

**CONSTITUTION OF
DELAWARE STATE TRIO ORGANIZATION**

ARTICLE I

NAME

The name of the organization shall be the Delaware State TRIO Organization and shall be abbreviated D.S.T.O.

ARTICLE II

PURPOSE

The purpose of this organization shall be to:

1. Serve as a single unit of representatives for programs which meet the special criteria set by the United States Department of Education for serving disadvantaged students within the State of Delaware;
2. Establish affiliation with other state, regional, and national associations to ensure special program objectives;
3. Facilitate and initiate activities to advance professional growth and development of personnel within these programs;
4. Provide activities and functions to ensure disadvantaged persons opportunity and access to higher education;
5. Coordinate and communicate the activities of the programs for institutions of higher education, community organizations, and the general public.

ARTICLE III

MEMBERSHIP

Section I. Types of Membership

Membership in the Delaware State TRIO Organization shall be the following types: professional, associate, life, honorary, and student.

A. Professional Membership

1. Professional membership in the Delaware State TRIO Organization shall be limited to those persons employed full-time or permanent part-time within a TRIO-like Program located in the State of Delaware .
2. Each professional member is entitled to one vote and is eligible to hold office as delineated in ARTICLE IV of this constitution.

B. Associate Membership

1. Associate membership is generally available to those persons who do not qualify for professional membership.
2. Associate members are entitled to one vote and are eligible to hold office.

C. Life Membership

1. Life membership is available to any current or former professional/associate member who pays a single life membership fee as designated by the Executive Board.
2. Each life member is entitled to one (1) vote and may also hold office.

D. Honorary Membership

1. An Honorary Member has the right to attend meetings, have a voice, but not to make motions or hold office.

E. Student Membership

1. Student Membership is limited to students who are participants in programs that are members of the Delaware State TRIO Organization.
2. Student Membership is available to any eligible student who pays a Student Membership fee as designated by the Executive Board.
3. Students may attend meetings, have a voice, and may hold the office of Student Representative.

Section II. Membership Dues.

Each member shall pay membership dues to Delaware State TRIO Organization, with the exception of honorary members.

- A. The amount of the membership dues shall be recommended by the EXECUTIVE BOARD and approved by a two-thirds majority of the membership present at any business meeting or by mail ballot of the total membership.
- B. Notification of the recommendation to change the membership dues must be given to the full membership a minimum of thirty (30) days prior to the vote.
- C. The membership year shall run from September 1 through August 31.
- D. There shall be no proration of membership dues.
- E. Membership dues are not refundable.

ARTICLE IV

OFFICERS

The elected officers of the Delaware State TRIO Organization shall be a President, a President-elect, a Treasurer, a Secretary, and Student Representative (s).

Section I. Terms of Office

A. Officers of the Delaware State TRIO Organization shall be elected annually at the regular meeting in June except for the Treasurer who is elected every two years.

B. All officers shall begin in their term of office immediately following the election.

Section II. Vacancies

A. If the position of an elected office becomes vacant during the term of office, the President shall appoint a person to fill the unexpired term with a two-thirds approval vote of the Executive Board. Notice is to be given to each program when such appointments are made.

B. If the position of President-elect becomes vacant during the term of office, the president shall appoint at his/her discretion a state representative to MEAEOPP (regional) from among the professional/associate members.

Section III . Removal of Officers

If an elected officer fails to carry out the duties and responsibilities of his/her position, that officer may be removed from office as follows:

A. The Executive Board, by a two-thirds majority vote, shall recommend to the body removal of an officer.

B. Removal of an officer shall be voted upon and effected by the body when it is in the best interest of the Delaware State TRIO Organization.

C. The member in question will be notified within five (5) working days.

ARTICLE V

DUTIES

All officers shall perform the duties prescribed by this constitution and by the **parliamentary** authority adopted by this organization.

Section I. PRESIDENT

The president shall be the chief elected officer of the Delaware State TRIO Organization, presiding at all meetings. The President shall appoint the Chairpersons of all standing committees which are not declared in the constitution and the Chairpersons of ad hoc committees, and may delegate additional duties to the officers. The President shall be an ex-officio member of all standing and ad hoc committees, and shall sign the minutes of meetings after approval. The President shall represent the Delaware State TRIO Organization as the official delegate to the regional (MEAEOPP) Board of Directors and be responsible for submitting all required reports to the Regional Association. The president shall countersign all requisitions by the Treasurer for disbursement from the organization. The President has the power to appoint individuals to fill unexpired terms in accordance with ARTICLE IV, Section 2 of this constitution.

Section II. PRESIDENT-ELECT

The president-elect shall assist the President and perform the duties delegated to him/her. The President-elect shall serve as the chair of the Program Committee. The President-elect is also a delegate to the regional MEAEOPP board.

Section II. SECRETARY

The Secretary shall keep a record of all meetings and conduct correspondence, letters, and notices, as directed by the President.

Section IV. TREASURER

The Treasurer shall collect and have custody of all dues and other funds. The Treasurer shall also make disbursements as directed by a two-thirds majority of the Executive Board, make a written treasurer's report at each meeting, and a written financial report annually. The Treasurer shall certify membership in the Delaware State TRIO Organization and assist with conference registration. The Treasurer shall be an ex-officio member of both the membership Committee and the Finance Committee.

Section V. STUDENT REPRESENTATIVE

As a member of the Executive Board, the Student Representative shall be the official voice of the student membership, perform duties as designated by the President, and has the right to vote.

Section VI. PARLIAMENTARIAN

The Parliamentarian shall be appointed by the president. The Parliamentarian shall advise the President or any other member of the organization on matters that involve correct procedure (s) according to Robert's Rules of Order.

Section VII. MEMBERS-AT-LARGE

The members-at-large shall assist the President in organizing and serving on ad hoc committees.

Section VIII. COMPENSATION

Elected or appointed officials of the Delaware State TRIO Organization shall not receive any compensation for their services to the Organization.

ARTICLE VI

MEETINGS

Section I. General Membership Meetings

A. General membership meetings shall be held a minimum of twice annually:

September and June.

B. Meetings shall be conducted in accordance with accepted parliamentary procedure.

C. A simple majority (51%) of the Delaware State TRIO Organization membership constitutes a quorum.

Section II. Call meetings

A. Call meetings may be convened at the discretion of the President.

B. The general membership shall have a minimum of seven (7) working days prior notice.

ARTICLE VII

Executive Board

Section I. Members

A. The Executive Board shall be composed of the president, President-elect, Treasurer, Secretary, and Student Representative.

B. Two additional at-large members may serve on the Executive Board. One shall be the immediate past president of the organization, if available; and one shall be appointed by the president from the general membership.

Section II. Duties

The Executive Board shall be the governing body of the Delaware State TRIO Organization, and shall conduct all business related to the Organization.

A. The Executive Board shall have the authority to implement, with a majority vote, organizational policies and procedures.

B. The Executive Board shall have the authority and responsibility for disbursement of funds of the organization, within budgeted guidelines.

C. The Executive Board shall have the authority to act for the Organization in pursuit of its goals and purposes between regular meetings.

D. The Executive Board shall have the authority to serve with The Department of Education and the Regional Association (Mid-Eastern Association of Educational Opportunity Program Personnel).

Section III . Meetings

A. The Executive Board shall meet at least four (4) times per year.

B. Executive Board meetings shall be held with time and place to be arranged at the discretion of the President. Notification of five (5) or more working days must be made to Board members of any Board meeting.

C. To conduct business, a quorum of two-thirds of the members of the board, must be present, including the President or President-elect.

D. Special meetings of the Executive Board may be called by the President, the Secretary, or three (3) members of the Board on five working days notice.

ARTICLE VIII

COMMITTEES

Section I. Standing Committees

The Finance, Membership, Nominating, Program, and Public Relations Committees shall be the Standing of the Delaware State TRIO Organization.

Section II. Ad hoc Committees

Ad hoc committees for the Delaware State TRIO Organization are established at the discretion of the president.

Section III . Committee Chairpersons

Committee chairpersons shall be appointed annually by the President, unless otherwise declared in this constitution. A committee chair shall not serve more than two (2) consecutive years as the chair of the same committee. Any member interested in being a chairperson should contact the President.

Section IV. Duties and Composition

A. The FINANCE COMMITTEE shall provide guidance and direction to the Treasurer in preparing the annual budget, in auditing the books annually, and in advising about other matters relative to fiscal operations. The Treasurer is an ex-officio member of this committee.

B. The MEMBERSHIP COMMITTEE shall promote membership in the Delaware State TRIO Organization; collect membership dues; provide membership information about the organization to new members and new Delaware State TRIO Organization programs, encouraging eligible programs and individuals to join the organization; and reviews the credentials of all individuals applying for membership. The Treasurer shall be an ex-officio member of the Membership Committee.

C. The NOMINATING COMMITTEE shall select a slate of officers no later than thirty (30) days prior to the last business meeting in June. Additional nominations may be made from the floor at the business meeting or by written- in vote. Election results will be announced at the fall Delaware State TRIO Organization meeting.

D. The PROGRAM COMMITTEE shall plan all programs and arrange proper facilities for all conferences. This committee has the authority to recommend the time and place of the conference and to recommend all fees and activities related to such conferences. This committee shall be chaired by the President-elect. Other members are recommended by the President-elect.

E. The PUBLIC RELATIONS COMMITTEE shall promote research and evaluation in order to educate Delaware State TRIO Organization personnel concerning policy decisions, funding, appropriations and strategies promoting communication with appropriate legislative officials, and shall be responsible for the publication of the Delaware State TRIO Organization Newsletter.

ARTICLE IX

Voting Rights and Procedures

Each professional, associate, active life member and student representative in good standing of Delaware State TRIO Organization shall be entitled to one vote. Voting shall be by mail ballot sent to all members or by voice vote at business meetings.

ARTICLE X

STATE RIGHTS AND RESTRICTIONS

The constitution shall not be in conflict with mandates or regulations of the United States Department of education or the State of Delaware .

ARTICLE XI

AMENDMENT OF CONSTITUTION

This constitution can be amended by a two-thirds majority vote of the body. Recommendation for amendment must be submitted in writing to each member of the organization at least thirty (30) days prior to a meeting.

Revisions Ratified 01/18/91

Revisions Ratified 3/6/98

Charles L. Mundell, President

Lys Murray, Secretary