



The following are proposed changes to the ACPA Bylaws. Only sections where edits or additions are made are included and/or highlighted.

## **PREAMBLE**

The rationale for the existence of the American College Personnel Association (“Association”) in the field of higher or tertiary education is based on the following premises:

1. The wide diversity of functions of student affairs and student services in advancing the needs of post-secondary education necessitates a common meeting ground;
2. The work of student affairs and student services professionals and educators is inextricably linked to academic tradition and philosophy and requires continuous review and improvement;
4. The advancement of higher and tertiary education through more effective use of student affairs and student services professionals will be determined by the attention, support, and critical evaluation of new concepts and knowledge, encouragement of new professionals, and development and maintenance of high standards of accomplishment.

## **ARTICLE II: MISSION, CORE VALUES, AND CORE FUNCTIONS**

**Section 2.01 Mission.** The mission of the Association is to support and foster college student learning through the generation and dissemination of knowledge, which informs policies, practices, and programs, for student affairs and student services professionals and the higher and tertiary education community.

**Section 2.02 Core Values.** The mission of ACPA is founded on, and implements, the following core values of the Association.

- Education and development of the total student
- Diversity, multicultural competence and human dignity
- Inclusiveness in and access to association-wide involvement and decision-making
- Free and open exchange of ideas in a context of mutual respect
- Advancement and dissemination of knowledge relevant to college students and their learning, and the effectiveness of student affairs and student services professionals and their institutions
- Continuous professional development and personal growth of student affairs and student services professionals that includes the development of effective administrative leadership and management skills
- Outreach and advocacy on issues of concern to students, student affairs and student services professionals and the higher and tertiary education community, including affirmative action and other policy issues

**Section 2.03 Core Functions.** The Association seeks to fulfill this mission by directing its resources and efforts to the effective achievement of the following core activities:

- Professional development and education
- Services for Association members and constituents
- Generation and dissemination of knowledge
- Outreach and advocacy on behalf of students and student affairs and student services professionals
- Identification of, and effective response to, issues faced by the student affairs and student services profession, and the higher and tertiary education community

**Section 2.04 Anti-Discrimination.** The Association does not discriminate on the basis of the following characteristics including but not limited to race, color, ethnicity, national origin, citizenship status, religion, sex, age, affectional/sexual orientation, gender identity or expression, veteran status, personal appearance, genetic information, political affiliation, familial status, marital status, or disability in any of its policies, procedures or practices. This non-discrimination policy covers membership and access to Association programs and activities including, but not limited to, conventions, placement services, publications, and educational services.

### ARTICLE III: MEMBERSHIP

**Section 3.01 Types and Qualifications.** The following are the types and qualifications of memberships in the Association. Membership in good standing is based upon current payment of dues. Membership type is subject to possible review and approval by the Executive Director with the advice of the Director of Membership Development.

- **General Membership – College/University.** Any person whose designated responsibilities relate to student and human development at a regionally accredited institution of higher education (campuses outside of the USA are exempt from this accreditation requirement). In order to reduce the cost of individual dues for its employees, an accredited institution of higher or tertiary education may pay dues based on its full-time equivalent enrollment during the previous academic year and thereby become an Institutional Member. Institutional Membership includes one free General Membership – College/University as well as an unlimited number of discounted dues for new and renewing General Members – College/University.
- **Emeritus Membership.** Any current or former ACPA member who is defined as retired and not employed full time. This also includes Life Subscribers.
- **Graduate Student Membership.** Any person who is currently engaged in graduate studies in an accredited graduate school in courses related to the student affairs and student services profession and who is not employed full time during the membership year. The student's major professor must attest to these qualifications. Pre-doctoral internships or work experiences required for completion of a degree program are not considered full time employment for the purposes of this category.
- **Undergraduate Student Membership.** Any person who is currently enrolled as an undergraduate student and who is not employed full time at an institution of higher or tertiary education during the membership year. The student must verify undergraduate enrollment and good standing status either via a student affairs or student services professional or an official letter from the college/university.

## ARTICLE V: GOVERNING BOARD

### Section 5.03 Qualifications and Terms.

2. Members-at-Large must be members in good standing in ACPA. The Member-at-Large for Faculty must hold full time status in a tenure-track faculty line. The Member-at-Large for Entry-Level Professionals must have worked in a professional position and/or be currently enrolled in a graduate program for no more than 5 years at the time of election. The Member-at-Large for Mid-Level Professionals must have more than 5 years of full-time professional experience. The Member-at-Large for Senior-Level Professionals must be a senior-level student affairs or student services administrator.

## ARTICLE VI: ELECTIONS AND NOMINATIONS

**Section 6.02 Nominations.** The entire membership of the Association has the opportunity to nominate themselves or individuals for officer positions, for seats on the Governing Board, and for positions as Coordinators of Commissions, Standing Committees, State Divisions, and International members and Divisions as Assembly Leaders under procedures developed by the Nominations and Elections Committee and approved by the Governing Board.

**Section 7.03 Formation of State Divisions.** The procedure for the formation of State Division is as follows:

3. The Coordinator of State Divisions is responsible for the development and implementation of a process, subject to the review and approval of the Governing Board, to assess the viability and potential success of any new state division prior to forwarding candidates for chartering to the Governing Board.

[Replacing] A simple majority of the State Association membership voting on the questions of establishment of a State Division must favor such a move prior to formal Governing Board actions.

### Section 7.04 Autonomy of State Divisions.

3. A State Division shall be responsible for its own fiscal management and planning, however an annual report must be filed with the International Office.

## ARTICLE VIII: INTERNATIONAL DIVISIONS

**Section 8.02 Working Relationships.** For purposes of identifying and managing any potential liability, International Divisions must obtain the signature of the Executive Director or his/her designee in advance of entering into any working relationships with other organizations. Any such relationships, in any event, must not be inconsistent with the purposes of the Association. No International Divisions may affiliate with any other organization without the written consent of the Executive Director or his/her designee.

**Section 8.03 Formation of International Divisions.** The procedure for the formation of an International Division is as follows:

1. The Governing Board shall have the power to charter an International Division. The Coordinator of International members and Divisions will forward candidates for their Division for chartering to the Governing Board with a recommendation.

2. Unless otherwise approved by the Governing Board, only one International Division may be chartered in any country or designated region and the proposed Division will be considered for chartering in consultation with the Coordinator of International members and Divisions.
3. The Coordinator of International Members and Divisions is responsible for the development and implementation of a process, subject to the review and approval of the Governing Board, to assess the viability and potential success of any new international division prior to forwarding candidates for chartering to the Governing Board.

[Replacing] A simple majority of the Country's Association membership voting on the questions of establishment of an International Division must favor such a move prior to formal Governing Board actions.

#### **Section 8.04 Autonomy of International Divisions.**

3. An International Division shall be responsible for its own fiscal management and planning, however an annual report must be filed with the International Office.

### **ARTICLE X: STANDING COMMITTEES**

**Section 10.01 Standing Committees.** Standing Committees are subdivisions of ACPA designed to perform work for the Association and to represent various constituencies and their interests. Standing Committees serve as a vehicle for: (1) education of the Association and, through the Association, of higher and tertiary education, and (2) advocacy by members of those groups. The Standing Committees are as follows: Disability; Graduate Students and New Professionals; Lesbian, Gay, Bisexual and Transgender Awareness; Men and Masculinities; Multicultural Affairs; and Women. Unless otherwise specified, each Standing Committee will have a Standing Committee chair that is nominated by the general membership and elected by the general membership prior to the annual convention for a two-year term. Responsibilities for the chair of a Standing Committee and election procedures governing Standing Committees must be in accordance with these Bylaws and the policies of the Association and approved by the Nominations and Elections Committee.

**Section 10.04 Removal of Standing Committee Chair.** A Standing Committee Chair may be removed from office with cause, by the same removal criteria as apply to the removal of officers.

1. Procedures for removal of a Standing Committee chair shall be as follows:
  - a. Upon submission of a request for removal of a standing committee chair via written statement of evidence of proper cause, signed by one-third of the directorate body members of that standing committee, the Coordinator for Standing Committees is required to present the matter to the full directorate body for a vote.
  - b. The Coordinator for Standing Committees will notify the chair involved by mail or email of the request for removal within two weeks. Such notification shall include the allegations involved in the request for removal and ask for a written response to the request.
  - c. The chair involved has the right to present a written response to the request for removal within two weeks of receipt of the request for removal.
  - d. The Coordinator for Standing Committees will conduct the vote in the following manner:
    - (1) Within two weeks after receipt of the written response (if any) the Coordinator for Standing Committees must conduct a ballot of the full directorate.

(2) The ballot must include the original request for removal including the specific allegations of proper cause and the written response if desired by the standing committee chair.

(3) The full directorate has two weeks to respond to the ballot. Upon a two-thirds vote for removal by the members of the directorate body, the Coordinator for Standing Committees declares the chair position vacant and normal procedures for filling the vacancy will be followed.

## ARTICLE XI: PERMANENT BOARD COMMITTEES, AD HOC COMMITTEES, TASK FORCES

- **Ethics Committee** whose Chair is appointed by Director of Equity and Inclusion in consultation with the President and whose members are appointed by the Committee Chair in consultation with the Governing Board and Assembly Coordinators, works to resolve ethical dilemmas and to provide on-going education for members about ethics. The Chair will serve a three-year term (one year as Chair-elect and two years as Chair). Other members of the committee will serve a two-year term. No member of the committee may serve more than **three** years, either as a regular member or as a Chair, after which his / her membership must lapse for at least two years.

- **Publications Committee** chaired by the Director of Research and Scholarship, whose members include the Books and Media Board Editor, JCSD Editor, About Campus Editor, **Developments Editor, and Internal Publications Advocate**: creates, coordinates and supports publications and other media of the Association; as needed, proposes publication changes to enhance the literature of college student affairs **and services**; requests the funding necessary to publish and promote the Association's publications, recommends to the Governing Board qualified individuals to serve as editors of ACPA publications; and solicits and encourages research to be published by ACPA and/or supported by ACPA Foundation Grants Committee.

- **Equity & Inclusion Committee** chaired by the Director of Equity & Inclusion, the committee will include at least one Governing Board member in addition to international social justice experts, and representatives of Assembly constituent groups. Committee members are appointed by the Director of Equity and Inclusion and the membership will serve a 2-3 year term after being approved by the Governing Board. The committee will assist the Association and the Director of Equity and Inclusion in dealing with issues of policy and procedures, the development and implementation of the Association's equity and inclusion plan, and scan the larger environment of the Association. Committee members will also serve as a bias incident response team and as ambassadors to the Standing Committees, Commissions and State and International Divisions.

## ARTICLE XII: COMMISSIONS

**Section 12.01 Definition of Commissions.** Commissions are subdivisions of ACPA that are organized around: (1) specific functional and broad skill areas in student affairs **or student services**; (2) the place of work; (3) the students served; or (4) programmatic issues of importance to students' well being.

## ARTICLE XIII: THE ASSEMBLY

**Section 13.02 The Functions of the Assembly.** The Assembly is intended to coordinate and support the independent and collaborative work of its constituent bodies (State Divisions, International **members and** Divisions, Commissions and Standing Committees) and to guide the constituent bodies in the activities and research necessary to

achieve the Association's mission. The Assembly Leaders, sometimes referred to as the Coordinating Body of the Assembly, are to bring forth new ideas, concepts, and proposals for consideration and action of the Governing Board. The leadership of the Assembly is charged with establishing short-term directions (1-3 years) for the constituent bodies consistent with the Association's strategic plan. The Coordinators will guide the collaborative activities by which the constituent bodies fulfill these directions.

**Section 13.03 The Leadership of the Assembly.** The Assembly leadership shall be as follows.

1. There shall be five Assembly Leaders: (1) the Vice President of the Governing Board (Chair of the Assembly), and the following four Coordinators, each of whom represents an entity of the Association: (2) the Coordinator for Standing Committees, (3) the Coordinator for Commissions, (4) the Coordinator for State Divisions, (5) the Coordinator for International **members and** Divisions, as well as the Director of Equity and Inclusion (as an ex officio, non-voting member).
  
2. At the time of nomination/consideration and thereafter, all Assembly Leaders must be in good standing with the Association. In addition, the Coordinators for Commissions, State Divisions or International **members and** Divisions must have held the position of chair, director or president of the entity they wish to represent, and the Coordinator for Standing Committees must have served a term as Chair of a Standing Committee or Chair of a Standing Committee Task Force.
  
3. The Coordinators for Commissions, International **members and** Divisions and State Divisions shall be elected by the membership of ACPA following nomination under the procedures in these Bylaws. Coordinators shall represent their constituent groups in the planning, implementation and assessment of Assembly activities and the Association's strategic plan. Given the unique role of Standing Committees, the Coordinator for Standing Committees shall be selected by the consensus of the current Standing Committee Chairs, generally at the annual meeting of the Association.