

***IOWA COMMUNITY COLLEGE STUDENT SERVICES ASSOCIATION  
ICCSA***

**PURPOSE**

The Iowa Community College Student Personnel Association was established in 1969 by a group of concerned and committed student services professionals. In 1976, the name of the association was changed to Iowa Community College Student Services Association. Over the years, both the profession and the organization have grown in size and complexity. This Constitution is designed to assist executive board members as they perform their tasks.

# CONSTITUTION OF IOWA COMMUNITY COLLEGE STUDENT SERVICES ASSOCIATION

## ARTICLE I

### NAME

The name of the organization shall be the Iowa Community College Student Services Association.

## ARTICLE II

### PURPOSE

The purpose of the Iowa Community College Student Services Association (ICSSA) is:

- A. To promote the interests of a comprehensive program of student services throughout the State of Iowa.
- B. To promote the social and professional relations among those people of Iowa who are interested in student services.
- C. To cooperate with other professional organizations interested in students.
- D. To promote high ethical and professional standards of student service workers.
- E. The organization is organized exclusively for charitable, religious, educational, and scientific purposes within the meaning of Section 501, (c) (3) of the Internal Revenue Code of 1954. 1. No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

## ARTICLE III

### MEMBERSHIP

#### Section A. REGULAR MEMBERSHIP

1. Any person who is engaged in community college student service work and is eligible for membership in an approved sub-group (see Article V, Section G) is eligible for regular membership. Any person, who is a member as of October 15, 1976, is eligible for regular membership.
2. Any eligible person may become a regular member of the Association on payment of the current annual dues to the Treasurer of the Association.

Revised 4/93

Section B. ASSOCIATE MEMBERSHIP

1. Any person who is interested in college student service work is eligible for Associate membership.
2. Any person may become an Associate member of the Association on payment of current annual dues to the Treasurer of the Association.
3. Associate members will not be eligible for office in the association and will not have voting privileges. All other rights and privileges of regular members will be retained by Associate members.

Section C. INSTITUTIONAL MEMBERSHIP

1. Any accredited community college district may become an institutional member of the Iowa Community College Student Services Association upon payment of the current annual institutional membership dues to the Treasurer of the Association.
2. The membership chairperson (President-elect) is responsible for annually updating and maintaining a list of individuals for each community college district who have been designated as a person who is engaged in community college student services work.
3. Any person who is included on a community college district institutional membership list will be designated as a REGULAR MEMBER.
4. If a community college district decides not to participate in the institutional membership option, any eligible person may become a regular member of the Association on payment of the current annual dues to the Treasurer of the Association (see Article III, Section A.)

Section D. RIGHT TO PETITION

Members in good standing may petition the Executive Board for purposes of initiating policy and action. Petitions shall be considered by the Executive Board when signed by ten members representing three schools in good standing.

ARTICLE IV

EXECUTIVE BOARD

OFFICERS OF THE EXECUTIVE BOARD

The officers of the Executive Board include the President, President-Elect, Past President, Secretary, Treasurer, three Members-at-Large, Sub-Group Chairpersons, and Ex-Officio Member.

## ARTICLE V

### OFFICERS

The Iowa Community College Student Services Association shall have the following officers:

#### Section A. PRESIDENT Responsibilities

1. Shall be chairperson of and preside at meetings of the Executive Board and the total Association.
2. Shall appoint members of all committees and shall be an ex-officio member of all committees.
3. Shall appoint a member to complete unexpired terms upon resignation of elected officers, with the exception of the President-Elect. Upon the resignation of the President-Elect, the President shall call for a special election.
4. Shall act as liaison between the Director's group and the ICCSSA Executive Board.
5. Shall sign all contracts and approve all authorizations to purchase.
6. Shall have the authorization to pay all bills in the absence of the Treasurer.
7. Shall be ultimately responsible for developing a comprehensive conference program.
8. Shall identify and develop leadership potential within the state.
9. Shall not participate as a voting member except in case of a tie.
10. Shall participate in the organization of ICCSSA conferences.
11. The President shall appoint a committee of two ICCSSA members to audit the Treasurer's books on an annual basis.
12. If for some reason an award recipient (three awards – their award being a registration fee waiver to the next Fall Conference) is unable to attend the next Fall Conference, the president will make the decision on who will receive the waiver.

#### Section B. PRESIDENT-ELECT Responsibilities

1. Shall perform the duties of the President in the absence or incapacity of the President.
2. Shall serve as a voting member of the Executive Board.
3. Shall serve as membership chairperson.

4. Shall become President of the Association the year following term of office as President-Elect.
5. Shall assist the President as needed.
6. Shall participate in the organization of ICCSSA conferences.
7. Shall serve as conference chair and/or site chair for the Spring ICCSSA conference during their term of office.

#### Section C. PAST PRESIDENT Responsibilities

1. Shall serve as conference and/or site chair for the fall ICCSSA conference during their term of office.
2. Shall serve as a voting member of the Executive Board.
3. Shall assist the President as needed.
4. Shall chair the nominating committee and be responsible for counting all returned election ballots and report results to the President.
5. Shall send out election ballots to members.

#### Section D. TREASURER Responsibilities

1. Shall disburse funds for approved expenditures promptly.
2. Shall maintain accurate financial records.
3. Shall provide a written financial report at regular intervals; regular intervals is defined as no less than quarterly.
4. Shall be bondable.
5. Shall work with the President to develop an Association and conference budget.
6. Shall oversee and guarantee that all receipts and disbursements adhere to state and federal guidelines.
7. Shall make available all materials for auditing purposes.
8. Shall serve as a voting member of the Executive Board.
9. Shall coordinate registration for ICCSSA conferences.

Section E. SECRETARY Responsibilities

1. Shall record minutes of all Executive Board and Association meetings and shall distribute minutes to the Executive Board and membership as appropriate.
2. Shall reproduce and distribute copies of the agenda and other material(s) for the meetings.
3. Shall serve as a voting member of the Executive Board.
4. Shall make arrangements for all meetings including necessary technology.
5. Shall participate in the organization of ICCSSA conferences.

Section F. MEMBERS-AT LARGE (3) Responsibilities

1. Each Member-at Large shall serve on one of the following committees:
  - a. Nominating
  - b. Ad Hoc Committee
2. Shall participate in the organization of ICCSSA conferences.
3. Shall serve as a voting member of the Executive Board.
4. Shall assist the Executive Board as needed.
5. Shall serve on the Conference Award Committee (processing the nominations and making the decisions for the three (3) ICCSSA Conference Awards to be presented at the Spring Conference). The recipients will receive a free registration waiver to the upcoming Fall Conference.

Section G. SUB-GROUP CHAIRPERSON Responsibilities

(Sub groups include any group within Student Services as recognized by the Executive Board.)

1. Shall act as a voting member of the Executive Board.
2. Shall act as a liaison between sub-groups and the Executive Board.
3. Shall conduct sub-group officer elections.
4. Shall coordinate educational opportunities for membership within their sub-group.

Section H. EX-OFFICIO MEMBER (Department of Education Liaison) Responsibilities

1. Shall serve as a non-voting member of the Executive Board.
2. Shall serve as an advisor to the Executive Board.
3. May assist in ICCSSA conference organization.

Section I. WEB ADMINISTRATOR (Appointed by the ICCSSA President) Responsibilities

1. Shall maintain the ICCSSA website.
2. Shall serve as a voting member of the Executive Board.
3. Shall instruct one other person from the Executive Board as to how to update the website in the absence of the Web Administrator.

Section J: TERM OF OFFICE

1. The term of all executive offices shall be one year with the exception of the office of Treasurer.
2. The Treasurer shall serve two years.
3. The Treasurer, Secretary, and three Members-at-Large may serve one additional sequential term if reselected.

ARTICLE VI

MEETINGS

Section A. EXECUTIVE BOARD

1. The Executive Board shall meet a minimum of twice annually at the direction of the President.
2. The Executive Board must have a quorum present consisting of at least one-half of the voting members of the Executive Board before conducting business.
3. Executive Board members may vote by proxy. Proxy votes are to be submitted to the Secretary of the Executive Board prior to the scheduled meeting.
4. Members in good standing may petition the Executive Board for purposes of initiating policy and action. Petitions shall be considered by the Executive Board when signed by ten members representing three schools in good standing.

Section B. ASSOCIATION MEETINGS

1. The association shall meet in conference at least once annually.
2. No less than four community colleges shall be represented at any state business meeting in order to conduct the business of the Association.

ARTICLE VII

COMMITTEES

Section A. NOMINATING COMMITTEE

1. Shall be chaired by the Past President.
2. Shall consist of at least four members (including one Member-at-Large) selected by the Chairperson.
3. Shall submit to the Executive Board a slate of prospective officers for those positions having upcoming vacancies.
4. May approve or disapprove the slate of prospective officers or any portion of the slate by a majority vote.

Section B. AD HOC COMMITTEE

The Executive Board and/or President may appoint ad hoc committees as deemed necessary.

ARTICLE VIII

FINANCING

Section A. CONFERENCE BUDGET

1. The Executive Board shall be responsible for planning the Spring and/or Fall conference and for collecting a reasonable registration fee to support the conference and the organization's goals. Formula for registration fee: cost of food service, facility, publicity, speakers, etc.
2. All outstanding bills and funds shall be submitted to the Treasurer. All fees collected must be deposited in the Association account, and bills must be paid against the Association account.
3. It is the responsibility of the Treasurer to maintain conference financial records. Within one month following the conference, the treasurer shall provide a written statement of conference expenditures and income received to the Executive Board.



4. In the event of a joint conference with another educational/student services organization, the ICCSSA treasurer will assume joint responsibility with the other organization's designee for conference registration, fees, income and expenditures.

#### Section B. ASSOCIATION FINANCING

1. When a new Treasurer takes office, all records and funds shall be transferred from the outgoing Treasurer in good order. The new Treasurer shall place the Association's funds in a bank account approved by the Executive Board.
2. All funds shall be held in the name of the Iowa Community College Student Services Association. The persons allowed to write checks to draw from the accounts shall be the Treasurer and the person serving the three-year-cycle of President-Elect, President, and Past-President.
3. All financial records shall be audited annually by a committee appointed by the President.
4. Expenses of the Executive Board:
  - a. Payment of travel expenses for the Executive Board members shall be paid by the members' college unless extenuating conditions exist and then the President may approve payment with ICCSSA funds.
  - b. If needed, members of the Executive Board can be reimbursed for reasonable expenses incurred through their offices. Reasonable expenses include, but are not limited to, telephone, printing, office supplies and staff.
  - c. If possible, members of the Executive Board shall be reimbursed for all reasonable expenses incurred through their offices. Reasonable expenses include, but are not limited to telephone, printing, office supplies, and office staff.
    - (1) Mileage will be paid for one car per college. If more than four people from one college are on the Executive Board, mileage for a second car will be paid.
5. No part of the net earnings of the organization shall be used to the benefit of, or be distributed to its members, trustees, officers or other private persons. However the organization shall be authorized and empowered to pay reasonable compensation for services rendered.
  - a. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted:
    - (1) By an organization exempt from Federal income tax under Section 501, (c) (3) of the Internal Revenue code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

- (2) By an organization, contributions to which are deductible under Section 170, (c) (2) of the Internal Revenue code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).
6. All property of the Association shall be subject to the control and management of the Executive Board. Upon dissolution of the Association, its property shall be transferred to such other organization as the Executive Board shall determine to have purposes and activities most nearly consonant to those of the Association, provided that such other organizations shall be exempt under Section 501, (c) (3) of the Internal Revenue Code or corresponding provision of the Internal Revenue laws.

#### Section C. MEMORIAL SCHOLARSHIP GUIDELINES

1. A Memorial Scholarship may be provided for a person who was an active/paying member of ICCSSA for at least the last ten years of his/her employment at an Iowa community college.
2. The amount of the Memorial Scholarship shall not exceed \$300.
3. The Memorial Scholarship will need to be approved by a majority vote of the ICCSSA membership present at a regularly scheduled business meeting.
4. These guidelines may be set aside with a majority vote of the members present at a regularly scheduled business meeting.
5. The scholarship shall be made in the name of the person by ICCSSA to the department that handles the scholarships, etc. at the college campus where the person worked. The institution shall be given the freedom to determine the criteria for that particular scholarship. It should be an option that the surviving family members have the opportunity to be more specific if they choose and want additional guidelines.

### ARTICLE IX

#### ELECTIONS

#### Section A. NOMINATING PROCEDURES

1. The Nominating Committee shall submit to the Executive Board a slate of prospective officers for those positions having upcoming vacancies.
2. The Nominating Committee shall contact nominees and confirm their willingness to be nominated, and to serve if elected.
3. The Nominating Committee shall provide the Past President with a short vita of each candidate to be distributed to Association members at least 30 days prior to the Spring Conference.

4. The Executive Board may approve or not approve the slate or any portion of the slate by a majority vote.

Section B. TIME AND METHOD OF ELECTION

1. The Past President shall prepare and distribute the ballot at least 30 days prior to the Spring Conference by either printed copies or electronic mail.
2. Association members shall cast their ballots with the Campus Contact. The Campus Contact will report the votes to the Chairperson of the Nominating Committee.
3. The results of the election shall be announced at the business meeting of the Association's Spring Conference.
4. The election shall take place no earlier than 45 calendar days and not later than 20 calendar days prior to the Spring Conference

Section C. VOTES REQUIRED TO ELECT

1. Election of officers shall be by a majority of the eligible votes cast.
2. Eligible votes shall be those cast by members.

ARTICLE X

AMENDMENTS

Any provision of this By-Laws may be suspended, altered, or amended by two-thirds vote of quorum of the statewide meeting.

ARTICLE XI

RULES OF ORDER

Robert's Rules of Order Revised (by Henry Martin Robert) shall govern the proceedings of the Association, not otherwise specified in the constitution and By-Laws.