

## **1. OVERVIEW**

### **1.1 Purpose**

The Operating Guidelines shall describe the policies, procedures, and general practices of ASPIRE, INC. (hereafter referred to as ASPIRE).

### **1.2 Description**

The Board of Directors of ASPIRE (hereafter referred to as the Board) may develop such Operating Guidelines as are necessary to ensure the orderly, efficient, and effective operation of ASPIRE. Such Operating Guidelines may include but are not limited to: rules of procedure regarding expenditures, rules of procedure for conducting meetings and business, establishment of specific responsibilities of officers, and collection of membership fees, conference registration fees, etc.

### **1.3 Relationship to Bylaws**

The Operating Guidelines shall not conflict with the ASPIRE, INC. Bylaws (hereafter referred to as the Bylaws) or with decisions, actions, or policies established by the membership as a whole. The Operating Guidelines shall be in addition to and not part of the Bylaws.

### **1.4 Amendments**

As specified in Section 6.7 of the Bylaws (Board of Directors, Board Quorum), the Operating Guidelines may be amended by a majority vote of the Board present and voting at any regular or special meeting of the Board, except that amendments may not conflict with the Bylaws or decisions, actions or policies established by the membership as a whole.

Date (when known) of Board approval of a rule or amendment is identified (month/year) and shall be inserted at the end of a paragraph or item when amended. [10/93]

### **1.5 Waiver of Guidelines**

Specific Guidelines may be waived for a specific period of time by a majority vote of the Board at any regular or special meeting of the Board, except that such waiver may not conflict with the Bylaws or decisions, actions or policies established by the membership as a whole.

### **1.6 Incorporation**

ASPIRE is incorporated in the state of Wyoming. [10/02]

The Registered Agent for ASPIRE is: [10/02]  
Pauline Dunnuck, CPA  
1273 N. 15<sup>th</sup> Street  
Laramie, WY 82072



## 2. BOARD OF DIRECTORS

### 2.1 General

#### 2.1.1 Authority

As specified in Section 6.1 (Board of Directors, General Authority) of the Bylaws, the Board has the authority to conduct the affairs of ASPIRE between meetings of the membership.

As specified in Section 6.2.1 (Board of Directors, Board Composition, Composition) of the Bylaws, the Board of Directors shall be composed of eleven members including: the officers: the President, President Elect, Past President, Secretary, Treasurer; and other Board members: the State Presidents from Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming.

Board members shall be Professional members of ASPIRE and in good standing during the membership year in which they are elected and during the membership year(s) of their term(s) in office.

Actions of the Board must be within the provisions of the Bylaws and not conflict with decisions, actions, or policies established by the membership as a whole.

The Board members, collectively and individually, are responsible for all policy made and action taken by the Board.

#### 2.1.2 Terms of Office

Officers shall be elected and vacancies filled in accordance with Section 6.2.2 (Board of Directors, Board Composition, Vacancy) and 6.3.1 (Board of Directors, Board Elections, Election Process) of the Bylaws. Terms of office for Board Officers are specified in Section 6.3.2 (Board of Directors, Board Elections, Terms of Office) of the Bylaws.

The President shall preside for one year or until such time as the President Elect shall succeed to the office of President. One individual may not hold the office of President for more than two consecutive terms.

The President Elect shall serve in this position for a term of one year. The President Elect shall succeed to the office of President of ASPIRE the year following his/her election as President Elect.

The Secretary shall serve for a term of two years. One individual may not hold the office of Secretary for more than two consecutive terms.

The Treasurer shall serve for a term of two ASPIRE fiscal years. One individual may not hold the office of Treasurer for more than two consecutive terms.



State Presidents shall be selected at such time and place as determined by the state association, except that the term of office as a member of the ASPIRE Board must run concurrent with that of the ASPIRE Officers.

No person shall be a regional ASPIRE officer and State President concurrently.

### **2.1.3 Vacancies**

In the absence of the President, the President Elect shall serve with the same powers and authority as the President. The President Elect will assume the Presidency for the remainder of the Presidential term in the event of the resignation or incapacitation of the President.

In the event of a vacancy in the position of President Elect or Past President, the Board shall appoint a former President of ASPIRE to serve the duration of the one year unexpired term. The former President must be employed in a TRIO/EOP program in the ASPIRE region and must be a Professional member of ASPIRE. In the event there is not a former President willing to assume the duties of the position, a former Board member shall be appointed.

In the event that the President Elect is unable to complete his/her term of office, the office of President shall be added to the ballot for the elections for the year in which the President Elect should have succeeded to the office of President and a President shall be elected for that one year term.

Any Board officer who moves out of the ASPIRE region or is no longer employed in a TRIO/EOP program must resign from office within 30 days.

### **2.1.4 Board Meeting Attendance**

Each Board member is required to attend each Board meeting. State Presidents shall notify the ASPIRE President that he/she is sending a representative from their state who is not currently on the Board for meetings from which he/she will be absent for emergency or non-emergency reasons.

After one non-emergency absence, the Board may request the member's resignation and fill the vacancy according to such procedures as specified in Section 6.2.2 (Board of Directors, Board Composition, Vacancy) of the Bylaws.

If a member is unable to fulfill the necessary duties, it is the responsibility of this member to discuss the situation with the ASPIRE President whereby alternate arrangements, or resignation, will be arranged.

### **2.1.5 Parliamentarian**

The Parliamentarian shall:

- Be appointed by the President and approved by the Board;
- Be a Board member or a former Board member who is otherwise attending the Board meeting;
- If a Board member, retain the right to vote;
- Provide training for Board members regarding basic rules of parliamentary procedure;
- Advise the President and Board members on actions as they pertain to the Bylaws, the



Operating Guidelines, and Robert's Rules of Order.

### **2.1.6 Board Manual**

The President Elect shall prepare a Board Manual for the incoming Board to be issued to each Board member at the new Board transition training. The Manual shall contain:

- current Bylaws and Operating Guidelines,
- The Board Members' Book: Making a Difference in Voluntary Organizations by Brian O'Connell,
- minutes of Board meetings over the past two years,
- condensed Robert's Rules,
- copies of forms,
- other documents as appropriate.

Outgoing Board members are responsible to deliver additional documents pertinent to the position to the new Board member in that position.

## **2.2 President**

### **2.2.1 Authority**

The President shall:

- Be the chief elected officer of ASPIRE;
- Preside at all general membership meetings of ASPIRE;
- Be the Chairperson of the Board and shall preside at all meetings of the Board;
- Make all special and/or standing committee appointments, with the advice and consent of the Board;
- Represent ASPIRE in all matters pertaining to ASPIRE between meetings of the membership and between meetings of the Board;
- Delegate such authority when necessary.

### **2.2.2 Responsibilities**

The President shall have the following duties and responsibilities:

- Represent ASPIRE on the Council for Opportunity in Education (COE) Board of Directors and report to the regional Board regarding business and issues of the Council;
- Schedule and set agendas for Board meetings;
- Serve as Chair and voting member of the Personnel Committee, serve as voting member of the Finance Committee, serve as ex-officio member of all other committees;
- Supervise the ASPIRE Training Institute as delineated in the ASPIRE Personnel Policies section of the Operating Guidelines;
- Appoint a Parliamentarian; appoint one State President to serve on the Finance Committee; appoint one ASPIRE member from the University of Wyoming to serve as Archivist;
- Solicit budget requests from officers and committee chairs and develop the budget



with the Finance Committee for the following fiscal year for approval at the first Board meeting of the fiscal year as specified in Section 11.2 (Finance and Budget Policy, Annual Budget and Budget Process) of the Operating Guidelines;

- Oversee the budget of ASPIRE and approve expenditures which are above ten percent of the budgeted items;
  - At the request of a State President, represent ASPIRE at the State Association Meetings (see Operating Guidelines, Section 11.6, Travel Policy);
  - Maintain communication with Board members;
  - Arrange leadership training at Board meetings, if desired [10/95];
- 
- Submit items required for the annual audit as requested by the auditor and the Registered Agent;
  - Prepare an Annual Report of ASPIRE for presentation to the membership at the Annual Meeting [1/97];

## **2.3 President Elect**

### **2.3.1 Authority**

The President Elect shall:

- Serve with the same powers as the President in the absence of the President;
- Assume the Presidency for the remainder of the Presidential term in the event of the resignation or incapacitation of the President;
- Succeed to the office of President the year following his/her election as President Elect;
- Assist the President as needed.

### **2.3.2 Responsibilities**

The President Elect shall have the following duties and responsibilities:

- Represent ASPIRE on the COE Board of Directors;
- Supervise all committee chairpersons;
- Collect committee reports for Board meetings and the Annual Report;
- Chair the Strategic Planning Committee, serve as a voting member of the Finance Committee, serve as a voting member of the Personnel Committee, serve as ex-officio member of all other committees;
- Oversee bonding of incoming Treasurer [1/97];
- Attend one ASPIRE Training Institute (ATI) training, rotating through the ATI grants;
- At the request of a State President, represent ASPIRE at State Association Meetings of ASPIRE;
- Assist the President to prepare an Annual Report of ASPIRE for presentation to membership at the Annual Meeting [1/97];
- Select and present an award or gift of appreciation to the outgoing President at Annual Banquet;
- Select, in advance, committee chairpersons to serve during his/her term of office;
- Prepare and disseminate committee binders for each new committee chair to include committee description, current Bylaws and Operating Guidelines, copies of forms, information and advice from the outgoing committee chair;



- Arrange transition training for the new Board Meeting held in conjunction with the Annual Conference [10/95];
- Prepare a Board Manual (Operating Guidelines, Section 2.1.6) for new Board members;

## **2.4 Past President**

### **2.4.1 Authority**

The President shall succeed to the office of Past President at the end of the term as President.

The Past President shall act as an advisor and mentor to the President, President Elect and Board on issues related to ASPIRE and COE.

### **2.4.2 Responsibilities**

The Past President shall have the following duties and responsibilities:

- Represent ASPIRE on the COE Board of Directors;
- Chair the By Laws Committee, serve as a voting member of the Finance and Personnel Committee, serve on ASPIRE committees as appropriate;
- Organize ASPIRE past presidents for the purpose of mentoring and other special projects, such as fund raising activities, for ASPIRE;
- Serve as liaison with other TRIO Associations;
- In cooperation with Treasurer, assure initiation and completion of annual audit [10/96];
- At the request of a State President, represent ASPIRE at State Association Meetings of ASPIRE;
- As former Past President, serve on Disciplinary Appeal for Board Officers (Operating Guidelines, Section 2.8), if requested [10/94].

## **2.5 Secretary**

### **2.5.1 Authority**

The Secretary shall serve as recording secretary for all Board meetings and business meetings of the general membership.

### **2.5.2 Responsibilities**

The Secretary shall have the following duties and responsibilities:

- Record minutes of Board meetings. Disseminate unapproved Board meeting minutes to Board members within one month of the Board meeting.
  - Board minutes are corrected and approved by the Board at the following Board meeting. Post approved minutes on the ASPIRE website within one month of Board approval.
  - Prepare an “Action List” and distribute to Board Members following each meeting;



- Send copies of approved Board meeting minutes to the Accountant at the end of the fiscal year;
- Deposit any Board meeting Executive Session minutes with the ASPIRE attorney as specified in Operating Guidelines, Section 3.4 (Board Meetings, Executive Session);
- Record and disseminate minutes of business meetings of the general membership;
- Prepare a roster of Board members;
- Prepare new letterhead and distribute following each year's elections;
- Maintain a list of Past Presidents;
- At the end of term of office, submit a file of approved minutes (on disc and hard copy) to new Secretary and to the Archivist;
- Chair and/or serve on ASPIRE committees, as appropriate.

## **2.6 Treasurer**

### **2.6.1 Authority**

The Treasurer shall:

- Be responsible for the receipt and expenditure of all funds in accordance with such policies as are established by the Bylaws, Operating Guidelines, and the Board;
- Maintain appropriate and adequate financial records and be prepared at any time to surrender such records and moneys to the Board within thirty (30) days of formal notice;
- Surrender such records and moneys to the succeeding Treasurer at the conclusion of the winter Board meeting, usually held in January.

### **2.6.2 Responsibilities**

The Treasurer shall have the following duties and responsibilities:

- Receive all incoming moneys including conference registration fees, donations, membership fees, etc., as well as any State Association moneys held by ASPIRE;
  - The Development Chair, Membership Chair, and Conference Registration Subcommittee Chair may deposit directly into the ASPIRE bank account and submit a register of deposits to the Treasurer;
- Open and oversee savings, checking, certificate of deposit accounts;
- Send appropriate payment requests to the Registered Agent for checks to be issued from ASPIRE;
- Develop and/or maintain an accurate accounting system for all ASPIRE assets and liabilities;
- In conjunction with accountant, arrange for yearly bonding as described in the Operating Guidelines, Section 11.3 (Finance and Budget Policy, Insurance/Bonding);
- Prior to the annual conference, meet with the Registered Agent;
- Collaborate with Membership Chair to maintain up-to-date records concerning membership status;
- Develop registration procedures and coordinate with Conference Registration



- Subcommittee Chair regarding receipt of moneys;
- Chair the Finance Committee;
  - Prepare and submit quarterly reports to Finance Committee and Board including a narrative of activities, regional account balances, state account balances, status of audit, and copies of account statements;
  - Prepare and submit an Annual Report to membership;
  - Complete and submit annual incorporation fees and paperwork as may be required by the State of Wyoming;
  - In conjunction with the Registered Agent, complete and submit such forms as are required by the IRS for 501(c)(3) organizations;
  - Prepare and submit IRS form 990 (Return of Organization Exempt from Income Tax) as required;
  - Develop appropriate expense request and reimbursement forms and procedure;
  - Prepare and submit invoices for all outstanding bills and accounts receivable; these invoices shall be maintained and billed on a quarterly basis until all are paid in full; [10/93]
  - Maintain appropriate and adequate financial records for the immediate past Annual Conference;



- Obtain credit cards as specified in Operating Guidelines, Section 11.4 (Finance and Budget Policy, Credit/Telephone Cards);
- Prior to the January Board meeting, provide transition training to the new Treasurer;
- Prepare a final accounting for the Fiscal Year ending December 31;
- Ensure an annual audit is conducted as specified in the Operating Guidelines, Section 11.11 (Finance and Budget Policy, Annual Audit);
- Submit items required for the annual audit as requested by the auditor and the Registered Agent;
- Transfer savings and checking account signature authority to new Board officers within one month of elections.

## **2.7 State Presidents**

### **2.7.1 Authority**

As specified in Section 7.3 (State Associations, State Association Board of Directors Representation) of the Bylaws, each state association shall elect a President to serve on the ASPIRE Board of Directors.

Each State President shall have such duties and responsibilities to ASPIRE and their state associations as specified in these Operating Guidelines and as determined by their respective State Associations.

### **2.7.2 Responsibilities**

The State President shall:

- Communicate with each project in his/her respective state on a regular and frequent basis;
- Maintain and update information regarding each project within the state regarding projects' funding cycle, current employees and positions, current ASPIRE memberships, contributions to ASPIRE and COE, and concerns and issues for ASPIRE;
- Chair and/or serve on ASPIRE committees;
- If possible, attend Policy Seminar and COE Leadership Training as State President Elect and State President (see Operating Guidelines, Section 11.6, Finance and Budget Policy, Travel Policy);
- Appoint representative from the state to the ASPIRE Awards committee;
- Appoint committee within the state for specific activities such as TRIO Day;
- Appoint state membership chair to oversee the completion of a state membership directory to be given to the ASPIRE membership chair by December 1;
- Set State Meeting dates with consideration for dates set in other states so ASPIRE officers may attend meetings;
- Preside over and coordinate training at the State Association Meetings;
- Invite ASPIRE President, President Elect, or Past President to State Association Meetings annually (see Operating Guidelines, Section 11.6, Finance and Budget Policy, Travel Policy);
- Meet with and act as an advisor to new State President;
- Generate revenues for ASPIRE and the State Associations;
- Identify and mentor new projects and/or directors within the state and notify the



- Training and Professional Development Committee;
- Prepare and submit State Reports for Board meetings and the Annual report;
- Prepare articles for “ASPIRATIONS”;
- Ensure the state association submits a minimum of 1 page of advertisement for the conference agenda as specified in the Operating Guideline, Section 7.3 (Conference - Policies and Procedures, Conference Agenda Ads).

## **2.8 Disciplinary Process for Board Officers**

1. Any regionally elected officer who fails to fulfill their appointed duties as specified in the ASPIRE, INC. Bylaws or Operating Guidelines or whose actions or inactions are found to impede the mission of ASPIRE may be brought before the Board for disciplinary review and possible dismissal from their office.
2. Any member of ASPIRE may present charges against a regionally elected officer, in written form, to any member of the Board. The charges must be in writing and fully explain the charge and how the action or inaction violates the ASPIRE, INC. Bylaws, Operating Guidelines, or mission. These charges must be presented to the Board and party charged at least sixty (60) days before formal disciplinary hearing may begin.
3. The Board will hear the disciplinary proceeding. The Board will hear such issues at the earliest possible meeting date. Such dates include, but are not limited to, Board Meetings, State Meetings and Annual Conferences. ASPIRE and the officer cited will present testimony and evidence to support their position at this time. Following initial presentations, examination and rebuttal will be allowed. The Board will make their decisions based upon testimony, evidence and rebuttal presented at the proceeding.
4. The disciplinary actions of this Board can range from, but are not limited to: acquittal, reprimand, suspension, or dismissal. A minimum of two-thirds (2/3) majority of officers present must vote for dismissal to remove an officer from their elected position. The right to appeal the decision of the Board is held by all parties.
5. Individuals and ASPIRE maintain the right to legal representation, at their own expense, to act as counsel to the parties, not as an active participant in the proceedings. The Board will convene and render judgment in the most prompt manner possible.  
[10/94]

### **2.8.1 Appeal of Disciplinary Process**

1. Appeals of the Board decision must be made in writing to any member of the Board within seventy-two (72) working hours of its decision.
2. The Disciplinary Appeal Board will consist of three former Presidents of ASPIRE still affiliated with ASPIRE chosen by lot, with no state affiliation to the proceeding. The Disciplinary Appeal Board will review the case to hear old and new evidence, to determine if due process was followed or to determine that the disciplinary action was appropriate. Additional evidence may be reviewed by the Disciplinary Appeal Board. Should the appeal be found to have grounds, it may be overturned or referred to a new Disciplinary Appeal Board.
3. If this decision is appealed, or if the decision is referred, the new Disciplinary Appeal Board will consist of three former Presidents of ASPIRE still affiliated with ASPIRE with no state affiliation to the proceeding. No member will serve on two Disciplinary Boards hearing the same complaint.
4. Individuals and ASPIRE maintain the right to legal representation, at their own



expense, to act as counsel to the parties, not as an active participant in the proceedings. The Board will convene and render judgment in the most prompt manner possible. [10/94]

### 3. BOARD MEETINGS

#### 3.1 Procedures

The President establishes the agenda in consultation with the other Board members.  
(See Appendix, Generic Agenda)

The President presides at all meetings of the Board.

Board meetings shall be conducted according to the procedures specified in the most recent edition of Robert's Rules of Order.

A Parliamentarian shall advise the President and Board members.

As specified in Section 6.7 (Board of Directors, Board Quorum) of the Bylaws, a majority of the number of board members shall constitute a quorum for the transaction of business at any Board of Directors meeting.

The Secretary shall serve as recording secretary for all Board meetings. In the absence of the Secretary, the Board shall appoint a recording secretary.

Board meetings shall be attended by members of the Board and such others as may be requested by the President.

Previously scheduled Board meeting dates may be changed only upon thirty (30) days notice.

Board meetings are open to general membership unless Executive Session is warranted.

Board meetings will include reports from the President, President Elect, Past President, Secretary, Treasurer, State Presidents, and committee chairpersons, as per the meeting agenda, followed by old business and new business.

Minutes of Board meetings shall be available to the members at large as described in the Operating Guidelines, Section 2.5.2 (Secretary, Responsibilities).

#### 3.2 Frequency of Board Meetings

The Board shall meet no less than twice per year.

Traditionally, the Board meets four times per year as follows:

- First meeting of the new Board shall be during the Annual Conference in October;
- Second meeting shall be held during the winter, generally January;
- Third meeting shall be held during the spring, generally May;
- Fourth and final meeting shall be held immediately preceding the Annual Conference in October.

#### 3.3 Site of Board Meetings

To provide Board Members an opportunity to investigate potential facilities for upcoming conferences, the regularly scheduled Board meetings will be held in the six states on the following rotation schedule:

2002-2003	North Dakota	(Conference)
	South Dakota	(Pre-Conference)
2003-2004	South Dakota	(Conference)
	Wyoming	(Pre-Conference)



2004-2005 Wyoming (Conference)  
Utah (Pre-Conference)



2005-2006	Utah	(Conference)
	Montana	(Pre-Conference)
2006-2007	Montana	(Conference)
	Colorado	(Pre-Conference)
2007-2008	Colorado	(Conference)
	North Dakota	(Pre-Conference)
2008-2009	North Dakota	(Conference)
	South Dakota	(Pre-Conference)

If an out-of-rotation site would be more financially expedient, the Board may vote to move the location of that meeting.

A specific site within the scheduled state will be decided by a majority vote of the Board based upon the recommendation of the hosting State President.

### 3.4 Executive Session

6. The Board may meet in Executive Session when, by majority vote, the Board determines that the nature of the business to be discussed should be confidential. (See Robert's Rules of Order for additional procedure and Board Member responsibility).
7. Following an Executive Session and approval of the minutes of the session by the Board, the Secretary shall seal and deposit all Executive Session written transcripts and tapes with the ASPIRE attorney.
8. Tapes and/or transcripts of executive Sessions shall be available upon written request of the ASPIRE President following a majority vote of the Board directing the President to request the minutes. Only those transcripts specifically requested will be released.
9. Executive Session transcripts/tapes will be opened and reviewed only during Executive Session of the Board. They will be returned to the ASPIRE attorney immediately following use by the Board to protect the confidentiality of the contents.



## **4. ELECTIONS**

### **4.1 Date of Elections**

Election of President (if vacant), President Elect, Secretary (every other year, alternating with Treasurer) and Treasurer (every other year, alternating with Secretary) shall take place annually between September 1 and November 30, on such date as determined by the Board.

### **4.2 Elections Committee and Nominations**

- The President shall appoint an Elections Committee of no less than three (3) persons for the purpose of nominating candidates for vacant positions.
- The Elections Committee shall establish a nominating procedure and determine appropriate and necessary qualifications for candidates.
  - The Elections Committee shall ascertain the willingness of the nominees to be candidates and to serve.
  - The Elections Committee shall ascertain that all nominees are paid Professional Members of ASPIRE and work in TRIO/EOP programs in the ASPIRE region.
  - The Elections Committee shall prepare a list with the names of the nominee(s) for each office to be filled (except for the office of President for which the name of the current President Elect may be listed alone). The nominees' names shall be in alphabetical order for each office. The list of nominees to date shall include the title and a brief description of the professional qualifications and activities of nominee(s). The list of nominees to date shall be mailed at least thirty days before the election to all ASPIRE members.
  - Nominations may be taken from the floor at such time as specified in the Conference Agenda. Each nomination from the floor shall include the title and a brief description of the professional qualifications and activities of each nominee.
  - The Election Committee shall prepare a ballot for voting.

### **4.3 Elections During Association Meetings**

- Elections shall take place during the Annual Conference, at such times as determined by the Board. Elections shall be by secret ballot of all members present and voting. The Elections Committee will count all ballots and the majority vote of members present and voting shall prevail.
- In the event that only one candidate for each office is nominated, the elections may be conducted by voice or hand count during the general business meeting. The majority vote of members present and voting shall prevail.

### **4.4 Elections by Mail**

If a meeting of the Association is not possible or practical during the period prescribed above, the Board shall instruct a member of the Board to prepare an election ballot to be sent to all voting members. Such ballot shall be marked and returned to the Board, or appointed member, prior to November 30. When election of officers is taken by mail, the Board shall be responsible for the ballot tally and a majority of those members who respond shall prevail.



## 5. MEMBERSHIP

### 5.1 Membership Dues

Membership shall be open to all persons who qualify for membership under Section 4.1 (Membership, Membership Types) of the Bylaws and who pay membership dues in the amount of:

- \$50 per year for Professional Membership
- \$30 per year for Associate Membership
- \$20 per year for Affiliate Membership
- \$ 2 per year for TRIO Program Participant Membership
- \$60 per year for Out-of-Region Membership

Individuals eligible for Professional or Associate Membership shall be offered membership at one-half the cost of membership when they join ASPIRE for the first time.

Dues shall be due and payable to the Treasurer beginning August 1. Members for whom membership dues are not received by the first day of the Annual Conference shall be taken from the roles of active membership and shall cease to receive the benefits of the Association and shall be denied further voting privileges until such time as membership dues are paid in full.

### 5.2 Term of Membership

The membership year begins the first day of the Annual Conference and ends the first day of the Annual Conference of the following year.

### 5.3 Benefits of Membership

Membership and involvement in ASPIRE supports the purposes of both ASPIRE and COE. Benefits include:

- Newsletter *ASPIRATIONS*
- Staff Development
- Annual Conference (reduced fee to participate)
- Leadership Institute (reduced fee to participate)
- Technical Assistance
- Directory of TRIO Program Personnel in ASPIRE
- Proposal Writing expertise
- Professional Network

### 5.4 Membership Dues Credited to State Associations

ASPIRE shall credit to each state association twenty-five percent (25%) of the membership dues from said state [10/97].

### 5.5 Membership Directory

Maintenance of the ASPIRE Membership Roster is the responsibility of the Membership Committee Chair.



State Presidents appoint a state membership chair to oversee the completion of a state membership directory to be given to the ASPIRE membership chair by December 1.

The Treasurer or Registration Chair verifies membership status and sends list to Membership Committee Chair.

As individuals renew membership or join ASPIRE, the Treasurer sends a copy of membership application to Membership Chair and appropriate State President and one to purchasing individual.

Membership Chair sends out ASPIRE Projects and Personnel Directory to all ASPIRE members by December 31.

Membership Chair sends ASPIRE Projects and Personnel Directory to COE Office in December of each year [5/90].

Membership Chair sends two copies of the ASPIRE Projects and Personnel Directory to the U.S. Department of Education Regional Representative in December of each year [5/92].



## 6. COMMITTEES

### 6.1 General

The President and/or Board shall establish such standing and special committees as are necessary for the purpose of furthering the goals and objectives of ASPIRE.

Each committee may be comprised of Professional, Associate, and Affiliate members who have a specific interest in the assigned business of the committee.

Each committee shall have a chairperson appointed by the President and shall provide for its own organization and rules of procedures unless otherwise specified in the Operating Guidelines, by the Board or by the vote of a majority of the membership as a whole.

- Committee chairpersons shall provide the President Elect with a written summary of accomplishments/activities prior to each Board Meeting.
- Committee chairpersons shall submit budget requests to the President by the winter Board meeting for the upcoming fiscal year.

Committee activities and timelines are in the Appendix.

### 6.2 American Indian Advocacy Committee

- Coordinates training and professional development needs for personnel who work with American Indian programs, advocates for Native Americans within TRIO, and encourages increased participation of Tribal Colleges. [1/01]

### 6.3 Appeals Task Force

- Provides information to defunded projects within the ASPIRE region on the U.S. Department of Education appeal and request for reconsideration process;
- Provides referrals to appropriate contacts at COE.

### 6.4 Awards Committee [Made up of representatives from all six states, each appointed by the State President by the January Board meeting.]

- Responsible for all ASPIRE awards not otherwise assigned;
- Awards are described in Operating Guidelines, Section 8 (ASPIRE Awards);
- Establishes nomination procedures (where appropriate);
- Selects recipients of awards;
- Selects and purchases plaques, certificates, or other appropriate awards.

### 6.5 Bylaws [Chair: Past President]

- Completes revisions to the ASPIRE Bylaws and Operating Guidelines;
- Reviews Bylaws for necessary changes; proposes amendments for consideration by Board and membership;
- Reviews Operating Guidelines for internal consistency, compliance with Bylaws, and other beneficial changes; proposes amendments for consideration by the Board;
- Maintains and updates annually an inventory list of ASPIRE equipment valued at \$500 or more. The inventory list should be attached to the Operating Guidelines in the Appendix;



[5/97]

- Reviews minutes of Board meetings to determine if policy or procedural decisions of the Board should be included in the Operating Guidelines;
- Incorporates approved amendments into printed version of Operating Guidelines prior to next regularly scheduled Board meeting;
- Updates the Bylaws and Operating Guidelines following the annual Conference and transfers revised Bylaws and Operating Guidelines (and computer disks) to the next Past President by November 15; [1/97]
- Posts updated Bylaws on the website annually; sends updated Operating Guidelines to Board Members by November 15. [1/97]

## **6.6 Conference Committee**

Under the direction of the Board, the Conference Committee plans, implements, and evaluates the ASPIRE Annual Conference (see Operating Guidelines, Section 7, Conference - Policy and Procedures). The Conference Committee Chair will oversee the conference and utilize subcommittees to organize and carry out the Annual Conference. Subcommittees report regularly to the Conference Committee Chair and coordinate with each other. Subcommittees may include, but are not limited to, the following:

### **6.6.1 Agenda Subcommittee**

- Plans overall schedule of events;
- Solicits, selects, and confirms presenters and workshops;
- Coordinates with Logistics Subcommittee regarding facilities.

### **6.6.2 Logistics Subcommittee**

- Researches conference facilities and makes arrangements and reservations concerning costs, meeting rooms, meals, handicapped accessibility, travel connections, ground transportation, etc.;
- Plans recreational and social activities for conference;
- Coordinates equipment for workshops with local TRIO projects to defray costs.

### **6.6.3 Registration Subcommittee**

- In collaboration with the Treasurer, the Conference Committee Chair selects an individual to Chair the Registration Subcommittee;
- Develops registration procedures and coordinates receipt of moneys; [5/96]
- Oversees on-site registration during conference.

## **6.7 Corporate Development Committee [1/01]**

- Advances the mission of professional development and expands opportunities for ASPIRE professionals and TRIO students through partnerships with corporations, foundations, and businesses.



## **6.8 Development Committee**

- Responsible for ASPIRE and COE Fair Share and fund raising activities;
- Coordinates with COE for Regional Association Fair Share (Publications Package, Institutional Membership, President's Council, etc.);
- Determines recipients of development awards (Operating Guidelines, Section 8.10, ASPIRE Awards, Development Awards);
- Reconciles with the Treasurer regarding income from donations.

## **6.9 Elections Committee**

- Elections are described in the Operating Guidelines, Section 4 (Elections);
- The Election Committee consists of no less than three persons appointed by the President;
- Educates ASPIRE members regarding duties, responsibilities, benefits, and importance of ASPIRE offices; encourages and secures nominations for the offices of ASPIRE; and supervises elections during the Annual Conference;
- Sends letters to all members requesting nominations for all available offices. The letter will include a description and major responsibilities of each office;
- Contacts each nominee to ascertain willingness to serve;
- Thirty (30) days in advance of the Annual Conference, mails a listing of nominees to all members. For each nominee, this listing will include at least the following: name, position sought, address, and phone number;
- Conducts nominations from the floor at the Business Meeting and candidates forum during Annual Conference;
- Prepares the final ballot, supervises elections, counts ballots, and announces election results during the Annual Conference.

## **6.10 Finance Committee [Chair: Treasurer]**

- The Finance Committee includes the President, President Elect, Past President, Treasurer, Development Chair and a State President appointed by the President;
- Monitors the budget for the current Fiscal Year;
- Recommends preliminary and final budgets for the new Fiscal Year to the Board as described in the Operating Guidelines, Section 11.2 (Finance and Budget Policy, Annual Budget and Budget Process);
- Annually, provides information to committee chairs on fiscal management of their committee line item.

## **6.11 Financial Aid Committee**

- Disseminates financial aid information to the membership;
- Represents ASPIRE on the COE Government Relations's Financial Aid Subcommittee;
- Encourages liaison activities with local and regional financial aid organizations.

## **6.12 Governmental Relations Committee**

- Disseminates legislative and U.S. Department of Education information to the membership;



- Coordinates with COE regarding legislative and U.S. Department of Education actions;
- Participates in annual COE Policy Seminar and encourages regional participation.

### **6.13 International Access Committee**

- Promotes and disseminates information on COE international access opportunities to the membership;
- Promotes and disseminates information on other resources for international experiences for TRIO participants and professionals.

### **6.14 Membership Committee**

- Membership is described in the Operating Guidelines, Section 5 (Membership);
- Responsible for increasing ASPIRE membership;
- Distributes membership materials and provides information to new TRIO personnel in ASPIRE Region;
- Maintains and disseminates official membership roster to all members.

### **6.15 National TRIO Day Committee**

- Coordinates National TRIO Day activities with the State Associations, ASPIRE and COE;
- Documents activities within the region.

### **6.16 Personnel Committee [3/99] [Chair: President]**

- The Personnel Committee includes the President, President Elect, Past President, Chair of the Training and Professional Development Committee, a State President appointed by the President, and the appointed supervisor of ATI Directors if other than ASPIRE President;
- Establishes guidelines in Personnel Policy, evaluates implementation of policies, and recommends modifications to the ASPIRE Board;
- Serves as committee for employees and assists with hiring processes;
- Recommends processes for implementation of Personnel Policies to ASPIRE Board;
- Recommends salaries for key personnel;
- Oversees staff evaluation processes;
- Oversees discipline and grievance procedures for ASPIRE staff.

### **6.17 Public Relations**

- Maintains current ASPIRE public relations projects:  
ASPIRE logo implementation;  
ASPIRE website;  
ASPIRE information packet;
- Develops new projects which enhance public and membership awareness of the regional ASPIRE entity.



## **6.18 Publications Committee**

- Coordinates all publications activities for ASPIRE and represents ASPIRE on the COE Committee;
  - Annually, publishes at least three editions of “ASPIRATIONS”, the official newsletter of ASPIRE.
    - The first issue of “ASPIRATIONS” each year shall be mailed to all TRIO/EOP personnel with one additional copy to all projects within the region. Subsequent issues shall be mailed to paid ASPIRE members only. [10/90]

## **6.19 Strategic Plan Committee [Chair: President Elect]**

- Annually, reviews the Strategic Plan and updates the accomplishments;
- Oversees the revision of the Strategic Plan in alternate years;
- Posts the Strategic Plan on the web site and distributes hard copies to members at the Annual Conference.

## **6.20 Student Leadership Congress Committee**

- Coordinates selection of recipients of the Student Leadership Congress scholarship, notifies Treasurer of students selected and the amount of the scholarship for each student, and represents ASPIRE on COE Committee;
- The amount of the Student Leadership Congress scholarship is \$200 per state, with a maximum of \$100 per student. [10/93]

## **6.21 Training and Professional Development Committee**

### **6.21.1 Leadership Development Institute Subcommittee [4/93]**

- Provides professional development for individuals interested in preparing for and participating in the leadership of ASPIRE and COE;
- Provides an opportunity for persons who have an interest in developing their personal and professional leadership skills [10/95];
- Offers a Leadership Institute prior to the Annual Conference.

### **6.21.2 New Board Training Subcommittee**

Collaborates with President Elect to develop and present new Board training at the Annual Conference.

### **6.21.3 New Personnel Training and Mentoring Subcommittee**

- Welcomes new project directors;
- Sends project and ASPIRE information to new directors [1/96];
- Coordinates with Conference Committee Chair to offer a Newcomer’s Event and workshops during the Annual Conference.

### **6.21.4 Proposal Writing Workshops Subcommittee**



## **6.22 TRIO Achievers Committee**

- TRIO Achiever Awards are described in the Operating Guidelines, Section 8.2 (ASPIRE Awards, TRIO Achiever Awards);
- Coordinates the selection of three ASPIRE TRIO Achievers [5/96];
  - Notifies award recipients of ASPIRE's financial responsibilities as specified in the Operating Guidelines, Section 11.6 (Finance and Budget Policy, Travel Policy) and Section 7.2.2 (Conference - Policy and Procedures, Conference Guests and Presenters);
  - Arranges transportation, lodging, etc, coordinating with the person who nominated the Achiever and the ASPIRE Treasurer [5/96];
  - Moderates the ASPIRE TRIO Achiever luncheon during the Annual Conference.

## **6.23 TRIO Alumni Society Committee**

- Promotes the organization of Alumni Society Chapters in ASPIRE and coordinates with the COE Alumni Society Chapters.



## 7. CONFERENCE - POLICIES AND PROCEDURES

### 7.1 Site

1. The Annual Conference shall rotate among the six states in the following order: Utah, Montana, Colorado, North Dakota, South Dakota, Wyoming.
2. Because the Annual Conference is a Regional Conference and is a significant source of income for ASPIRE, the Board has ultimate responsibility to select a site and facility in the host state that best serves the needs of the entire region.
3. The host State Association shall submit a proposed conference site and one or more alternate sites to the Board for consideration no later than the October Board Meeting two years prior to the conference to be hosted in their state. [9/97]
4. The facility must be in compliance with the Americans with Disabilities Act and must provide necessary accommodations. [10/93]
5. The minimum criteria for selecting a conference hotel site are 200 sleeping rooms, one ballroom that will hold a minimum for 350 persons seated at rounds and is not counted as one of the minimum number of meeting rooms, and a minimum of seven meeting rooms that cumulatively accommodate 300 persons using a combination of theater and classroom-style seating. Other considerations include the number of current ASPIRE members and attendance at recent ASPIRE conferences.

### 7.2 Fees

#### 7.2.1 Conference Registration Fees

1. Registration fees will be charged to cover costs of conference facilities, speakers, supplies, etc. The Board has the authority to set such registration fees as are determined necessary.
2. Until the Board determines that it is necessary to revise registration fees, conference registration fees shall be as follows: [1/01]

	<u>Postmarked by</u>	<u>Postmarked after</u>
	<u>Registration Deadline</u>	<u>Registration Deadline</u>
<u>Full Conference Registration</u>		
ASPIRE Member	\$240	\$280
Non-ASPIRE Member	\$325	\$375
<u>One Day Registration</u>		
ASPIRE Member	\$150	\$200
Non-ASPIRE Member	\$200	\$250
<u>Full or One Day Registration</u>		
ASPIRE TRIO Participant Member	\$100	\$100

1. Meals Only fees will be based on fair market price and recommended by the Conference Chair to the Board for approval. As of the 2002 Conference, Meals Only fees were:

<u>Meals Only</u>		
All Meals	\$ 100	\$100



Reception	\$ 15	\$ 15
TRIO Achiever Luncheon	\$ 25	\$ 25
Continental Breakfast	\$ 10	\$ 10
Breakfast Buffet	\$ 15	\$ 15
Banquet	\$ 35	\$ 35

2. Registration fees will not be waived, nor will special consideration fees be approved, except as otherwise specified in the Operating Guidelines, without the approval of the Conference Chair and Board. [10/89]
3. Registration fees paid in advance are refundable, less a processing charge of \$50, if written notice of cancellation is postmarked or faxed to the registration chair on or prior to (date), one week before the first day of the conference (date). Requests for refunds after that time will be subject to a processing charge of \$90 if written notice of cancellation is postmarked or faxed on or prior to the first day of the conference (date). Requests for refunds will not be considered after the first day of the conference. Refunds will be mailed following the conference. Requests for refunds should be sent or faxed to: (name, address, fax # of Registration Subcommittee Chair).
4. Registration packets, name tags, and other registration materials will not be issued to persons for whom a registration fee is not paid without the approval of the Conference Chair. [10/89]

### 7.2.2 Conference Guests and Presenters

The Director of Federal TRIO Programs and the Regional Grants Representatives for the states in the ASPIRE region shall be invited to represent the U.S. Department of Education at the Annual Conference each year.

Conference fees may be waived for special guests and guest presenters at the discretion of the Conference Chair.

A list of the waived registration fees will be given to the Treasurer and the Registration Subcommittee Chair before the conference.

Political and Educational Speakers: ASPIRE may provide travel, meals, lodging, and honorarium. No registration fee charged.

Out-of-Region Proposal Writing Workshop Presenter: ASPIRE may provide travel, meals, lodging, and honorarium, if requested. No registration fee charged.

COE President or representative: ASPIRE may provide travel, meals, and lodging. No registration fee charged.

Out-of-Region COE Board Member: Guests pay for Meals Only; no registration fee charged.

COE Board Chair: ASPIRE may provide travel, meals, and lodging. No registration fee charged.

The Board may solicit non-TRIO Workshop Presenters: ASPIRE may provide travel, meals, lodging, and honorarium. No registration fee charged.

TRIO or ASPIRE Workshop Presenters: No honorarium is paid to TRIO/EOP or ASPIRE personnel for workshop presentations. Registration fees are not waived for TRIO/EOP or ASPIRE presenters.



TRIO Achievers: No registration fee will be charged unless the Achiever is eligible to be an ASPIRE Professional member in which case the Achiever's project is expected to pay the registration fee and all expenses to attend Conference. [1/90] See Operating Guidelines, Section 11.6 (Finance and Budget Policy, Travel Policy).

Special guests at luncheons or banquets may include only the following:

ASPIRE Attorney

Spouse or one guest of TRIO Achiever for TRIO Achiever meal; [10/93]

Special guests such as legislative aides, elected officials, college presidents, corporate CEO's, etc, as approved in advance and in writing by the Conference Chair.

Credit for complimentary hotel rooms should be utilized for the cost of rooms for which ASPIRE must absorb the expenses, such as TRIO Achievers, speakers, hospitality room. [10/95]

### 7.3 Conference Agenda Ads

1. Ads may be sold to underwrite printing of the conference agenda at the following rates for camera ready copy:

	<u>ASPIRE Member</u>	<u>Non-Member</u>
1 Page	\$100	\$115
¾ Page	85	100
½ Page	60	75
¼ Page	35	50
_ Page	20	35

2. An additional \$5 fee will be charged to the purchaser of the ad for use of photographs.

An additional \$15 set-up fee will be charged to the purchaser for each ad which is not camera ready.

Each State Association is responsible for selling at least one page of ads each year.

The Board Members will personally contribute to buy a one page ad.

Vendors, travel agencies, or other organizations which provide special consideration to ASPIRE, i.e. donated goods for fund raising, may be provided a free ad of not more than one page in the Annual Conference agenda, at the discretion of the Conference Chair. [5/95]

Laramie Travel will be provided a free ad in the Annual Conference agenda each year that Laramie Travel provides a plane fare for fund raising. [5/95]

7. The Treasurer shall prepare, send, and monitor all unpaid ads and other bills for the Annual Conference in accordance with Operating Guidelines Section 2.6.2 (Board of Directors, Treasurer, Responsibilities) and Section 11 (Finance and Budget Policy).

### 7.4 Conference Exhibitors and Fund Raising

2. Non-ASPIRE fund raising and sales during Annual Conference:

1. Non-ASPIRE is defined as any group, organization, or individual which does not represent ASPIRE and for which profits from any sales will not be donated one hundred percent to ASPIRE.

2. The following guidelines apply to fund raising and sales during Annual Conference:

1. Exhibitors or fund raisers shall submit a letter or application to the President stating purpose and nature of sales, exhibits or fund raising;

2. Exhibitors shall pay an exhibitor fee in the following amount:

\$ 20 ASPIRE State Associations [10/90]

\$ 20 TRIO projects [10/90]



\$ 50 Individuals (ASPIRE members) [10/90]  
\$ 100 Any other category of exhibitor

3. Fund raisers or exhibitors may petition the Board for a fee waiver. Exhibitors or fund raisers shall observe any guidelines established by the Conference Chair regarding time or place of sales or fund raising activities during the conference. TRIO Associations from other regions:  
Sale of items by other regions shall not be allowed at the Annual Conference unless one hundred percent of profits support COE. [10/89]

## **7.5 Annual Business Meeting of Membership**

The Annual Business Meeting of the membership of ASPIRE shall take place during the Annual Conference at such time as determined by the Conference Committee. As described in the Operating Guidelines, Section 2.2.1 (Board of Directors, President, Authority), the President shall preside at all Business Meetings of ASPIRE. As described in the Operating Guidelines, Section 2.2 (Board of Directors, President), 2.3 (Board of Directors, President Elect) and 2.6 (Board of Directors, Treasurer), the President, President Elect, and Treasurer shall prepare and present an Annual Report of ASPIRE to the membership during the Business Meeting. As described in the Operating Guidelines, Section 2.5.2 (Board of Directors, Secretary, Responsibilities), minutes of Business Meetings of ASPIRE shall be disseminated to members of ASPIRE.

## **7.6 Annual Conference Evaluations**

10. Evaluation forms for the Annual Conferences will be determined by the Conference Chair.

## **7.7 Duplicating**

To avoid the high cost of copying at the hotel site, the Conference Chair will negotiate a rate and charge account at a convenient copy business. The President will designate authorized users on the charge account. Each person with responsibilities for duplicating large jobs for conference, Board business, or other ASPIRE business shall use the copier business which offers the most reasonable cost. This does not preclude using an institution's facilities.

## **7.8 Generic Agenda - see Appendix.**



## 8. ASPIRE AWARDS

### 8.1 General

ASPIRE awards shall be presented at the Annual ASPIRE Conference. In the event an award recipient does not attend the Annual ASPIRE Conference, the award shall be presented in the manner deemed most appropriate by the ASPIRE Board.

Award recipients, who ordinarily would not be in attendance at the Annual ASPIRE Conference, shall be notified by the President and invited to attend the awards ceremony to receive the award, specifically TRIO Achievers Awards, Retirees Recognition Awards, Friend of ASPIRE Award, and Champion of TRIO Award.

ASPIRE is not responsible for expenses of any award recipient with the exception of TRIO Achievers Awards.

With the exception of State Meetings at the Annual ASPIRE Conference, State ASPIRE Associations shall present their awards at an event other than the Annual ASPIRE Conference.

Responsibility for selection of awards recipient(s) is indicated in brackets following the award title.

### 8.2 TRIO Achievers Awards [TRIO Achievers Committee]

ASPIRE members may submit nominations. Three ASPIRE TRIO Achievers shall be selected by the TRIO Achievers Committee. All three ASPIRE TRIO Achievers will receive an ASPIRE plaque at the Annual Conference. [5/96]

Guidelines for expenses for TRIO Achievers to attend the ASPIRE award function are listed under Operating Guidelines, Section 11.6 (Finance, Travel Policy). [5/96]

#### Criteria

The TRIO Achiever candidate must be a former TRIO Project participant who was enrolled in and successfully completed a TRIO program in the ASPIRE region.

The TRIO Achiever candidate must have enrolled in and successfully completed a post secondary program of study resulting in a baccalaureate or terminal degree from an accredited institution of higher education.

The TRIO Achiever candidate must be a person of high stature within his/her profession or has received recognition for outstanding academic achievement.

The TRIO Achiever candidate must currently be employed above the entry level designation for his/her profession or enrolled in a program for a degree above the baccalaureate degree.

The TRIO Achiever candidate must have made significant civic, community, or professional contributions.

Participation in the TRIO project must have had a significant impact upon the candidate in obtaining his/her educational and/or professional objectives (as acknowledged by the participant).



### **8.3 Retirees Recognition Awards [Awards Committee]**

TRIO/EOP personnel who have retired since the last Annual Conference or will be retiring before the next Annual Conference shall be identified by the Awards Committee and shall receive a plaque.

Recipients must have worked in TRIO/EOP, paid ASPIRE membership appropriate for their position for a minimum of five years, and must be members at the time of retirement. [10/93]  
[01/94]

### **8.4 Tenure Recognition Awards [Awards Committee]**

1. Recipients who have been ASPIRE members for five years shall receive a pin.
2. Recipients who have been ASPIRE members for ten years shall receive a paperweight.
3. Recipients who have been ASPIRE members for fifteen years shall receive a plaque.
4. Recipients who have been ASPIRE members for twenty years shall receive a desk pen set.
5. Recipients who have been ASPIRE members for twenty-five years shall receive a clock wall plaque.

### **8.5 Friend of ASPIRE Award [Awards Committee]**

ASPIRE members at an institution with a COE Institutional Membership may submit nominations. The recipient shall receive a plaque.

Nominees must be a President, Vice-President, Dean, or other non-TRIO individual at the institution or community who has demonstrated support of TRIO.

### **8.6 Rising Star Award [Awards Committee]**

ASPIRE members may submit nominations. The recipient shall receive a plaque.

Nominees must be an ASPIRE member; must have been an employee in a TRIO/EOP program for two years or less; and must have excelled in providing services to TRIO and/or ASPIRE at the institutional, state, and/or regional levels.

### **8.7 Appreciation Award to Outgoing President [President Elect]**

An award or gift shall be presented to the outgoing President by the President Elect at the Annual Conference awards banquet.

### **8.8 Art Quinn Memorial Award [ASPIRE Board]**

ASPIRE Board members may submit nominations. The recipient shall be selected by the ASPIRE Board and shall receive a plaque.

At the presentation of the award, the previous recipients shall be named.



Nominees must be an ASPIRE member, or in the case of a retiree, an ASPIRE member at the time of retirement; must have been employed in a TRIO/EOP program for 10 years or more; must have excelled in providing services and/or support to TRIO and/or ASPIRE at the institutional, state, and/or regional levels; and must have demonstrated a sincere desire to assist students beyond the general expectations of the project guidelines.

### **8.9 Champion of TRIO Award** [selected by Awards Committee, approved by ASPIRE Board]

ASPIRE members may submit nominations. The recipient shall be selected by the Awards Committee and approved by the ASPIRE Board and shall receive a plaque at the Annual Conference. If the winning nominee is not at the Annual Conference, the award may be presented at the COE Policy seminar.

This Award is given each year that appropriate nominations are received and approved by the Board. [10/90]

Nominees must be elected public officials (includes Tribal Council Members); must serve constituents within the ASPIRE region; and must have demonstrated active support and advocacy of TRIO students and programs.

### **8.10 Development Awards** [Development Committee]

Development Awards are based on Fair Share and personal donations.

Recipients shall be identified by the Development Committee on the basis of monetary support of ASPIRE by TRIO/EOP personnel and programs.

Time frame for the awards shall be the previous ASPIRE Fiscal Year. Moneys shall be credited during the Fiscal Year in which they are received.

#### **8.10.1 Individual Contributions Awards** [Development Committee]

11. Friend of ASPIRE shall be for contributions of between \$10 and \$49 and recipients shall receive a certificate.
12. Advocate of ASPIRE shall be for contributions of between \$50 and \$99 and recipients shall receive a cup.
13. Council of ASPIRE shall be for contributions of between \$100 and \$149 and recipients shall receive a business card holder.
14. Patron of ASPIRE shall be for contributions of between \$150 and \$199 and recipients shall receive a plaque.
15. Champion of ASPIRE shall be for contributions of between \$200 and \$499 and recipients shall receive a desk clock.
16. Benefactor of ASPIRE shall be for contributions of \$500 and above and recipients shall receive a watch.

An individual contributing at the same level (Council or above) more than one year shall receive an alternate award determined by the Development Committee.



**8.10.2 Most Supportive Project and Honorable Mention for Most Supportive Project Award** [Development Committee]

Recipients will be awarded plaques.

These awards shall be determined on the basis of total moneys contributed to ASPIRE as Fair Share and personal donations by the project at the institution.

Moneys contributed by personnel identified as staff in more than one project shall be divided equally among the projects and moneys contributed by personnel not identified as staff in a specific project shall be divided equally among all projects at the institution.

**8.10.3 Most Supportive Institution and Honorable Mention for Most Supportive Institution Awards** [Development Committee]

These awards shall include the total moneys contributed to ASPIRE as Fair Share and personal donations by all projects and personnel at the institution, and shall be determined by dividing the total moneys by the number of projects at the institution.

Plaques shall be presented to each project Director of projects that contributed.

**8.10.4 Most Supportive State and Honorable Mention for Most Supportive State Awards** [Development Committee]

These awards shall include the total moneys contributed to ASPIRE as Fair Share and personal donations by all projects and personnel in the state, and shall be determined by dividing the total moneys by the number of projects in the state.

Plaques shall be presented to each program/institution in the state that contributed.



## 9. ARCHIVES

### 9.1 Purpose

Because ASPIRE is incorporated in the State of Wyoming, the University of Wyoming Student Educational Opportunity (SEO) will house the Archives for all ASPIRE documents.

### 9.2 Archivist

#### 9.2.1 Appointment

Annually, the President shall appoint an ASPIRE member who is employed at the University of Wyoming to serve as Archivist for the Association.

#### 9.2.2 Responsibilities

The Archivist is responsible for the storage and maintenance of ASPIRE documents. Documents to be maintained in the archives include, but are not limited to, Treasurer's documents, minutes, committee reports, conference materials, membership rolls, and State Reports.

Annually, at or immediately following the Annual Conference, the Archivist will collect, catalog, and file all appropriate documents from former ASPIRE officers and committee chairs.

ASPIRE will reimburse the Archivist for collapsible file drawers, file folders, and other supplies as needed to maintain the archives.



## **10. ASPIRE PROFESSIONAL ASSOCIATION MEMBERSHIPS**

### **10.1 Council for Opportunity in Education Membership**

ASPIRE shall purchase a membership to the Council for Opportunity in Education each year.

### **10.2 Rocky Mountain Association of Student Financial Aid Administrators Membership**

ASPIRE may purchase a membership to the Rocky Mountain Association of Student Financial Aid Administrators (RAMSFAA) each year. [10/93]



## 11. FINANCE AND BUDGET POLICY

### 11.1 Fiscal Year

The ASPIRE Fiscal Year begins January 1 and ends December 31.

All receipts and expenditures shall be posted to the Fiscal Year during which they are received by the Treasurer.

Fair Share donations will be credited during the Fiscal Year in which they are received.  
[5/90]

Development Awards will be based on the ASPIRE Fiscal Year. [1/97]

Any member of ASPIRE may request and receive a copy of the complete ASPIRE ledger for each year.

### 11.2 Annual Budget and Budget Process

ASPIRE shall have an annual budget approved by the Board for the following Fiscal Year. In addition, ASPIRE shall maintain a contingency fund of \$40,000.

#### Budget Process

- The President shall contact committee chairs and officers to obtain budget requests by the January Board meeting for the upcoming Fiscal Year.
- Until a budget is approved, a committee or officer may operate on twenty-five percent of the previous year's budget line item, in consultation with the Finance Committee.
- At the January Board meeting, the Finance Committee will prepare and present to the Board a budget (considering current assets, estimated income for the coming Fiscal Year, and proposed operating expenses). The Board may make recommendations to the Finance Committee for modifications to the proposed budget. The Finance Committee will prepare and present a final budget. The Board will approve a final budget.
- Any special budget requests (items not included in the approved budget or in excess of the approved line item) must be submitted to the Finance Committee by the committee chair or officer. The Finance Committee will review and make recommendations to the Board for approval within thirty (30) days.
- A General Operating line item shall be used for unanticipated expenses necessary to carry on the business of the Association.

### 11.3 Insurance/Bonding

The positions of President, President Elect, Past President, Treasurer, Conference Committee Chair, Conference Registration Subcommittee Chair, Membership Committee Chair, and Development Committee Chair shall be insured/bonded each year for the minimum amount of \$50,000. The Treasurer and Registered Agent shall coordinate to identify and contract for a policy.

- As of October 2002, the insurance/bonding policy is issued through Warner & Co, Fargo, ND.

The primary signatory for any bank, credit union or investment account for ASPIRE shall be



the Treasurer. Additional signatories will be the President, President Elect, and the Past President.

#### **11.4 Credit/Telephone Cards**

##### Credit Cards

- The Treasurer will obtain a credit card for the President, President Elect, Past President, Conference Chair, Treasurer, and ATI Directors.
- The ASPIRE credit card may be used only for purchases related to ASPIRE business other than per diem and mileage. Receipts must be submitted as required by the ASPIRE Treasurer to document all expenditures. [5/97]
- Given the credit card is only for ASPIRE expenditures, the annual fee per credit card will be paid by ASPIRE. [5/97]

##### Telephone Cards

- The Treasurer will obtain a telephone card for any ASPIRE member approved by the President to be used for ASPIRE business only. [5/97]

#### **11.5 Investments**

##### Financial Institutions

- All business regarding savings and checking accounts, certificates of deposit, or other investments shall be approved by the Board and shall be conducted with a federally insured bank or credit union.
- As of October 2002, the savings and checking accounts are in U.S. Bank and the certificate of deposit is in First Interstate Bank, Laramie, WY.

##### Certificates of Deposit

- The Treasurer, with the approval of the Board, may purchase and oversee Certificates of Deposit in the amount specified by the Board.

#### **11.6 Travel Policy**

Officers, Board members, and others traveling on ASPIRE funds are expected to:

- identify alternative sources of funding when possible;
- secure the lowest possible fare available to reasonably accomplish ASPIRE business when traveling by public transportation;
- personally pay any additional cost over the lowest reasonable round trip fare by public transportation, barring extenuating travel circumstances.

ASPIRE will pay all or partial travel expenses for the following as specified below.

Expenses for President, President Elect, Past President, Treasurer, and Secretary to attend ASPIRE Board Meetings.

Expenses for President or his/her representative to attend COE Policy Seminar.

Expenses for President, President Elect, and Past President to attend COE Board of Directors Meetings.

If project funds are not available, the expenses for the ASPIRE President to attend the National COE Conference will be paid with prior Board approval.

Expenses for President or designee to attend an out-of-region conference.

Incentive fund to pay expenses for the State President or designee to attend the COE Policy Seminar, up to \$1,400 as recommended by the Finance Committee and



- determined by the Board.
- Expenses for travel for outgoing Treasurer to train new Treasurer. (Two days maximum).
- Expenses for Treasurer to meet annually with the ASPIRE accountant.
- Expenses for travel for a committee chair or other person who is not a member of the Board, but who is specifically requested to attend a Board Meeting by the President or Board.
- Plane fare or mileage, but not per diem or lodging, for one representative (President, Past President, or President Elect) to attend each State Meeting.
  - When an invitation is extended, each state is responsible to cover the per diem and lodging expenses for the President, Past President, or President Elect to attend that State Meeting.
- 17. Expenses for travel of each State President to attend the January and May Board meetings each year unless there are insufficient funds. Each State President's project is responsible for one hundred percent of the transportation expense incurred to attend the pre- and post- Annual Conference Board Meetings. ASPIRE may pay meals and lodging expenses associated with attending the pre- and post- Annual Conference Board Meetings.
  - In the event that there are insufficient funds to pay for all State Presidents' travel, the responsibility for the cost of travel will again belong to the State Associations.
- Expenses for up to three TRIO Achievers to attend the ASPIRE TRIO Achiever's award function and Annual Conference, providing the individual Achiever is not eligible for Professional Membership in ASPIRE, as defined in Article IV, Section 4.1.1 (Membership, Membership Types, Professional Membership) of the Bylaws:
  - Maximum reimbursement shall be three nights lodging, and four days meals; [10/95]
  - One ticket to the TRIO Achiever function for a guest of the TRIO Achiever; [1/90]
  - A complimentary one year Affiliate Membership to ASPIRE to each TRIO Achiever who is not otherwise eligible for Professional or Associate ASPIRE Membership as defined in Article IV, Section 4.1 of the ASPIRE, INC. (Membership, Membership Types) of the Bylaws;
  - Annual Conference registration fee unless the Achiever is eligible to be an ASPIRE Professional Member in which case the Achiever's project is expected to pay the registration fee. [1/90]
- 18. Travel expenses for conference speakers and guests as specified in Operating Guidelines, Section 7.2.2 (Conference, Fees, Guests and Presenters).
- 19. Other travel expenses specifically approved by the Board.

## 11.7 Travel and Per Diem Rates

The following rates apply to all travel expenses paid by ASPIRE unless otherwise indicated in the Operating Guidelines or special exception is made in advance by a majority vote of the Board.

- Airfare, up to the amount of the lowest reasonable round trip fare.
- Lodging at the standard hotel single room rate in the conference or meeting facility (or comparable hotel); only nights necessary for reasonable accomplishment of ASPIRE business will be paid, except if an additional night will result in a significantly lower plane fare. A Saturday night stay over is required if it will significantly reduce the plane fare. [10/95]
  - When possible, double occupancy accommodation is encouraged to save money.
- Per diem reimbursement to correspond to federal rates published by the United States



General Service Administration ([www.gsa.gov](http://www.gsa.gov)) and will be paid for overnight travel only.

- If travel commences prior to:
  - 7 a.m. - ASPIRE pays breakfast, lunch, and dinner;
  - 11 a.m. - ASPIRE pays lunch and dinner;
  - 4 p.m. - ASPIRE pays dinner.
- If travel ends:
  - Before 8 a.m. - ASPIRE pays no per diem for that day;
  - Between 8 am. and noon - ASPIRE pays breakfast;
  - Between noon and 5 p.m. - ASPIRE pays breakfast and lunch;
  - After 5 p.m - ASPIRE pays breakfast, lunch, and dinner.
- Receipts are not required for per diem meals.
- The difference between per diem and actual cost will be reimbursed for persons expected to attend a COE scheduled function, such as the Banquet Dinner at the COE Board Meetings. A COE receipt is required.
- Taxi, shuttle fare, or rental car from airport to hotel, hotel to airport, and to and from scheduled events at other locations, such as hotel tours or activities which persons are expected to attend.
  - Taxi or shuttle receipts listing pick up point and destination are required.
  - Free shuttles should be used when available.
- Mileage reimbursement will correspond to the federal rate published by the United States General Service Administration ([www.gsa.gov](http://www.gsa.gov)) and will be paid for overnight travel only. [1/97]
- Tips may be reimbursed if the tip was necessary to further official ASPIRE business (for example, a tip given to a bellman or porter to assist in transporting numerous boxes of ASPIRE materials);

## 11.8 Travel Advances and Reimbursements

Every individual requesting reimbursement from ASPIRE must sign and adhere to the Certification Statement on the Travel Expense Voucher and Reimbursement Request which states:

I hereby certify that the information on this travel expense voucher and reimbursement request is accurate to the best of my knowledge; that submission of this voucher complies with ASPIRE Travel Policy; and finally, that these expenses have been submitted only to ASPIRE for reimbursement or payment consideration. [1/96]

### Reimbursement Process

- Advances should be requested three weeks in advance.
- Original receipts or other acceptable documentation (if receipt is not available) for all travel expenditures, with the exception of meals, should be submitted to the Treasurer within (30) days of travel.
- Additional travel advances or reimbursements will not be provided until any outstanding advances are settled.
- Requests for reimbursement of committee expenditures must be authorized and submitted by the committee chair to the Treasurer.
- Expenditures other than for items included in the approved annual budget must be authorized by the Board.



## **11.9 Administration of State Accounts**

- All unexpended State Association funds held by ASPIRE shall be kept in the ASPIRE account.
- According to the Operating Guidelines, Section 5.4 (Membership, Membership Dues Credited to State Associations), ASPIRE shall credit to each state association twenty-five percent (25%) of the membership dues from said state.
- Disbursement of state funds will be under the same procedures as for ASPIRE funds, except approval is made by the appropriate State President. [5/96]

## **11.10 Donations and Fair Share**

ASPIRE conducts an annual fund raising campaign requesting each TRIO program to make a Fair Share donation of \$75 and personal donations.

## **11.11 Annual Audit**

- An audit will be performed annually.
- An audit shall be arranged by the President and Treasurer in conjunction with the Registered Agent.
- If a Treasurer serves for less than a full two year term, an audit shall be performed as soon as possible following the resignation or incapacitation of the Treasurer. [10/96]
- The auditor and the Registered Agent will inform the Treasurer of items required for the annual audit. It is the responsibility of the President and Treasurer to submit the items.

## **11.12 Cash Receipts and Requests for Reimbursements**

- All deposits shall be made within three working days of receipt;
- All requests for reimbursements must be submitted to the Treasurer. The Treasurer will submit the requests for reimbursements to the Registered Agent. The Registered Agent will issue checks.

