

District of Columbia College Personnel Association By-Laws

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ARTICLE I: NAME, MISSION AND PURPOSE

Section 1. Name

The name of this association shall be the District of Columbia College Personnel Association, hereinafter referred to as DCCPA.

Section 2. Use of Name

The name of this association shall be used in connection with official business and activities of the association. No individual, organization, or agency may use the name of this association without the permission of the DCCPA Executive Board.

Section 3. Affiliation

DCCPA is an internal division of ACPA College Student Educators International, hereinafter referred to as ACPA.

Section 4. Mission and Purposes

DCCPA, a state division of ACPA, promotes the professional development of college student educators and higher education professionals within the District of Columbia and the metropolitan area. DCCPA is dedicated to educators at all levels of experience and across functional areas and will:

1. Provide leadership to college student educators and higher education professionals in the District of Columbia and the metropolitan area.
2. Familiarize college student educators and higher education professionals with best practices and current trends leading to productive change and enhanced student learning.
3. Promote and provide professional development opportunities among members concerning higher education and student affairs issues, legislation, research, programming, and the international associations.
4. Serve as a leader for collaborations and connections between higher education professionals and college student educators in the District of Columbia and the metropolitan area.
5. Promote student affairs as a career to undergraduate and graduate students in the DC metropolitan area.

Section 5. Autonomy

DCCPA shall conduct its affairs consistent with the Constitution and By-Laws of ACPA

ARTICLE II: MEMBERSHIP

Section 1. Types and Qualifications

1. Professional Membership: Any professional working or interested in higher education or student affairs who is also a member in good standing of ACPA may be a member of DCCPA.
2. Student Membership: Full-time students in degree seeking graduate programs in college student administration or related fields are eligible for membership in DCCPA.

Undergraduate students may also become members if they are planning to go into the student affairs field. A recommendation from a current DCCPA member may be required. The student's major professor must also attest to these qualifications annually.

3. To become a member of DCCPA, an interested party will complete the membership form available on the DCCPA portion of ACPA's website.

Section 2. Rights and Privileges

All members shall be entitled to attend DCCPA meetings and programs, shall be eligible to serve on the DCCPA Executive Board, and shall be eligible to vote.

Section 3. Dues

1. DCCPA members shall pay appropriate ACPA dues.
2. DCCPA may charge a small fee on a case-by-case basis for a member to reserve a space at organization programs or events or to offset the cost of said activities.

Section 4. Non-Discrimination Policy

DCCPA actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across intersections of race, age, color, faith, religion, ancestry, national origin, citizenship, sex, sexual orientation, social class, economic class, ethnicity, gender identity/expression, family status, disability, body type, marital status, veteran status, or political orientation, and all other identities represented among our diverse membership. DCCPA will not discriminate against members because of race, age, color, religion, ancestry, national origin, sex, sexual orientation, gender expression, disability, age, marital status, veteran status, or political orientation. This non-discrimination policy covers membership and access to DCCPA programs and activities including but not limited to elections, appointments, publications, workshops, and conferences in accordance with ACPA's policies.

ARTICLE III: OFFICERS

Section 1. Executive Board

The Executive Board of DCCPA is made up of elected and appointed officers. The elected members of the Executive Board shall be the President, President-Elect and Secretary/Treasurer. The start date for all annually and bi-annually elected officers will be within 30 days of the conclusion of the ACPA Annual Convention.

Section 2. Terms of Service

1. The President and President-Elect will serve for a one-year term.
2. The Secretary/Treasurer position will serve a two-year term.
3. All appointed Executive Board members shall serve a one year term.
4. No member shall serve in the same office for more than two consecutive terms unless the position is uncontested in the next election whereby the incumbent may serve until the next election.

Section 3. Qualifications

1. All members on the Executive Board shall be a member in good standing with DCCPA.
2. Only members in good standing with ACPA may hold the offices of President, President-Elect, and Secretary/Treasurer on the Executive Board of DCCPA.

Section 4. Duties of the Executive Board

1. The Executive Board shall be the agency through which the general administrative, legislative and executive functions of the Association shall be carried out.

2. The Executive Board shall act as the liaison to ACPA.
3. It shall conduct, manage and control the business of the Association between official meetings including the following responsibilities: Formulate and recommend policies to the membership, plan and implement the actions necessary to accomplish the legislative decisions of the membership, recommend the amount of dues for the membership, make necessary decisions on behalf of the Association during the interim between meetings, and coordinate all activities of DCCPA.

Section 5. Elections

1. Elections will be conducted annually for vacant Executive Board positions, before the ACPA National Convention.
2. All members of DCCPA are eligible to vote in elections.
3. The President-Elect will serve as the Nominations and Elections Committee Chair and will appoint a committee to have full oversight over the election process.

Section 6. Duties of Elected Officers

1. The President shall be the chief elected officer on the Executive Board. They will organize and preside over all Executive Board and general membership meetings for DCCPA. They are responsible for appointing members to ad hoc committees with approval from the Executive Board. The President shall be the first delegate to ACPA and attend the ACPA Summer Leadership Meeting. They are responsible for orienting all Executive Board members to their positions.
2. The President-Elect shall act in absence of the President and precede them after the one-year term of service. They are responsible for professional development initiatives of the Association including oversight of the activities of the Committee Chairs. The President-Elect may also attend the ACPA Summer Leadership Meeting. They will participate in or attend functions that will prepare them for the transition to the President position.
3. The Secretary/Treasurer shall keep records of all Board and DCCPA activities and is responsible for reporting that activity as appropriate. They are responsible for issuing all notices for Board or DCCPA meetings and recording attendance and minutes of each meeting. They are also responsible for collecting DCCPA activity for documenting and archiving purposes. This person will also be responsible for the creation of the DCCPA annual report for distribution to members and to ACPA. They shall be responsible for all properties belonging to the DCCPA including digital and printed properties such as these By Laws. They shall also be responsible for the development of the annual DCCPA budget as well as collection and disbursement of all fund requests for DCCPA activities. They will submit written documentation of budget activity at each Executive Board meeting and submitting all required financial information to ACPA in accordance with DCCPA deadlines.

Section 7. Appointments

Ad hoc committees and standing committee chairs shall be appointed as deemed necessary by the President in consultation with the Executive Board. The President shall appoint all Committee Chairs ensuring that there is representation from across the District of Columbia metropolitan area.

Section 8. Removal of Executive Board Member from Office

1. Grounds for removal of an officer include violations of DCCPA policy, failure to perform the duties of the office set forth in the By-laws of the DCCPA, financial irresponsibility, absence from official meetings and failure to uphold the provisions of these By-laws.
2. Any member of the DCCPA may submit to the Executive Board, or any member thereof, a letter expressing the reasons for the removal of an officer. The Executive Board will review all such requests and determine if a hearing is warranted.
3. A member of the Executive Board may be removed from office for just cause by 2/3 vote of the Executive Board. Before such vote can be taken, the member in question must receive written notification of intent of removal from the President. In the case of the President, written notification of intent of removal from office shall be sent by the President-Elect. The concerned member in question shall be given at least two weeks to respond in writing before a vote is taken. Any and all responses from the member in question must be shared with all Executive Board members at a regularly scheduled meeting preceding the vote.

Section 9. Vacancies

1. Vacancies will be filled by appointment by the President for the remainder of the term with the approval of the Executive Board.
2. In the event that the office of President shall become vacant, the President-Elect shall assume the presidency and shall serve the remainder of the term as well as the term for which the president-elect was elected.

ARTICLE IV: COMMITTEES

Section 1. Appointment

Committees shall be created (ad hoc) and chairs appointed (ad hoc and standing) by the President in consultation with the Executive Board.

Section 2. Term of Service

Members of committees shall serve a one year appointment. Ad hoc or special committees shall serve until, in the opinion of the President and Executive Board, the purpose of said committee is accomplished.

Section 3. Standing Committees

1. The Involvement Committee shall aid the DCCPA in recruitment of new members, planning and implementation of social events. They will also be responsible for DCCPA recognition efforts. They shall be expected regularly survey (formally and informally) the Membership to guide Committee work.
2. The Outreach Committee shall coordinate the newsletter, website and the marketing/branding of the DCCPA. They will also coordinate fundraising activities and sponsorships of DCCPA events in conjunction with the other relevant Executive Board members and Committee Chairs.

Section 4. Ad-Hoc Committees

1. The Nominations and Elections Committee is responsible for developing a slate of candidates for Executive Board elections and conduct the elections process.
 1. The Nominations and Elections Committee shall consist of members of the DCCPA. Any member of this committee who becomes a candidate for election

will remove themselves from the committee and be replaced by another appointee by the DCCPA President Elect.

2. The Nominations and Elections Committee shall prepare a competitive slate of two (2) or more candidates for each elected office. If, after the initial nomination process is completed and no nominees have accepted the nomination for a position, then nominations for that particular position will open for an additional designated time period. If, after the second time period has passed and no nominees have accepted the nomination, then nominations will be closed. Any unfilled positions during elections will be appointed by the President with approval from the Executive Board. The Committee shall affirm the eligibility and willingness of each nominee to serve. The slate, when prepared, along with the schedule for voting, shall be distributed to those members of the DCCPA eligible to vote. The ballots shall be returned to the chairperson of the Nominations and Election Committee.
3. The Nominations and Elections Committee, which shall have jurisdiction over all questions relative to the election, shall count the votes and announce the newly elected officers. The highest number of votes counted per position shall constitute election to office. In the event of a tie, the incoming Executive Board shall appoint a person to serve in the office. The nominations and elections process shall be concluded by March 1st by the chairperson of the Nominations and Elections Committee.

Section 5. Reports

All committees shall report annually to the Executive Board or as otherwise directed by the President or ACPA.

ARTICLE V: MEETINGS

Section 1. Member Meetings

1. The DCCPA shall conduct a meeting, in person, electronically, or through conference call as deemed most appropriate by the Executive Board, for all members at least once each business year prior to the ACPA National Convention and shall hold other meetings, workshops and programs when deemed necessary and advisable by the Executive Board.
2. The President may, with the approval of the Executive Board, call additional meetings of the DCCPA when necessary or desirable.
3. Meetings will be announced to all members at least 30 days in advance.

Section 2. Quorum

1. Members in attendance at meetings shall constitute quorum for transactions of business presented on the agenda for the meeting unless outlined below.
2. Quorum at meetings where an amendment is to be discussed and/or voted on shall be defined by 15% of the membership or 15 people (whichever is less) present at a minimum.
3. Elections (paper or electronic) require the participation of 15% of the membership or 15 people minimum (whichever is less).

4. Quorum at meetings where new business items (other than amendments) not previously listed on the agenda that will require a vote shall be defined as 10% of the membership or 10 people to be present.
5. Should quorum not be met, proposals shall be tabled until the next member meeting or moved to an electronic vote at the discretion of the President with approval from the Executive Board.

Section 3. Executive Board Meetings

1. The Executive Board shall meet in person or by electronic means at least three (3) times each academic year, with a majority of the Executive Board members constituting a quorum for the transaction of business.
2. Executive Board members must receive notification at least five (5) days in advance.
3. Executive Board members are expected to attend all three (3) meetings during the business year.
4. On any occasion when the Executive Board must vote on an issue, all Executive Board members have the right to make a motion, second, and vote.

Section 4. Parliamentary Authority

All meetings shall be governed by Robert's Rules of Order (Revised). A Parliamentarian shall be appointed by the President with the approval of the Executive Board for each member meeting. The Secretary/Treasurer shall be responsible for overseeing proper proper parliamentary authority outside of member meetings.

ARTICLE VI: ELECTRONIC VOTING

Section 1. Institution

The President, with the approval of the Executive Board, may institute electronic voting for an issue or amendment that is to be voted on or elections.

Section 2. Notice

Notice for an electronic vote shall be presented to the membership via email at least fifteen (15) days before a vote is to be returned.

Section 3. Timeline

If applicable, a discussion forum on the issue shall be established by the President for a period of five (5) business days for member feedback prior to voting. Members will have three (3) business days to cast an electronic vote once the discussion period has ended, if applicable for amendments.

ARTICLE VII: AMENDMENTS TO BY-LAWS

Section 1. Initiation and Presentation

1. Amendments may be initiated by or brought to the Executive Board or by a petition to the Executive Board by 20% of the DCCPA membership.
2. A proposed amendment shall be presented in writing to the Executive Board at least thirty (30) days prior to the next member meeting.
3. Amendments to the By-laws shall be presented to the membership in writing at least fifteen (15) days before the meeting at which the proposed change is to be considered or vote is to be returned.

4. If, in the judgment of the Executive Board action on a proposed amendment is desirable before the next member meeting, it may be taken through an electronic vote following presentation of the amendment in writing to all members of the DCCPA.
5. A discussion forum on the amendment shall be established by the President with approval from the Executive Board should quorum not be met at a member meeting.

Section 2. Adoption and Implementation

Amendments shall be adopted by two-thirds vote of the eligible members voting. Amendments, after passage, shall be added to the By-laws and shall take effect according to the time specified in the Amendment.