

**Northwest Association of Student Affairs Professionals Constitution  
(formerly the Northwest College Personnel Association)**

**Article I: NAME**

Section 1        The name of this organization is the Northwest Association of Student Affairs Professionals (formerly the Northwest College Personnel Association).

**Article II: PURPOSE**

Section 1        The Association will promote sound student personnel practices in institutions of higher learning in the Northwest. (See Article III, Section 1).

Section 2        The Association is organized exclusively for educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1954.

**Article III: MEMBERSHIP**

Section 1        For the purposes of recruitment, Northwest is defined as the states of Idaho, Oregon, and Washington.  
Section 2        Full Membership: Any full-time/part-time staff member or former staff member of higher education in the Northwest (as defined in Section 1) or related services is eligible for REGULAR membership upon payment of annual dues. Any person with REGULAR membership status may vote in all elections, hold office, serve on committees and attend conferences, workshops or other Association sponsored activities at member rates. Exception: The NWASAP list serve is free for any and all student affairs professionals in the region as defined in Section 1.

Section 3        Student Membership: Any person currently enrolled as a full time graduate student related to higher education in the Northwest (as defined in Section 1) is eligible for STUDENT membership upon payment of annual dues. Any person with STUDENT membership status may vote in all elections, serve on committees and attend conferences, workshops, or other Association sponsored activities at member rates.

Section 4        The Northwest Association of Student Affairs Professionals (formerly the Northwest College Personnel Association) will not deny any person membership on the basis of, including but not limited to, race, color, sex, age, religion, national origin, sexual orientation, gender identity, or disability.

**Article IV: EXECUTIVE COMMITTEE**

Section 1        All authority not delegated elsewhere by the provisions of this constitution is vested in the Executive Committee except during the annual conference when it is vested in the business meeting.

Section 2        The Executive Committee shall consist of the elected officers, immediate past-president, and any additional members as appointed by the president to assist with conference program planning. Conference program planning appointees shall serve as voting Executive Committee members.

Section 3        The two members-at-large will be elected from the membership of the Association and shall each serve a two-year term.

Section 6        Six voting members of the Executive Committee shall constitute a quorum. A plurality of the voting quorum shall determine Executive Committee decisions. The president may conduct a mail ballot of the Executive Committee at his/her discretion.

**Article V: OFFICERS**

Section 1        Elected officers shall be the president-elect, secretary, treasurer, programs coordinator, and marketing & promotions coordinator.

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- Section 2 The president is the chief executive officer and official representative of the Association; she/he presides at all meetings of the Association and of the Executive Committee, except where otherwise specified; she/he appoints all committees and may serve as an ex-officio member of each if she/he so wishes. The president shall serve as the Chairperson of the annual conference, including the planning of the program, with the support of the Executive Committee.
- Section 3 The president-elect shall serve as site selection chairperson for the following year's conference, and serves a three-year term on the Executive Committee as president-elect, president and immediate past president. She/he will coordinate the selection process for the Otis McCreery Outstanding Service Award, the May Dunn Ward Award, and all other duties as assigned by the president.
- Section 4 At the direction of the president, or by action of the Executive Committee, the president-elect, or another officer, may act in place of the president when for any reason he/she is unable to perform any of his/her functions.
- Section 5 The secretary shall have custody of all official records; take, or cause to be taken, minutes of all meetings of the Association or the Executive Committee; and perform such other duties as may be specified from time to time by the Executive Committee.
- Section 6 The treasurer shall have custody of all funds of the Association, subject to annual audit procedures adopted by the Executive Committee; will collect monies where appropriate and disburse on the basis of vouchers approved by either the president or the Executive Committee; and will render such reports of the treasury as may be required by the president or the Executive Committee. The treasurer shall work with the past president to file all appropriate tax forms related to the association's not-for-profit status.
- Section 7 The immediate past-president shall serve as the membership chairperson, and shall be responsible for the maintenance and upkeep of the membership roster; for conducting any membership drives; and for promoting membership in the Association.
- Section 8 The programs coordinator shall be responsible for the compiling and editing of the conference program, program and conference evaluations, and advertising for and selecting the conference presentations and other program needs specified by the president and/or Executive Committee. The programs coordinator will chair and recruit members for the annual conference program committee.
- Section 9 The marketing & promotions coordinator will provide oversight of the website, providing timely updates and overall responsibility for content. S/he will use social media to help promote the annual conference. S/he will assist the Executive Committee in selection of marketing and promotional materials. S/he shall be responsible for the compiling and editing of conference communications, email listserv, and any other publications specified by the president and/or Executive Committee.
- Section 10 In the event of a resignation by an elected officer or member at large, the president will make an interim appointment until the next regular election. In case of a presidential vacancy, the president-elect shall serve as president.

#### **Article VI: AMENDMENTS**

- Section 1 Amendments must be submitted in writing to the Executive Committee and may be submitted either by action of the Executive Committee or upon joint petition of any ten members in good standing.
- Section 2 The Executive Committee shall cause all properly proposed amendments to be duplicated and distributed to the membership along with arguments for and/or against the amendment. Amendments shall be submitted to the membership at the time of the annual mailed election ballot, or at the annual conference.
- Section 3 A two-thirds vote of members voting is required to pass an amendment to this constitution.

#### **Article VII: EFFECTIVE DATE**

- Section 1 This constitution shall take effect upon its ratification by two-thirds vote of members present at an annual conference business meeting.

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## **Article VIII: DISSOLUTION**

Section 1 Upon dissolution of the Association the Executive Committee, after paying or making provision for payment of all liabilities of the Association, shall disburse all assets of the Association to an organization which shall at the time qualify as an exempt organization under section 501 (c) (3) of the Internal Revenue Code of 1954.

### **Northwest Association of Student Affairs Professionals By-Laws (formerly the Northwest College Personnel Association)**

## **Article I: FINANCE**

Section 1 The fiscal year of the Association will be from July 1 to June 30.  
Section 2 Association dues shall be set by the Executive Committee. Currently dues are set at \$20 for regular and \$15 for student membership.  
Section 3 Payment of dues will entitle members to all privileges of the Association as designated in *Article III: Membership of the Constitution*.

## **Article II: CONFERENCES**

Section 1 There shall be an annual conference which presents a program of college student affairs interest, and which includes a business meeting. Preferably the conference is held mid to late October.  
Section 2 Written notice of the annual conference shall be given at least one month in advance, to all members in good standing, and to such others as the Executive Committee may direct.

## **Article III: ELECTIONS**

Section 1 The Executive Committee shall serve as the nominations committee of the Association. The immediate past president shall chair the task of soliciting nominations from the membership.  
Section 2 Members of the Association may nominate others or themselves for any elected position. Nominations are accepted from the membership until it is time to vote at the business luncheon at the annual conference.  
Section 3 At least two members shall be nominated for each of the positions on the slate. Ballots will be handed out at the business luncheon to the membership. Candidates will give a short presentation (speech) to their qualifications and answer any questions from the membership prior to voting. The candidate(s) for each position receiving the largest number of votes is (are) elected.  
Section 4 The Executive Committee shall be installed during the final meeting of the annual conference, and shall serve until their successors are installed.  
Section 5 The president-elect's term is as defined in Article V: Officers, Section 2 of the Constitution. The secretary and treasurer positions shall be elected for two year terms, open alternating years. Members-at-large of the Executive Committee will hold office for two years, with half being elected each year.  
Section 6 No member may serve as an elected officer more than two successive full terms in any one office.  
Section 7 Appointed positions shall hold office for one year, with the exception of the marketing and publications coordinator who shall be appointed every two years.

## **Article IV: AMENDMENTS**

Section 1 Amendments must be submitted in writing to the Executive Committee and may be submitted either by action of the Executive Committee or upon joint petition of any five members in good standing.  
Section 2 Proposed amendments shall be submitted to the membership through the mail along with arguments for and/or against the amendment. Ballots will accompany the amendments. Ballots will be submitted to the membership at the time of the annual mailed election ballot or at the annual conference business meeting and results will be certified by the Executive Committee at the time of the annual conference.  
Section 3 A majority vote of members voting is required to pass an amendment to these By-Laws.

## **Article V: EFFECTIVE DATE**

Last Revised: Annual Conference 2014

Section 1        These By-Laws and any additions or amendments thereto, not in conflict with the Constitution, become effective upon adoption.