

**CONSTITUTION OF OKLAHOMA
DIVISION OF STUDENT ASSISTANCE
(O.D.S.A.)**

ARTICLE I. NAME

The name of the organization shall be Oklahoma Division of Student Assistance, hereafter referred to as O.D. S.A. or the Association.

ARTICLE II. PURPOSE

The purpose of O.D.S.A. shall be to serve as an information clearinghouse, a service organization, and a cooperative agency for professional development:

Section 1: To promote professional competency, efficiency, and association of members and others associated with and concerned about student assistance programs.

Section 2: To promote the development, improvement, and extension of educational opportunities for Trio-eligible persons in Oklahoma who, because of financial, cultural, educational deprivation, disability, and limited English speaking ability, have not had those opportunities necessary for the development of their fullest potential. To accomplish this purpose, O.D.S.A. proposes to work at six levels:

- a. Participants served by the programs
- b. Community, parents, and schools
- c. Institutions and agencies hosting the programs and others offering services
- d. Other programs serving educational needs
- e. Local, state, and regional organizations
- f. Regional and national offices of the Department of Education

Section 3: To provide for improved communication between institutions and agencies sponsoring student assistance programs.

Section 4: To foster a commitment to develop bold and innovative educational programs designed to provide opportunities for eligible participants to initiate, continue, or resume secondary and/or postsecondary education.

Section 5: To promote and provide individual and cooperative studies, research, workshops, seminars, conferences, effective models, and related activities as may be desired or required to fulfill the purposes of the Association.

Section 6: To develop, maintain, and disseminate information to the targeted community, the public-at-large, and other programs and agencies serving the educational needs of participants.

Section 7: To participate in ethical efforts geared to guarantee all membership equal rights, privileges, and benefits.

ARTICLE III. MEMBERSHIP

Section 1: The membership shall consist of individuals interested in the purposes of Oklahoma Division of Student Assistance.

- a. Active membership is defined as individuals who are either current or former Oklahoma TRIO Program employees.
- b. Associate membership is defined as all other individuals paying dues as specified in this constitution.
- c. Honorary membership is defined as membership conveyed for special service to the Association or for recognition of work that furthers the goals of the TRIO community.

Section 2: A person may become a member by payment of the prescribed Association dues. Only active members in good standing may vote or hold office.

Section 3: A member shall be dropped from membership for nonpayment of dues or other just cause.

ARTICLE IV. OFFICERS

Section 1: The elected officers of this Association shall be a President, President-elect, Secretary, Treasurer, Public Relations Coordinator, Historian, and Representatives to the SWASAP Board of Directors (Regional Organization).

Section 2: Representatives to the SWASAP Board of Directors from Oklahoma shall consist of the President, President-elect, SWASAP Rep-TRIO Day SWASAP Rep-Scholarship.

Section 3: All officers shall be active members of the Association in good standing.

Section 4: Elections shall be conducted at the annual conference.

Section 5: All ODSA officers, except the President and President-elect, shall be elected for two year terms to provide consistency and continuity to the Board. The Treasurer, Historian, and one SWASAP Representative will be elected in odd numbered years. The Secretary, Public Relations Coordinator, and other SWASAP Representatives will be elected in even numbered years. All state officers elected will begin their term of office immediately following their election.

Section 6: The office of President requires a three year commitment to the Association:

- a. The President-elect shall serve a one-year term prior to becoming State President.
- b. The President shall serve a one-year term while holding the office of State President.
- c. The President continues to serve as a board member as Past President for one year.

Section 7: If an officer or a representative fails to fulfill the responsibilities of their office, the Executive Council shall appoint a person to complete the unexpired term of the officer or representative.

Section 8: The Executive Council of the Association shall consist of:
a. The elected officers of the Association
b. The immediate Past President of the Association
c. The Representatives to the SWASAP Board

Section 9: The Executive Council shall serve as a board for the formulation and recommendations of policies to the Association and shall carry on such business as specified by the By-laws of the Association.

ARTICLE V. MEETINGS

Section 1: Robert's Rules of Order Newly-Revised shall govern the proceedings of all bodies of the Association except where otherwise specified in the Constitution and By-laws.

Section 2: The Association shall meet in regular sessions biannually at a place, time, and duration as designated by the Executive Board. All meetings of the Association shall be announced in writing to all members at least 30 days in advance. The meetings shall be concerned with the business of the Association and/or give consideration to matters of professional concern.

Section 3: A simple majority of active members present at an official business meeting of the Association shall constitute a quorum. A quorum must be present at any meeting at which business is to be transacted or a vote taken committing the Association to any proposal or action.

Section 4: Meetings of the Executive Council shall be called by the President or by no less than one-third of the members of O.D.S.A. If the meeting is called by one-third of the membership, each Association member shall be notified prior to the meeting.

Section 5: A majority of the members of the Executive Council shall constitute a quorum.

Section 6: The President shall appoint, with the Board's advice and consent, a Parliamentarian who shall serve at all meetings of the General Assembly, and as required, at Board meetings.

Section 7: Electronic Meetings: Any ODSA meeting, including any meeting of the Members, Board, or any other committee, may be held by remote communication as provided herein and shall be subject to the following provisions:

- a. The technology used for the electronic meeting shall allow attendees full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting.
- b. ODSA shall implement reasonable measures to authenticate the attendance and vote of each attendee.
- c. If a meeting requires a quorum to be established in order to conduct business, and participating remotely will allow presence to be established by a member, then an announcement of the upcoming meeting must be sent out to the membership prior to the meeting.

- d. Participation in a remote meeting shall constitute presence for all purposes, including quorum and voting.
- e. Any action that could be taken at an in-person meeting may also be taken at a remote meeting held pursuant to this provision.
- f. Procedural rules related to the conduct of electronic meetings shall be established and promulgated by the Executive Board.

ARTICLE VI. AFFILIATION

Section 1: The Executive Council may approve affiliation of O.D.S.A. with any other organization.

Section 2: Affiliation under this article involves only a friendly, mutually helpful relationship between O.D.S.A. and the affiliate and implies no loss of independence by O.D.S.A. or the affiliate.

ARTICLE VII. FINANCES

Section 1: All active and associate members shall pay annual dues as prescribed in the

By-laws. Section 2: Honorary members shall be exempt from dues.

Section 3: The fiscal year shall begin March 1 each year.

Section 4: No part of the net earnings of the Association shall be used to the benefit of any director or officer of the Association, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Association affecting one or more of its purposes), and no director or officer of the Association, or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Association. No substantial part of the activities of the Association shall involve propaganda or other attempts to influence legislation, and the Association shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 5: Upon dissolution of the Association or the conclusion of its affairs, the assets of the corporation shall be distributed exclusively to charitable, religious, scientific, testing for public safety, literacy, or educational organizations as may be selected by a majority vote of the sustaining Association membership. Such organizations could then qualify under the provisions of Section 501 (c) (3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

ARTICLE VIII. AMENDMENT TO THE CONSTITUTION

Section 1: A proposal for amendment shall be submitted in writing to the Executive Council over the signatures of five active members.

Section 2: Except as provided in Section 3 of this Article, the Secretary shall mail a copy of

the proposed amendment to each member of O.D.S.A. not less than fifteen nor more than thirty days before the next annual meeting. Three-fourths of the active members present at the annual business meeting must approve the proposed amendment to effect its adoption.

Section 3: If the Executive Council decides that an emergency exists, the Secretary shall mail a copy of the proposed amendment and a ballot to each active member within ten days after the Council's decision. The Executive Council or its authorized representatives shall count the returned ballots within ten days, and if at least fifty percent of the active members in good standing have voted, and if three-fourths of the ballots returned have been cast in favor of the proposed amendment, the Council shall declare the amendment in effect.

ARTICLE IX. AMENDMENTS TO THE BY-LAWS

Section 1: O.D.S.A. shall make necessary By-laws for the proper governing of the Association that do not conflict with this constitution.

Section 2: O.D.S.A. may amend the By-laws by a two-thirds affirmative vote of the active members present at the annual business meeting. The proposed amendment must be submitted in writing to the Executive Council over the signatures of five active members at least ten days prior to the annual business meeting.

ARTICLE X. ADOPTION OF CONSTITUTION AND BY-LAWS

Section 1: Upon proposal and approval of this constitution in the manner prescribed for amendments in Article VIII, this constitution and its By-laws shall be effective until amended, modified or repealed. Upon adoption, all previous constitution provisions of this organization shall be deemed repealed.

BY-LAWS

ARTICLE I. NAME

No By-laws

ARTICLE II. PURPOSE

No By-laws

ARTICLE III. MEMBERSHIP

Section 1: Any interested individual, agency, educational institution or other entity may become an associate member of O.D.S.A.

Section 2: A paid active member has one vote.

ARTICLE IV. OFFICERS

Section 1: None of the elected officers of the Association shall receive compensation for their services. Necessary expenses of elected officials may be paid from funds of the Association under provision established by the Executive Council. Prior approval and submission of travel claims must be documented.

Section 2: Election of officers shall be conducted at the annual conference and they will assume office immediately.

Section 3: Election will be by secret ballot. A member shall not vote by proxy.

Section 4: Duties of officers

- a. The President shall be chief executive officer of the Association, preside at all general meetings of the Association, chair the Executive Board, appoint all members of committees unless the method of selection is otherwise specified, hold ex-officio membership on all committees, submit a copy of all executed written documents to the appropriate officer for inclusion in the historic records of O.D.S.A., and assume other duties usually assigned to a president. The President shall serve as a member of the SWASAP Board of Directors.
- b. The incoming President shall call an annual executive meeting for the purpose of transferring all audited and organizational records from past officers to new officers and conducting other business as deemed necessary. The meeting will convene within thirty days following the annual elections.
- c. The President-elect shall act in the place of the President at all Association and Board meetings when the President is unable to attend. They shall perform the duties generally assigned to the office of vice president, and in case of the President's inability to continue in office; the President-elect shall fill the unexpired term and continue through their term. They shall also be standing chairperson of the State Initiatives Committee with the prerogative of delegating any or all duties related thereto. The President-elect shall serve as a member of the SWASAP Board of Directors.
- d. The Secretary shall keep accurate records of all meetings and activities of the Association and conduct all correspondence. All executed written documents shall be maintained for

inclusion in the historic record of O.D.S.A.

- e. The Treasurer shall be responsible for receiving and disbursing funds and maintaining appropriate fiscal records of the Association according to the policies set by the Executive Council. Such a person shall be bonded at the expense of the Association. The Treasurer shall provide an annual written financial statement to each Association member. The Treasurer's report shall be examined and audited, at the expense of the Association, by an external auditor and such audit distributed to each member of the Executive Council prior to the annual executive meeting.
- f. The Public Relations Coordinator shall be charged with the duties of publicizing all activities of the Association as directed by the Executive Council. These may include activities such as maintaining the Association web site, producing the membership directory, and editing and distributing a newsletter.
- g. The Association President, President-elect, and elected Representatives to the SWASAP Board of Directors shall represent the State Association at all Regional Board Meetings and report to the membership.
- h. The Historian shall be responsible for the collection, organization, and dissemination of ODSA history through pictures, video, and other forms of media for the purpose of preserving the history of the organization and educating the membership.
- i. The Immediate Past President shall be standing chairperson of the Program Committee with the prerogative of delegating any or all duties related thereto.

ARTICLE V. MEETINGS

Section 1: Meetings may be called and held at the President's discretion.

Section 2: Standing Committees: The Association shall have the following standing committees: Annual Conference Program Committee; By- Law Committee; Nominations and Elections Committee; Scholarship Committee; and the Financial Affairs Committee, Alumni Committee, TRIO Day Committee, ELI Committee. The President, with the advice and consent of the Executive Board, shall appoint the chair for each standing committee, except where such positions are assigned to a specific office.

- a. Annual Conference Program Committee. It shall be the responsibility of this committee to plan the annual conference of the Association. The Immediate Past-President will chair this committee.
- b. By-Law Committee. It shall be the responsibility of this committee to maintain and improve the By-Laws of ODSA; prepare proposed amendments in appropriate language for approval by the membership; to be receptive to suggestions made by the membership and/or Executive Board and keep records of all revisions.
- c. Nominations and Elections Committee. It shall be the responsibility of this committee to nominate candidates for each ODSA office. The committee shall publish the nominations forms, set the deadlines, and make the selections following the approval of the Board.

- d. Scholarship Committee. It shall be the responsibility of this committee to actively promote nominations for any scholarship(s) currently sponsored or that may be established by the Association in the future. The committee chair shall solicit members representing each of the TRIO programs (EOC, McNair, TS, SSS, VUB, UB, and UBMS). The committee shall publish the nomination forms, set the deadlines, and make the selections following approval by the Chair.
- e. Financial Affairs Committee. It shall be the responsibility of this committee to prepare an annual association budget and submit it at the annual conference of the Association. The Treasurer's report shall be examined and audited, at the expense of the Association, by an external auditor and such audit distributed to each member of the Executive Council prior to the annual executive meeting.
- f. The Alumni Committee. It shall be the responsibility of this committee to coordinate with national, regional, and state college access and success associations to promote alumni participation and recognition. The committee shall provide assistance with the organization and implementation of alumni activities which support the goals and objectives of the association.
- g. TRIO Day Committee. It shall be the responsibility of this committee to identify and work with the State of Oklahoma legislator to sponsor the TRIO Day Proclamation; identify speakers and Congressional support; create and design the TRIO Day t-shirt; selects a theme or slogan for the event; secures location to reflect on the meaning of TRIO Day; and oversees the planning of the program and events of the day.
- h. ELI Committee. It shall be the responsibility of this committee to provide the members of the Association leadership development on a professional and personal level.
- i. Special Committee. Task-oriented special committees may be appointed from time to time as the President and the Executive Board see fit. Such committees will operate within the purpose and objectives of the Association and shall be specifically charged and automatically dismissed upon completion of task.

ARTICLE VI. AFFILIATION

No By-laws

ARTICLE VII. FINANCES

Section 1: Annual dues for all members of the Association shall be determined by the Executive Council and approved by a simple majority of the active members voting at an Association meeting.

Section 2: Annual dues shall be payable on or before March 1. Any member delinquent in dues for more than thirty days shall cease to be a voting member and shall have their name removed from the Association's mailing list.

Section 3: All expenditures must be approved by the Executive Council. Bills against O.D.S.A.

shall be paid by the Treasurer and all expenditures must be documented with appropriate receipts. The Treasurer is not personally liable if O.D.S.A. monies are not available, however.

ARTICLE VIII. AMENDMENTS

No By-laws

ARTICLE IX. BY-LAWS

No By-laws

ARTICLE X. ADOPTION OF CONSTITUTION AND BY-LAWS

No By-laws