

Vermont Educational Opportunity Programs  
Constitution and Bylaws

Updated February 19, 2001

## **Article 1. Name**

### **Section 1**

The name of the organization shall be Vermont Educational Opportunity Programs, hereafter referred to as the Association.

## **Article 2. Purpose**

### **Section 1**

The purpose of the Association shall be to bring together those persons who are involved in programs that provide students access and success in education at all levels, with the ultimate goal being the completion of a program of postsecondary education. The Association shall be particularly concerned with those students who, because of socioeconomic status, ethnic background, physical challenges and other obstacles to achieving their academic potential, find themselves in a position of disadvantage with respect to traditional students.

### **Section 2**

The Association will focus on the following:

- a) Improving communication within the state, the region and the country among persons working in educational opportunity programs
- b) Providing active linkage in the regional and national network of educational opportunity associations (NEOA and COE)
- c) Promoting coordination of activities and sharing of successful practices among educational opportunity programs within the state
- d) Responding efficiently and meaningfully to issues effecting the educational resources and environment of students involved in educational opportunity programs
- e) Increasing the awareness of legislators, agencies, community groups, faculty and administrators about the educational and financial needs of low-income, minority, educationally disadvantages and physical challenged students
- f) Promoting research, conferences and activities that may be necessary and sufficient to accomplish the purposes of the Association
- g) Providing leadership opportunities for TRIO and EOP professionals on a state and regional level.

## **Article III. Membership**

### **Section 1**

The membership shall consist of individuals interested in the prupsoe of the Association:

- a) Regular membership is available to those professionals who are committed to the purpose of the Association. Each regular member is entitled to one vote and is eligible to hold office
- b) Student membership is available to persons who are currently in programs of secondary or postsecondary education and who are committed to the purposes of the Association. Student members are entitled to vote but are not eligible to hold office.

## **Section 2**

A member shall be dropped from membership for nonpayment of dues or other just cause as determined by the Executive Committee.

## **Article IV. Affirmative Action**

### **Section 1**

The Executive Committee will act in all matters according to the most current affirmative action policy adopted by the Association.

## **Article V. Dues**

### **Section 1**

Annual Association dues shall be established by the Executive Committee.

## **Article VI. Officers**

### **Section 1**

The officers of the Association shall be President, Past President, Vice-President, Secretary, Treasurer, State Liaison to NEOA, and North Country TRIO Directors (NCTD) Liaison.

### **Section 2**

The Executive Committee shall consist of the officers of the Association. All Executive Committee members shall be regular members of the Association.

## **Article VII. Duties of Officers**

### **Section 1**

The President shall be chief executive officer of the Association, preside at all general meetings of the Association, chair of the Executive Committee, approve all designated chairs of the committees subject to the confirmation of the Executive Committee, and hold ex-officio membership on all committees. He or she shall be or shall designate the chairperson of the

Nomination Committee. The President shall perform the duties customary to that office and such additional duties as directed by the Executive Committee.

## **Section 2**

In the absence of the President, the Vice-President shall act in the place of the President at all Association and Committee meetings. He or she shall be the chairperson of the Association's annual conference committee and shall maintain all conference records, transferring those records to the incoming Vice-President.

## **Section 3**

The Past-President shall serve as an advisor to the board ensuring continuity with the Executive Board from one year to the next. Specific duties will be to chair the Nomination Committee and Executive Board orientation committee.

## **Section 4**

The Secretary shall perform the duties customary to the office and such additional duties as may be directed by the Executive Committee. The secretary shall attend and take minutes at each meeting and distribute to the executive committee in a timely fashion. The secretary shall give a report at each Executive Committee meeting and will amend. He or she shall be or shall designate the Chairperson of the Association's Editorial and Publications Committee.

## **Section 5**

The Treasurer shall represent the Association in assuring that the receipts and expenditure of funds are in accordance with the directive of the Association as defined by the Executive Committee. Specific duties include submitting an annual budget to the Executive Committee for approval and submitted full financial reports prior to or at the annual meeting, at each executive committee meeting, and at the state conference. He or she shall be or shall designate the Chairperson of the Membership Committee.

## **Section 6**

The State Liaison will be responsible for coordinating TRIO/EOP activities in the state. The State Liaison represents the Association on the NEOA Board of Directors. The State Liaison is expected to attend and present a state report at the meetings of the NEOA Board. Annual priorities include:

- a) Creating crisis mobilization strategies at the state and regional levels
- b) Developing state-level strategic plans and organizational structures to foster state and community support for TRIO/EOP
- c) Recruiting and promoting TRIO/EOP leadership from/at the state level
- d) Disseminating information about NEOA and VEOP to membership within the state

- e) Coordinating fundraising efforts within the state.

He or she will be or shall designate the Chairperson of the Professional and Program Development Committee.

### **Section 7**

Project Director Liaison to the Executive Committee shall ensure that information is shared between TRIO/EOP Directors and the Executive Directors. This Liaison shall attend Executive Committee meetings and will provide information and perspective. This Liaison will also promote VEOP through encouraging staff members to participate and attend TRIO state and regional conferences and to seek leadership positions in VEOP. Responsibilities also include providing a TRIO financial perspective to the Treasurer for planning and expenditures.

### **Section 8**

- a) There shall be appointed a Nomination and Election Committee consisting of three regular members appointed by the Executive Committee. The Nomination and Election Committee shall poll the membership to encourage a broad base of nominations to be presented to the Annual Meeting. The Nomination and Election Committee shall provide for nominations from the floor at the Annual Meeting; each nomination shall be submitted in writing with three signatures of members supporting it.
- b) The Nomination and Election Committee shall conduct the election with secret ballots and tabulate the results and the Annual Meeting; a majority vote shall determine the results.

## **Article VIII. Meetings**

### **Section 1**

An annual meeting shall be held at the State Caucus during the regional conference. At this time the membership will conduct the business of the Association and elect officers. Additional meetings will be held at the discretion of the Executive Committee but are to occur at least five times per year in addition to the conference meeting. Notice of all meetings of the Association shall be mailed to each member at least fifteen days prior to the meeting.

### **Section 2**

The members present at an official business meeting of the Association shall constitute a quorum.

### **Section 3**

A majority of members of the Executive Committee shall constitute a quorum.

#### **Section 4**

The Executive Committee shall have the authority to carry on all business of the Association between meetings of the membership.

### **Article IX. Committees**

#### **Section 1**

There shall be five standing committees – the Nomination and Election Committee (Article VII, Section 5 a & b), the Conference Committee, the Editorial and Publications Committee, the Membership Committee, and the Professional and Program Development Committee.

#### **Section 2**

The Vice-President will chair the Conference Committee. The Committee will consist of those members interested in working on the annual conference but will generally include representation from the TRIO/EOP programs (Student Support Services, Talen Search, EOC, Upward Bound, EOP programs).

#### **Section 3**

The Secretary or his or her designee will chair the Editorial and Publication Committee. This Committee will publish an Association Newsletter and take care of publicity and press releases within the state and the region.

#### **Section 4**

The Treasurer or his or her designee will chair the Membership Committee. The Committee will promote Association membership and coordinate membership records and the receipt of dues.

#### **Section 5**

The State Liaison and his or her designee will chair the Professional and Program Development Committee. This Committee will coordinate a state celebration of National TRIO Day and work to identify and develop resources and opportunities for programs and staff.

#### **Section 6**

Any other committees will be ad hoc and appointed by the President with the approval of the Executive Committee.

## **Article X. Finances**

### **Section 1**

No part of the net earnings of the Association shall benefit any officer of the Association or any private individual. Nor shall either be entitled to share in the distribution of any of the assets upon dissolution of the Association.

### **Section 2**

Reasonable compensation may be paid for services rendered to or for the Association affection one or more of its purposes.

### **Section 3**

Upon dissolution of the Association, its assets shall be devoted exclusively to educational endeavors as may be selected by the majority vote of the sustaining Association membership consistent with the purpose of the Association.

## **Article XI. Affiliation**

### **Section 1**

The Association may affiliate with other organizations committed to similar purposes. The regular membership must approve such arrangements by a simple majority of those attending the Annual Meeting, when the Executive Committee has recommended affiliation, and when all members have received a fifteen-day notice of the motion to affiliate.

### **Section 2**

Affiliation under this article involves only a friendly, mutually helpful relationship and implies no loss of independence by the Association or the affiliate.

## **Article XII. Amending Procedures**

### **Section 1**

A proposal for amendment, supported with the signatures of three professional members, shall be submitted in writing to the Executive Committee.

### **Section 2**

The Secretary shall mail notices of proposed amendments to each member of the Association not less than fifteen and not more than thirty days before the next annual meeting. Two-thirds of the membership present at the annual meeting must approve the proposed amendment to effect its adoption.

**Section 3**

A similar procedure may be effected by mail if that is deemed necessary by the Executive Committee. Members must be notified at least fifteen days, but not more than thirty days, before the final count of the proposed amendment and of the procedure to vote. Two-thirds of the members must approve the proposed amendments with a quorum of the total membership voting to effect its adoption.