

Section 2. The President shall be chief executive officer of the Association, Chairman of the Executive Council and shall be responsible for the maintenance of the membership rolls of the Association, subject to the decisions of the Executive Council as heretofore specifies. The President shall supervise all employees of the Association. The President will submit annual reports as requested by the National American College Personnel Association by the ACPA due date.

Section 3. The Vice President shall act in place of the President at all Association or Executive Council meetings which the President is unable to attend. The Vice President shall serve as program chairperson for the ACPA annual conference and President-Elect of the Association.

Section 4. The Immediate past President shall serve as chairperson for the nominating committee, and will administer the election procedure for the Executive Council. The Immediate Past President shall also chair the time and place committee.

Section 5. The Treasurer shall have charge of the funds of the Association and make such reports and perform such other duties as are incidental to the office, and which are properly required of that officer by the Association.

Section 6. The Secretary shall keep a record of the minutes and attendance at all meetings, and shall make such reports and perform such other duties as are incidental to the office, and which are properly required of that officer by the Association.

Section 7. The Public Information Director shall coordinate the production and distribution of the ACPA newsletter and other publications, maintain the association's website, and coordinate with the media on the development of the Arkansas College Personnel Association.

Section 8. The Members-at-Large shall serve the Association as committee chairmen, project leaders, or in other appropriate positions as deemed necessary by the President.

Member-at-Large #1 shall be a representative from a 2 year public institution

Member-at-Large #2 shall be a representative from a 4 year public institution

Member-at-Large #3 shall be a representative from a private institution

Member-at-Large #4 shall be a Chief/Senior Student Affairs Officer

The two senior Members-at-Large will be responsible for planning the Spring Drive-In

The two junior Members-at-Large will be responsible for helping the President-Elect with Fall Conference Planning.

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Section 9. The Multicultural Chair shall coordinate and develop special programs, initiatives and training to promote the interests and needs of a diverse, multicultural society. The chair should address the following issues pertaining to equity, race, ethnicity, gender, age, class, disability, orientation and religion as it pertains to the institution of higher education.

Section 10. The New Professionals Institute Chair shall coordinate and develop an institute to meet the needs of new professionals to the state association.

ARTICLE V - RESPONSIBILITIES OF THE EXECUTIVE COUNCIL

Section 1. The Executive Council of the Association shall serve as a board for the formulation and recommendation of policies to the Association, shall pass upon questions of eligibility for membership, act upon plans and procedures suggested between duly called business meetings of the Association, shall function as a standing committee on matters concerning the constitution and by-laws, to make recommendations to the Association of proposed amendments to those on such business for the Association as shall be specifically delegated by the by-laws and by the Association.

Section 2. Vacancies in the Executive Council occurring between annual meetings, except for a vacancy in the presidency, shall be filled by nomination and election by the remaining members for the Executive Council. Nominations and election may be by mail ballot at the discretion of the President. The officer or member-at-large so elected shall serve until the next annual meeting. If the presidency shall become vacant, the Vice President shall become President and shall serve out of the remainder of the term of office of the President whom he replaces.

Section 3. No member is eligible to serve in the same office or as Member-at-Large of the Executive Council for more than two consecutive years and shall serve no longer than three consecutive years on the Executive Council except for the position for Vice President.

ARTICLE VI - AMENDMENTS

Section 1. Except as provided in Section 2 below, amendments to this constitution may be acted upon at the annual business meeting of the Association. If presented in writing to all members of the Association in advance of the annual meeting, at which the proposed change is to be considered, such amendments may be adopted by two-thirds vote of the members present. Any amendments not presented in writing to all members of the Association in advance of the annual meeting, may be adopted only by at least a four-fifths vote of the members present.

Section 2. If in the judgment of the Executive Council, action upon a proposed amendment is desirable before the next annual meeting, it may be taken through a mail ballot following presentation of the amendment in writing to all members of the Association. If two-thirds of the members who are eligible to vote return affirmative ballots within the succeeding 30 days, the amendment shall be adopted.

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ARTICLE VII - AFFIRMATIVE ACTION STATEMENT

Introduction

The Arkansas College Personnel Association (ACPA) does not discriminate on the basis of race, color, national origin, religion, sex, age, sexual orientation, or disability in any of their policies, procedures or practices. This nondiscrimination policy covers membership and access to programs and activities, including but not limited to publications, workshops, and conferences.

In parallel with the Statement by the American College Personnel Association, ACPA recognizes that equal access cannot be achieved until individuals are accepted in an environment that is free of prejudice and open to all, regardless of race, creed, gender, age, physical condition, or sexual orientation. ACPA affirms the value of diversity within our own ranks and on our campuses. We are committed to advancing the practice and intent of affirmative action in all our activities. Further, ACPA is committed to on-going programs of education of our members that focus on the elimination of prejudices, stereotypes, and interpersonal behaviors that adversely affect our colleague-professionals.

Representation

The ACPA shall annually identify specified under-represented protected groups, establish goals and then actively encourage members of those groups to participate in association activities by:

1. consistently communicating with American College Personnel Standing Committees and other groups who may specifically represent these populations;
2. calling all current ACPA members to take personal responsibility for communicating their concern for special populations and protected class groups;
3. writing letters of introduction to other state professional organizations who may be reaching these populations;
4. insuring the sensitivity of the editor of the association's newsletter to the communication of issues of importance to protected-class groups; and
5. maintaining protected class demographic information.

Leadership

The ACPA will actively recruit members of protected-class groups to run for leadership positions and will make committee and project assignments consistent with affirmative action aims, thereby, preparing members for leadership roles.

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Programming

The Arkansas College Personnel Association shall:

1. actively solicit program recommendations from protected-class groups;
2. actively solicit program recommendations on topics related to issues relevant to protected groups;
3. seek co-sponsorship of programs with special-interest task forces, commissions, committees, and other local professional organizations; and
4. encourage the editor of the association's newsletter to actively seek contributions from under represented groups and on topics pertinent to issues of discrimination and affirmative action.

ARTICLE VIII - DATE OF EFFECT

The constitution shall effect immediately following its adoption and the election of the officers by those who qualify as active members of the Association under Article III.

BY-LAWS

ARTICLE I - DUES

Section 1. Individual dues shall be \$10.00 (ten dollars) per year for each member whose institution is not a member of the Association. Institutional membership dues shall be.

\$50.00 (fifty dollars) per year for head count enrollment 0-2,999

\$100.00 (one hundred dollars) per year for head count enrollment 3,000-6,999

\$150.00 (one hundred-fifty dollars) per year for head count enrollment 7,000 and up

Section 2. The Executive Council shall have the power to present any expenses incurred by the Association to the membership at the annual meeting.

ARTICLE II - MEETINGS

Section 1. An annual meeting shall be held at which the annual business meeting shall be conducted. The time and place of each meeting shall be determined by the Executive Council.

Section 2. Written notices of the annual meeting shall be sent to all members in advance of the meeting.

Section 3. The active members present at any such meeting, of which written notice has been duly given shall constitute a quorum for the transaction of business.

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ARTICLE III - ELECTION OF OFFICERS

Section 1. Before the annual meeting the President shall appoint a nominating committee to select candidates for the Association's officers and Members-at-Large of the Executive Council for the following year. The Immediate Past President shall serve as chairman of this committee.

Section 2. The mechanics and details of conducting the elections shall be under the control of the Executive Council, which shall announce procedures to be followed at the time the nominations are presented at the annual meeting.

Section 3. The results of the election shall be announced before the official close of the annual meeting.

ARTICLE IV - TERMS OF OFFICE

Section 1. The President shall serve a term of one year, and shall have served on the Executive Council for one year prior to his election as President-Elect.

Section 2. The Vice President shall serve for one year; this coincides with his term as President Elect.

Section 3. The Secretary shall serve for one year.

Section 4. The Treasurer shall serve for one year.

Section 5. Public Information Officer shall serve for one year.

Section 6. The Members-at-Large of the Executive Council shall serve terms of two years each, with two Members-at-Large being elected annually.

Section 7. Immediate Past President shall serve for one year.

Section 8. The Multicultural Chair shall serve for two years.

Section 9. The New Professionals Institute Chair shall serve for two years.

ARTICLE V - COMMITTEES AND DUTIES

Section 1. To carry out the purposes of Article II of the Constitution and to strengthen the other activities of the Association, the President is authorized to appoint such special committees as is deemed advisable by the Executive Council and membership. All committee chairmen will report to the Executive Council at all regularly scheduled meetings of the Executive council. Reports will be in written format so to be included in the minutes of the Association. Oral reports may be requested by the Executive Council or by the Association.

Section 2. Committees are not authorized to commit the Association to any undertaking not specifically authorized by the Executive Council or by the Association.

Section 3. The Time and Place Committee shall coordinate times and places for the Association's Fall Conference and Spring Drive-In workshops. Duties include but are not limited to scheduling dates three years out; organizing a location and hosting facility/institution.

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ARTICLE VI - AMENDMENTS

Section 1. Except as provided in Section 2 below, amendments to these By-Laws may be made only at the annual business meeting of the Association. Written notice in advance of the business meeting is necessary. Adoption of amendments shall be by a majority vote of the members present who are eligible to vote.

Section 2. If in the judgment of the Executive Council, action upon a proposed amendment is desirable before the next annual meeting, action may be taken through mail ballot following presentation of the amendment, in writing, to all members of the Association. If a majority of the members who are eligible to vote return affirmative ballots within the succeeding 30 days the amendment shall be adopted.

ARTICLE VII - DATE OF EFFECT

These By-Laws and any amendments thereto become effective on adoption by those who qualify as active members of the Association under article III of the Constitution, provided that such actions as are taken herein and by amendment hereto are not in conflict with the provisions of the constitution of the Association.