



Atlantic Association of College and University Student Services

***Association des Services aux Étudiants des Collèges
et Universités de L'Atlantique***

AACUSS / ASECUA

CONSTITUTION

&

BY-LAWS

Revised Spring 2011

ARTICLE I: NAME

The Association shall hereby be known as the **Atlantic Association of College and University Student Services.**

ARTICLE II: PURPOSE AND OBJECTIVES

Purpose

The purpose of the Association shall be to promote the development and effective use of university and college student services.

Objectives

1. To evaluate the needs of Atlantic colleges and universities as they relate to student services.
2. To provide a medium for exchange, review, and evaluation of information among members, students and other interested groups.
3. To interpret the role of student services in Atlantic universities and colleges.
4. To encourage and develop programs directed at the professional enhancement of its members.
5. To develop, encourage, and support professional and ethical standards in student services.
6. To liaise with Atlantic Association of Universities and keep them informed on professional developments and issues.

ARTICLE III: MEMBERSHIP

1. **Persons occupying the following positions in colleges and universities in the Atlantic Region shall be eligible for membership.**

- a) Awards Officers, Financial Aid Officers
- b) Chaplains
- c) Counsellors
- d) Deans and Directors of Student Services
- e) Housing Officers and Resident Hall Co-ordinators
- f) International Student Advisors
- g) Student Union Centre Managers
- h) University Health Officers, University Nurses
- i) Learning Resources Co-ordinators
- j) Student Employment/Placement Officers
- k) Faculty
- l) Any person approved by the Executive Committee

2. **Classification of Membership**

Full Member

Full members are defined by our Constitution and will continue to be full members in good standing provided they pay their membership fee and meet membership criteria in Article III, I.

Associate Member

Associate members are persons interested in student life, committed to the aims and objectives of the Association, who are employed on university or college campuses. Associate members will pay fees equal to that of full members. Associate members are entitled to all benefits of full members except that they are not eligible for the Executive Committee or to vote on AACUSS business.

Special Friends List

This category includes individuals in the community interested in the activities of AACUSS. The fees, benefits and restrictions are identical to those of Associate Members.

3. Membership List

AACUSS will develop a full membership list, which will be retained by the Secretary. Individuals will remain as full members in good standing provided their membership is paid. If member fees are not paid for one full year that member's name will be removed from the membership list.

4. Fees

The fee administration shall be stated in the By-laws, Article 1.

ARTICLE IV – EXECUTIVE OFFICERS

The Executive Officers of the Association shall be a Past-President, President, President-Elect, Treasurer, Communications Officer, and Conference Co-ordinator. The Secretary is a hired stipend position and is a non-voting Executive Officer.

Duties of Officers

- a) **The President** shall be the chief elected officer of the Association and shall:
1. Preside at the Annual Meeting of the Association;
 2. Appoint the members of ad hoc committees upon consultation with Executive Officers, except as otherwise specified in the By-laws;
 3. Prepare an annual report and present it at the annual general meeting;
 4. Perform the duties customary to the office and such additional duties as directed by the full AACUSS Executive Committee;
 5. Maintain and update policy and procedures manual.
 6. In consultation with the executive members identify and contact host institution for conferences/workshops
 7. Establish an agenda for all executive meetings
 8. Appoint on a yearly basis an archivist/collector and ensure continuity of information coincides with the president's annual report
 9. Review policies/procedures with new elected and appointed executive members and highlight communication model for AACUSS
- b) **The President-Elect** shall assist the President in carrying out the duties of that office and shall:
1. Assume the President's duties and responsibilities in his/her absence;

2. Assume the Presidency after serving as President-Elect.
 3. Follow-up with grant recipients who have received grants in the past year and encourage grant recipients to present at annual conferences
- c) **The Past-President** shall provide continuity, experience and shall act as:
- 1 Chair, Constitution/By-Law Review Committee
 - 2 Chair, Nominations Committee
 - 3 Chair, Award of Merit Committee
 - 4 Facilitator of Professional Development Grant requests
- d) **The Secretary** is a stipend position contracted to perform the duties customary to this office and such additional duties as directed by the Executive Committee:
1. Responsible for sending all correspondence to all membership, letters from the President, etc
 2. Book conference calls
 3. Taking minutes at meeting & circulating to executive
 4. Responsible for circulating agenda to executive
 5. Maintain membership information and update
 6. Manage the membership database and in consultation with the Treasurer monitor membership fees
 7. Responsible for ensuring membership updates are communicated to divisional representatives, executive officers and conference committee members throughout the year.
8. Create a binder for each executive member containing meeting schedule for the year, executive contact sheet, constitution, other materials deemed necessary.
 9. Working with the person responsible for the AACUSS website development
- e) **The Treasurer** shall perform the duties customary to this office and such additional duties as directed by the Executive Committee and shall:
1. Prepare a financial report and present it at the Annual Meeting;
 2. Provide regular up to date financial reports at each AACUSS executive meeting
 3. Treasurer should be main contact for budget approval for fall workshops and spring conferences
 4. Treasurer is responsible for getting a financial report from host institutions post conferences and workshops
- f) **The Annual AACUSS Conference Coordinator**, as a member of the current executive committee, shall be selected from the host university/college for the following year's conference and shall act as the main contact person between the Executive and host university/college. The AACUSS Conference Coordinator is required to:
1. Submit a conference budget proposal to the Treasurer for

approval sixty days (60) prior to the start of the conference,

2. Submit a summary report to the Treasurer within sixty days (60) of the conclusion of the conference. The summary report will include a financial statement complete with a revenue and expenditure breakdown.

g) **AACUSS Workshop Coordinator** (when applicable): shall be selected from the host university/college for the following year's workshop and shall act as the main contact person between the Executive and host university/college. This person is expected to attend the executive meetings they are invited to. The AACUSS Workshop Coordinator is required to:

1. Submit a conference budget proposal to the Treasurer for approval sixty days (60) prior to the start of the conference
2. Submit a summary report to the Treasurer within sixty days (60) of the conclusion of the conference. The summary report will include a financial statement complete with a revenue and expenditure breakdown.

h) **An Archivist** shall be appointed by them Executive. The Archivist will be responsible for:

1. Producing and updating an

2. index of AACUSS Archives;
Soliciting missing and housing relevant AACUSS materials

i) **The AACUSS Communications Officer** will be responsible for:

1. The publication and distribution of the association newsletter within a schedule proposed by the AACUSS executive (three to four AACUSS Talks/year)

ARTICLE V - EXECUTIVE COMMITTEE

The Executive Committee shall be stated in the By-laws, Article II.

ARTICLE VI - COMMITTEES

The Executive Committee may, from time to time, establish such special committees, as they deem necessary.

ARTICLE VII - MEETINGS

1. There shall be an Annual Meeting of the Association. Other meetings may be called at the discretion of the Executive Committee or as prescribed in the By-laws;
2. Time and location of the meetings shall be determined by the Executive Committee;
3. A quorum shall be as specified in the By-laws.

ARTICLE VIII - BY-LAWS

The Association shall have the authority to adopt or amend By-laws for the conduct of its affairs. The procedures for adopting or amending By-laws shall be specified in the By-laws.

ARTICLE IX - CONSTITUTION AMENDMENTS

The Association may at its Annual Meeting, by an affirmative vote of two-thirds of the members present, adopt such amendments to this Constitution as it deems necessary for the management of the affairs of the Association. Notice of motion must be given to the membership in writing at least thirty days before the Annual Meeting.

BY-LAWS
ATLANTIC ASSOCIATION OF
COLLEGE AND
UNIVERSITY STUDENT SERVICES

ARTICLE 1 - MEMBERSHIP AND FEES

1. Membership in the Association shall be on an individual basis rather than on an institutional basis.
2. Change in fees must be approved by majority vote of the membership in attendance at the annual general meeting
3. Individuals shall become members of the Association upon payment of fees.
4. Full members in good standing shall be entitled to vote, to attend meetings, and to hold office in the Association.
5. A former member wishing to be reinstated must pay all current and formerly-owed fees before reinstatement.

ARTICLE II - EXECUTIVE COMMITTEE

1. Composition

- a) Executive Officers - Past-President, President, President-Elect, Secretary, Treasurer, and Communications Officer.
- b) Executive Committee - the

Executive Officers, AACUSS Conference Coordinator from the host college or university and one representative from each of the areas named in Article III, Section 1, a-1.

- c) The Executive Committee is empowered to appoint a representative from any province not represented by an Officer or another Executive Committee member as defined in By-law Article II, Section 1.b.
- d) The President shall call executive meetings for the full committee or a meeting of the executive officers as the need arises

2. Responsibilities, Powers, and Function of the Executive Committee

- a) To carry out the business of the Association between the Annual Meetings;
- b) To establish policies to govern the affairs of the Association;
- c) To exercise such other powers and functions as specified by the Constitution and By-laws.
- d) Each member of the Executive Committee shall be allowed one vote

- e) A quorum at meetings shall consist of one-half the members of the Executive Committee, plus one.
- f) Any member of the Executive Committee may request a meeting. If a simple majority is present the meeting will be recognized by the Association.
- g) The Association will assume the expense of those persons required to attend Executive meetings.

AACUSS Conference Co-ordinator. The AACUSS Conference Co-ordinator must be a representative of the university/college that is to host the annual conference the year following the elections.

Nominations will also be accepted from the floor.

ARTICLE III - NOMINATIONS AND ELECTIONS OF OFFICERS

1. Nominations and Elections of Officers

a) Nomination Committee

A Nomination Committee shall be established by the Executive Committee. It shall consist of the Past-President as Chair and two other representatives selected by the Past-President. No member of the Nomination Committee may be a candidate for office.

b) Nominations

At the Annual General Meeting, the Nominations Committee shall submit a slate of officers for the following offices:

President
 President-Elect
 Treasurer
 Communication Officer

c) Elections

The chair of the Nomination Committee will conduct the election. It shall be done by secret ballot.

d) Terms of Office

The officers' terms shall be one year, with the exception of the Treasurer and Communications Officer which shall be two years.

2. Duties of Officers

b) The President shall be the chief elected officer of the Association and shall:

1. preside at the Annual Meeting of the Association;
2. appoint the members of committees upon consultation with Executive Officers, except as otherwise specified in the By-laws;
3. be an ex-officio member of all committees;
4. prepare an annual report and present it at the annual business meeting;
5. perform the duties customary to the office and such additional duties as directed by

- the Executive Committee;
6. be responsible for any committees as established by the Executive Committee;
7. maintain and update policy and procedures manual.
- b) The President-Elect shall assist the President in carrying out the duties of that office and shall:
1. assume the President's duties and responsibilities in his/her absence;
 2. assume the Presidency after serving as President-Elect.
- d) The Past-President shall provide continuity, experience and shall act as:
- Chair, Constitution/By-Law Review Committee
Chair, Nominations Committee
Chair, Award of Merit Committee
Facilitator of Professional Development Grant requests
- e) The Treasurer shall perform the duties customary to this office and such additional duties as directed by the Executive Committee and shall:
1. prepare a financial report and present it at the Annual Meeting;
 2. collect annual membership fees;
- f) The Conference Co-ordinator shall be selected from the host university/college for the following year's conference and shall act as the main contact person between the Executive and host university/college. The Conference Co-ordinator will be responsible for submitting a Conference Report which includes a financial statement and a contribution to the Professional Development Fund.
- h) An Archivist shall be appointed by the Executive. The Archivist will be responsible for:
1. producing and updating an index of AACUSS Archives;
 2. soliciting missing and housing relevant AACUSS materials
- i) The Communications Officer will be responsible for the publication and distribution of the association newsletter within a schedule proposed by the AACUSS executive.
- 3. Resignations**
- a) In the event of the President's resignation, the President-Elect will assume the Presidency.
- b) In the event of the President-Elect's resignation the Nominations Committee would submit for Executive Committee approval a candidate to assume the position of President-Elect
- b) In the event of the resignation of the Past-President, the Executive committee would have the authority to appoint a person to assume the responsibilities of this position.
- c) In the case of resignation by any other member of the Executive Committee, the remaining members would appoint

someone to assume the position and then notify the membership.

ARTICLE IV – Stipend positions

Any stipend position for the Association shall follow the process:

- a) New stipend positions must be developed and approved by the AACUSS Executive Committee
- b) A stipend position renewal is subject to review of performance of the incumbent, need for service as determined by the Executive Committee and funding.
- c) The maximum term prior to renewal approval for any contract is 2 years
- d) Advertisements for stipend positions must be circulated to the entire membership a minimum of 3 times prior to the hiring process
- e) The hiring committee will be comprised of the President, Past President or President Elect, an executive committee member and 1 member at large from the membership.
- f) All stipend positions will require a minimum 8 week notice of termination from either the incumbent or the President of the Association.

ARTICLE V- MEETINGS OF THE MEMBERSHIP

1. **Annual Meeting**
The Association shall hold an Annual Meeting at a time and place fixed by the Executive Committee. They shall give written notice thereof to the membership not less than thirty days prior to the time so fixed.

2. Quorum

Quorum at any Annual Meeting shall consist of 20 percent of the paid membership.

ARTICLE VI - BUSINESS AFFAIRS OF THE ASSOCIATION

1. **Fiscal Year**
The fiscal year of the Association shall be from June 1 through May 31, unless otherwise established by the Executive Committee
2. **Financial Reports**
The Treasurer shall submit a yearly report to all members at the Annual Meeting.
3. **Audit**
Two members will be appointed by the membership at the Annual Meeting to audit/verify the financial records of the Treasurer.

ARTICLE VII - COMMITTEES

1. **Nature of Committees**
All committees with the exception of the Executive Committee shall be established on an “ad hoc” basis, subject to annual review and evaluation by the Executive Committee.
2. **Appointment of Committees**
Committees shall be appointed by the President in consultation with the Executive Committee.

3. **Committee Reports**

Each Executive Committee member shall prepare a report concerning the committee's activities, accomplishments, and future plans and present it to the Executive Committee. The reports will be included in the Annual General Meeting Membership Report to be presented to the membership at the Annual General Meeting.

ARTICLE VIII - BY-LAWS AND AMENDMENTS

Unless otherwise specified, the Association may at its Annual Meeting by affirmative vote of the majority of the members present adopt such By-laws as it deems necessary, provided that notice of motion is given to every member in writing not later than thirty (30) days before the meeting where such By-laws or amendments are to be considered for ratification.