



Atlantic Association of College  
& University Student Services

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Association des services aux étudiants  
des collèges et universités de l'Atlantique

# Constitution and By-Laws

**ATLANTIC ASSOCIATION OF COLLEGE AND  
UNIVERSITY STUDENT SERVICES**

**Approved at AGM  
May 20, 2021**

## **ARTICLE I - NAME**

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

## **ARTICLE II - PURPOSE AND OBJECTIVES**

### Purpose

The purpose of the Association is to provide professional development opportunities to its members, to support the field of student services and to represent student services locally, as well as nationally.

### Objectives:

- a. To provide a medium for exchange, review, and evaluation of information and best practices among members.
- b. To encourage and develop programs directed at the professional enhancement of its members.
- c. To develop, encourage, and support professional and ethical standards in student services.
- d. To liaise with Atlantic Association of Universities and keep them informed on professional developments and issues.

## **ARTICLE III - MEMBERSHIP**

1. Persons occupying positions in colleges and universities in the Atlantic Region, as well as members of affiliated associations (CACUSS, CASFAA) shall be eligible for membership.

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.

### **Institutional Members**

Any member named in an Institutional Membership (as defined in By-Laws, Article 1 - Membership and Fees), shall be considered a full member.

### **Associate Member**

Companies or individuals providing a product or service as a resource for student services professionals in planning or implementing programs. 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.

### **Student Member**

Students working or studying in student services or related fields. Student members are entitled to all benefits of full members, except they are not eligible for the Executive Committee.

### **Life Members**

Life Members are members who received the Life Membership Award. Life Members shall be exempt from payment of dues to the Association but shall retain all rights and privileges of dues-paying members, except for holding office or voting.

## 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 or they have Life Member status.

## 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, and Communications Officer.

### Duties of Officers

1. The **President** shall be the chief elected officer of the Association for a term of 1 (one) year and shall:

- a. Preside at the Annual General Meeting of the Association
- b. Appoint the members of ad hoc committees upon consultation with Executive Officers, except as otherwise specified in the By-laws
- c. Prepare an annual report and present it at the annual general meeting
- d. Perform the duties customary to the office and such additional duties as directed by the AACUSS Executive Committee
- e. In consultation with the Executive Committee identify and contact host institution for conferences and workshops
- f. Establish an agenda for all Executive Committee meetings

2. The **President-Elect** shall assist the President in carrying out the duties of that office for a term of 1 (one) year and shall:

- a. Assume the President's duties and responsibilities in their absence
- b. Assume the Presidency after serving as President-Elect
- c. Contact the recipients of grants awarded in the past year and encourage grant recipients to present at the annual conference

- d. Facilitate regular professional development opportunities and events for the membership (not including the annual conference), including act as Chair, Professional Development Committee

3. The **Past-President** shall provide continuity and experience for a term of 1 (one) year and shall act as:

- a. Chair, Constitution and By-Law Review Committee
- b. Chair, Nominations Committee
- c. Chair, Awards and Grants Committee

4. 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 for a term of 3 (three) years:

The Secretary is responsible for:

- a. Sending all correspondence to all membership, letters from the President, etc
- b. Booking conference calls
- c. Taking minutes at meeting & circulating to Executive Committee
- d. Circulating an agenda to Executive Committee
- e. Maintaining and updating membership information
- f. Managing the membership database and, in consultation with the Treasurer, monitoring membership fees
- g. Ensuring membership updates are communicated to the Executive Committee members throughout the year.
- h. Providing each Executive Committee member with a meeting schedule for the year, Executive Committee contact sheet, constitution, other materials deemed necessary.
- i. Developing the AACUSS website
- j. Producing and updating an index of AACUSS archives
- k. Soliciting missing and housing relevant AACUSS materials

5. The **Treasurer** is a stipend position contracted to perform the duties customary to this office and such additional duties as directed by the Executive Committee for a term of 3 (three) years and shall:

- a. Prepare a financial report and present it at the Annual General Meeting
- b. Provide regular up-to-date financial reports at each AACUSS Executive Committee meeting
- c. Treasurer should be main contact for budget approval for division meetings as well as executive meetings with required travel
- d. Treasurer is responsible for getting a financial report from host institutions post conferences and workshops
- e. Oversight of AACUSS financial accounts and credit card, as well as monthly reconciliation process
- f. Main contact for budget approval for all annual conference expenditures
- g. Provide all financial records of the association to Auditors

- h. Sit on subcommittees as required and/or providing appropriate support to association subcommittees

6. The **Communications Officer** for a term of 2 (two) years will be responsible for:

- a. The publication and distribution of the association newsletter within a schedule proposed by the AACUSS Executive Committee (minimum of two newsletters per semester)
- b. Collaborating with Secretary to maintain ongoing communication with membership (social media, email, website, etc.)
- c. Maintaining AACUSS social media accounts

## **ARTICLE V - EXECUTIVE COMMITTEE**

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

## **ARTICLE VI - COMMITTEES**

The Executive Committee may establish such Special or Ad-hoc Committees as they deem necessary.

## **ARTICLE VII - MEETINGS**

1. There shall be an Annual General Meeting of the Association. Other Executive Committee meetings may be called at the discretion of the Executive Committee (usually bi-monthly) or as prescribed in the By-laws:

- a. Time and location of the meetings shall be determined by the Executive Committee;
- b. 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 General 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 General Meeting.

## **BY-LAWS**

### **ATLANTIC ASSOCIATION OF COLLEGE AND UNIVERSITY STUDENT SERVICES**

#### **ARTICLE I - MEMBERSHIP AND FEES**

1. Membership in the Association shall be on either an individual or an institutional basis.
2. An Institutional Membership may be purchased by an institution who meets the requirements of Level 1 (a minimum of 12 members) or Level 2 (a minimum of 25 members).
  - a. In order to maintain the Institutional Membership, each institution must assign a Bundle Administrator who is responsible for managing membership for their institution.
3. Individuals shall become members of the Association upon payment of fees.
4. Change in fees must be approved by two-thirds vote of the membership in attendance at the annual general meeting.
5. Full members in good standing shall be entitled to vote, to attend meetings, and to hold office in the Association.
6. Life Members shall be exempt from payment of dues to the Association but shall retain all rights and privileges of dues-paying members, except for holding office or voting.

#### **ARTICLE II - EXECUTIVE COMMITTEE**

1. Composition
  - a. Executive Officers:
    - i. Past-President
    - ii. President
    - iii. President-Elect
    - iv. Treasurer,
    - v. Communications Officer
    - vi. Secretary

- b. One Representative from the following Divisions:
  - i. Academic Support and Advising Services
  - ii. Accessibility Services
  - iii. Career & Employment Services
  - iv. Counseling Services
  - v. Financial Aid & Awards
  - vi. Generalist Services
  - vii. Health Services
  - viii. Housing Services
  - ix. Indigenous Student Services
  - x. International Student Services
  - xi. Senior Student Affairs Officers
  - xii. Annual Conference Coordinator from hosting university/college
  
- 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.

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

- a. To carry out the business of the Association between the Annual General 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 Committee meetings in keeping with travel expense guidelines
- h. Executive Officers will review a Divisional Representative's tenure in the event that a Divisional Representative misses more than two consecutive executive meetings without just cause

## **ARTICLE III - NOMINATIONS AND ELECTIONS OF THE EXECUTIVE COMMITTEE (OFFICERS AND DIVISIONAL REPRESENTATIVES)**

### 1. Nominations and Elections of Executive Officers and Divisional Representatives

#### 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 Executive Committee members for the following offices:

- i. President Elect
- ii. Communications Officer
- iii. Divisional Representatives (See listing Article II, 1(b))

Nominations from the floor shall also be accepted.

#### c. Elections

The chair of the Nomination Committee will conduct the election. In the event that there is more than one candidate on the election slate for a single position, the vote for that position will be done by secret ballot.

#### d. Terms of Office

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

### 2. Responsibilities of Divisional Representatives

Divisional Representatives shall normally serve a two-year term. They are responsible for:

- a. Attending executive committee meetings
- b. Liaising with members of their division, bringing forward information, requests for funding, concerns or issues
- c. Providing a written report on divisional activities prior to each executive committee meeting reporting on divisional activities
- d. Submitting a written annual report prior to the Association's annual general meeting
- e. Hold meetings and events for their respective divisions throughout the year
- f. Provide budget rationale to the Treasurer for any division events, up to \$500/year

### 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
- c. 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.
- d. 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**

1. Any stipend position for the Association shall follow the process:
2. New stipend positions must be developed and approved by the AACUSS Executive Committee.
3. A stipend position renewal is subject to review of performance of the incumbent, need for service as determined by the Executive Committee and funding.
4. The maximum term prior to renewal approval for any contract is 3 years.
5. Advertisements for stipend positions must be circulated to the entire membership a minimum of 3 times prior to the hiring process.
6. The hiring and stipend position review committee will be comprised of the President (chair), Past President and President Elect, and an Executive Committee member.
7. All stipend positions will require a minimum 8-week notice of termination from either the incumbent or the President of the Association.
8. All stipend positions will be voting members of the Executive, unless there is a conflict of interest related to their position and they will abstain.

#### **ARTICLE V- MEETINGS OF THE MEMBERSHIP**

##### **1. Annual General Meeting**

The Association shall hold an Annual General 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 General 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 April 1 through March 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 General 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. Each Executive Committee member must also report on how they are working towards meeting the Association’s purpose and objectives.

**ARTICLE VIII - BY-LAWS AND AMENDMENTS**

Unless otherwise specified, the Association may at its Annual General Meeting by affirmative vote of two-thirds of the members present amend or 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).

**ARTICLE IX – ADDING, DELETING AND RENAMING DIVISIONS**

1. Any member of the Association can propose in writing to the Executive Committee (addressed to the Secretary) the addition, deletion or renaming of a Division.

2. The Secretary will bring forward the proposal and other relevant information to the Executive Committee for review.
3. Should the Executive Committee accept or reject the proposal, the Secretary will communicate to the proposing member the outcome of the Executive Committee's decision, which may include a request for additional information from the proposing member, if required by the Executive Committee.
4. Should the Executive Committee accept the proposal, the Executive Committee will request the Past President to propose the required amendments to the AACUSS Constitution for approval by the membership at the Annual General Meeting.