

ASSOCIATION FOR STUDENT CONDUCT ADMINISTRATION OPERATING POLICIES & PROCEDURES

ARTICLE I. NAME

SECTION A. Association Operating Policies & Procedures

The following are the Operating Policies & Procedures for the Association for Student Conduct Administration (hereafter, the Association).

ARTICLE II. PURPOSE

SECTION A. Purpose of Operating Policies & Procedures

The Operating Policies & Procedures of this Association are intended to govern all activities, operations, and organizational units. No circuit, committee, or other Association entity shall establish policy, procedures or guidelines that are not consistent with this document or the Bylaws. The Board of Directors is authorized to decide all questions regarding Operating Policies & Procedures intent, purpose, or interpretation.

ARTICLE III. MEMBERSHIP

SECTION A. General Rights and Powers

Except as may otherwise be provided by law, the Bylaws of the Association, or these Operating Policies & Procedures, the number, qualifications, rights, privileges, dues, fees, responsibilities, and the provisions governing the withdrawal, suspension and expulsion of members shall be determined by the Board of Directors. Except as may otherwise be required by law, the Bylaws of the Association, or these Operating Policies & Procedures, any right of members to vote and any right, title or interest in or to the Association, its properties and franchises, shall cease and divest upon termination of membership, except that the liability of a member for sums due the Association shall survive such termination unless otherwise expressly provided by the Board of Directors.

The Association affirms its commitment to a membership open to all who qualify under the terms of the Bylaws of the Association. As a professional Association for those involved in student conduct administration and conflict resolution, the Association actively seeks the membership of all who subscribe to the mission, vision and core values of the Association.

SECTION B. Categories of Membership

Membership in the Association shall be divided into categories as described in Article III of the Bylaws.

SECTION C. Access to the Membership

The distribution list (either mailing lists/labels or excel format) of the Association membership shall not be distributed, except in the following circumstances:

1. *Association Business*: Requests for distribution list for Association business should be submitted to the Executive Director, via the Circuit Representative, Committee Chair, or Director-at-Large. There shall be no cost imposed.
2. *Research*: Requests for a distribution list for research should be submitted to the Executive Director. The Executive Director will provide the request to the Research Committee Chair. The Research committee will review each proposal and affirm or deny the request. Upon completion of the review, the Research Committee chair will forward a recommendation to the Executive Director who will consult with the President to make the final determination.
3. *Advertising*: Requests from institutions or professional organizations to advertise programs should be sent directly to the Executive Director. With the consent of the President, and upon consultation with the

President Elect and Past President, the Executive Director may negotiate a reciprocal arrangement with other professional associations.

The Association's mailing list will not be sold or distributed to commercial vendors or for commercial purposes without approval from the current President, President Elect and Past President. The Executive Director, with the approval of the Board of Directors, shall determine any fees that may be assessed for this service.

SECTION D. Records and Archives

All records held by Board of Directors, Committees, Circuit Representatives, Member Interest Councils and/or special Task Forces are the property of the Association. If the records are three years or older, and not required for the current functioning of the Association, then these records shall be forwarded to the Central Office for review and possible deposit in the official archives of the Association.

ARTICLE IV. FINANCIAL OPERATIONS

SECTION A. Financial Authority

The Association Treasurer, in coordination with the Executive Director or designee, shall be authorized to disburse funds of the Association. The Central Office staff shall be authorized to collect funds of the Association. The Finance Committee must review and make a recommendation to the Board of Directors regarding approval of any unbudgeted expenditures over \$5000. In the event the finance committee does recommend the expenditure, a majority vote of the Board of Directors in favor of the expenditure must take place in order for the funds to be allocated. In the event the finance committee does not recommend the expenditure, a three-quarters vote of the Board of Directors to approve the expenditure must take place in order for the funds to be allocated. Unbudgeted expenditures less than \$5,000 must be approved by the President and a majority vote of the Board of Directors.

SECTION B. Contractual Authority

The President and Executive Director in consultation with the Treasurer shall have the authority to enter into contracts on behalf of the Association. This policy establishes the delegation of authority that may be granted by the President, with the approval of the Board, for entering into contracts on behalf of the Association.

The Executive Director and the President must be a signatory to any and all contracts or other legally binding agreements negotiated and entered into by the Association and its components – including but not limited to the of Directors, Circuits, and Committees. Volunteer leadership and ASCA Central Office staff must notify the Executive Director while negotiating contracts and binding agreements, and should be aware that neither ASCA, individual circuits or committees may be held liable for obligations, expenses or the terms of any contract or binding agreement without the authorization and signature of the Executive Director.

1. The authority to negotiate contracts of \$2,500 or more in value may not be delegated by the President. Those contracts must be reviewed by the member of the Directors responsible for the area to which the contract pertains, the Treasurer, President, and Executive Director.
2. The authority to negotiate contracts of less than \$2500 in value may be delegated by the President to the respective member of the of Directors responsible for the area to which the contract pertains. Such delegation must be in writing either by letter or email or the budget approval process. If the contract pertains to an expenditure that has not been approved, the contract must be reviewed and approved for budgetary authority by the Treasurer, in consultation with the President, Executive Director and the Finance Committee.
3. The authority to negotiate contracts of less than \$500 in value may be re-delegated by the member of the

of Directors responsible for the areas to which the contract pertains. Such re-delegation must be in writing as indicated above and must be delegated only to an Association member that has been appointed by the President or the Board of Directors to be responsible for the area to which the contract pertains, such as a Circuit Representative or a Committee Chair. If the contract pertains to an expenditure that has not been approved the contract must be reviewed and approved for budgetary authority by the Treasurer.

4. All contracts should be submitted to the Executive Director for appropriate review. The person responsible for negotiating the contract should ensure that such review occurs. Copies of all contracts must be forwarded to the Treasurer and Executive Director for appropriate record keeping.

SECTION C. Reserve Account

The Association will budget three percent of projected revenues each year for reserves. Monies from the reserve account will only be withdrawn in situations where funds are needed beyond the approved Association budget to advance the mission and organizational development of the Association. Reserves are not intended to regularly supplement annual operating expenses. In the event that monies from the reserve account are needed, expenditures may only be made in consultation with the Finance Committee, the approval from the Association's Board, and the authorized signature of the President. Upon the achievement of the reserve account goal, the money utilized to build the account shall be examined by the Finance Committee and the Treasurer, with a recommendation made to the Board of Directors, on how best to utilize or re-invest these funds.

SECTION D. Fiscal Responsibilities of the Treasurer

In addition to the duties outlined in Article V, Section D5 of the Bylaws, the fiscal responsibilities of the Treasurer may include, but are not limited to, the following:

1. Provide written quarterly updates on the status of the budget to the Board of Directors.
2. Annually allocate monies for each Circuit of the Association as start-up funding.
3. Develop and maintain a Reserve Account report.
4. Process travel, expense reimbursement, and budget request forms. The Treasurer will reimburse expenses only after the appropriate Board of Directors liaison has authorized such expenses to be paid out of the appropriate budget. For expenses which were not budgeted or for which no specific committee or individual has responsibility, the authorization would be determined by the President, President-Elect and the Treasurer.
5. Report on the completion and filing of all tax and Internal Revenue Services returns and reports.
6. Along with the President, Executive Director, and the Finance Committee, to develop a strategic financial plan for approval by the Board.
7. Monitor investments for the Association, in conjunction with the Executive Director and Finance Committee.

SECTION E. Honoraria

Honoraria may be granted to speakers and faculty members with the following guidelines to be taken into consideration:

1. A specific budgeted line items for honoraria will not be exceeded.

2. Honoraria not specified in the ASCA budget must be pre-approved by the President and Treasurer prior to making any offers.
3. Written contracts are required for all speakers and faculty at ASCA sponsored events, such as the annual Conference, Academy for Student Conduct Administration, circuit events, educational programs, etc.
4. Any Board of Directors member receiving an honorarium must be in compliance with the Association's Conflict of Interest Policy as outlined in Article VIII of the Bylaws.

SECTION F. Use of Association Monies for Alcohol

No Association monies may be used for the purchase of alcohol.

SECTION G. Mini-Grant Proposals

These guidelines are for proposals requesting \$400 or less in assistance from the Association.

1. The Association will consider proposals from members, circuits, or other professional organizations (with an Association member sponsor) to sponsor and/ or co-sponsor professional development activities at the state, circuit or regional level.
2. The activities must be open to Association members. The Association will provide appropriate mailing labels and e-mail addresses upon request to the Executive Director, for notifying the membership.
3. Funding may only be used for direct costs associated with the professional development activities, i.e., honoraria, travel for speakers, per diem for speaker's meals, supplies for the conference, publication and distribution of reports/handouts to members, etc.
4. Association funds cannot be used for meals or receptions for attendees, unless the specific event is approved as an Association membership recruitment activity.
5. The Association's support, once approved, must be listed in any publications and publicity concerning the event. This includes, but is not limited to, pre-event mailings, conference/workshop programs, posters, handouts, signage, plenary announcements, press releases, and published materials resulting from the project. Materials and announcements issued prior to the granting of Association support should not list the Association as a sponsor, except by permission of the Board.
6. Requests will be routed through the Circuit Representatives whose responsibility will be to make sure that the request falls within these guidelines, not to exceed \$400. The Circuit Representative will review and conduct the initial negotiation with the member or member sponsor who submitted the approved request application. Funding will only be considered for applicants who use the approved request application. This form may be submitted electronically to the appropriate Circuit Representative and Director-at-Large.
7. Once the Circuit Representative and Director-At-Large deem the request appropriate for consideration by the Association, the application will be submitted to the Finance Committee whose purpose will be to review the request and to verify funding availability.
8. Requests for funding may be submitted throughout the year and proposals will be reviewed on an on-going basis.

9. Should the Finance Committee determine that the request is appropriate for Association funding and that funds are available, their recommendation will be forwarded to the President and Treasurer.
10. The President, in consultation with the Board of Directors, Treasurer, and after approval from the Finance Committee, may approve or reject the request subject to Section IV of these policies. If approved for funding, the request will be forwarded to the Treasurer who will notify the submitter of the proposal in writing, as well as the appropriate Circuit Representative. The notification will inform the submitter of all necessary documentation to submit for payment.
11. Appropriate financial documentation must be submitted to the Treasurer before the Association can make any payment. For example, if Association funds are to be used to pay for a speaker, a copy of the contract or letter of agreement, including the speaker's social security number, must be submitted to the Treasurer before payment will be made.
12. A maximum budget of \$1200 per year is available for all mini-grant funding requests. Any proposals for funding which are declined will receive a justification for declining the request, which may include all funds having been allocated for the fiscal year.
13. The Circuit Representative in conjunction with the President and Executive Director must approve co-sponsorship of any regional and/or circuit activity

SECTION H. Travel Policies.

All Board of Directors members, or other approved persons, who are traveling on behalf of the Association, when feasible, must book their own travel at least 30 days before any event, or coordinate arrangements with the Executive Director or his/her designee.

1. Per Diem will be reimbursed at the prevailing rate listed on the United States General Services Administration website (<http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>) Receipts or appropriate documentation are necessary to receive per diem. A copy of the schedule of events indicating which meals were and were not provided should be provided, when available.
2. When traveling by private vehicle, reimbursement is at the prevailing IRS rate, for that particular year, based on the actual miles or standard highway mileage guides for automobiles. Tolls and reasonable parking charges are allowed in addition to the mileage allowance with appropriate receipts. However if the private vehicle mileage cost would exceed the lowest possible airfare (with a minimum 30 days advance booking) to and from the appointed destination, the Association will pay the airfare amount to the individual (in lieu of mileage amount).
3. Cab fare and shuttle service fees to and from the airport is allowed with appropriate receipts. Cab fare will not be provided for transportation to and from meals and other social activities unless these activities are required parts of the meeting agenda and a schedule of events should be provided to substantiate these expenditures.
4. Travelers should rent cars only when other transportation is not available or when their use will result in a significant savings of cost or time.

5. The exercise of good stewardship of Association monies is required. Whenever possible, travelers are encouraged to seek rides to and from airports; use low cost public transportation; and other available means to reduce the costs of travel to the Association.

The Treasurer is authorized to pay travel, lodging, and food expenses for members of the Board of Directors for travel to and from, and expenses incurred during Board of Directors meetings. Since the winter Board of Directors meeting is held in conjunction with the Annual Conference, Board of Directors members are expected to utilize their respective travel allowances from their own institutions. If a situation arises where University funds are not available for travel to Board of Directors meetings, the Treasurer, in consultation with the President must authorize, in advance, the payment of these expenses.

Travel for members of the Association, Circuit Representatives, Committee Chairs and Task Force Representatives, may be funded, consistent with the Association Travel Policy, for the purpose of representing the Association on panels and/or appropriate presentations, after a proposal has been submitted by the respective liaison and approved by the Board.

SECTION I. Registrations and Accommodations

1. Annual Conference

The Conference Chair, in cooperation with the Executive Director and in consultation with the President, will coordinate complimentary Conference registrations provided yearly to the President, Conference Chair, plenary speakers, and other appropriate representatives from supporting Associations in higher education (examples include ACPA, NASPA, NACUA, CHEMA, etc.)

As defined by the Association's respective contracts with hotels, the Association may receive a certain number of complimentary rooms, upgrades, and/or suites. The Association will utilize these rooms to accommodate the President, the President-Elect, the Executive Director, the Conference and Logistics Chairs, the plenary speakers, and the Central Office staff. Any additional complimentary rooms will be utilized at the discretion of the Conference Chair or Logistics Chair in consultation with the President.

2. Academy

The Academy Chair, in cooperation with the Executive Director and in consultation with the President, will coordinate complimentary Academy registrations provided yearly to the President, Academy Chair, plenary speakers, and other appropriate representatives.

As defined by the Association's respective contracts with hotels, the Association may receive a certain number of complimentary rooms, upgrades, and/or suites. The Association will utilize these rooms to accommodate the President, the President-Elect, the Executive Director, the Academy Chair, the Assistant Chairs, and the Coordinators, the plenary speakers, and the Central Office staff. Any additional complimentary rooms will be utilized at the discretion of the Academy Chair or Assistant Chairs in consultation with the President.

ARTICLE V. OFFICERS/BOARD OF DIRECTORS

SECTION A. General Requirements

As stated in the Bylaws, all officers must be voting members in the Association at the time of their nomination, election and throughout their respective terms of office.

The officers of the Association shall be elected and serve according to the procedures outlined in the By-laws. The organizational structure of the Association, including the respective lines of authority for each officer and Director, shall be maintained and updated within 30 days of the Annual Meeting, and shall be made visible to the membership of the Association.

SECTION B. Executive Director

The President, with the approval of the Board, shall hire an Executive Director. The duties of the Executive Director shall be as follows:

To serve as a spokesperson and promoter of the Association and will work closely with the ASCA president, Board of Directors, committee chairs, and regional leadership to achieve Association goals in the areas of adoption, renewal, and setting of ASCA standards, ASCA initiatives in research and publications, ASCA membership recruitment and retention efforts, peer networking, and member education. The Executive Director will oversee the recruitment, selection, training, evaluation, and supervision of Central Office staff in keeping with established organizational, departmental, and personnel reporting structure. The Executive Director shall also assist with the development of the annual budget and serve as an ex-officio member of the Board of Directors.

SECTION C. Conference Chair

The Conference Chair shall oversee the planning and implementation of the Annual Conference. The Conference Chair, along with the Conference Planning Committee and Central Office Staff, shall coordinate all aspects of the planning and implementation of the Annual Conference.

SECTION D. Academy Chair

An Academy Chair shall oversee the planning and implementation of the Donald D. Gehring Academy for Student Conduct Administration. The Academy Chair, along with the Academy Planning Committee and Central Office Staff shall coordinate all aspects of planning and implementation of the Academy.

ARTICLE VI. ELECTIONS

SECTION A. Elections Committee

The Committee shall be responsible for establishing and publicizing the nomination and election process, including all necessary deadlines. The elections calendar shall be submitted to and approved by the Board of Directors at its summer meeting, and shall include the dates by which the following actions will occur:

1. Distribute the call for nominations
2. Contact the nominees
3. Complete the ballot information
4. Disseminate the ballots to the membership
5. Validate the results of the vote for each position

The Committee, along with the Board of Directors, shall be responsible for the recruitment of interested and qualified persons to run for office, to ensure the pool of candidates for each position is as diverse and representative as possible.

SECTION B. Nominations

The Elections Committee must receive all nominations by the stated deadline. Nominations must be submitted in writing (this includes e-mail) and be made by a member of the Association who at the time of nomination is in good standing. All nominees will be contacted, informed as to who nominated them, and provided with information regarding the position for which they have been nominated. In the event that an individual is nominated for multiple positions, he/she may only run for one position. Upon confirmation of the ballot, the names of those nominated may be released to any member of the Association.

SECTION C. Ballots

The Secretary and Executive Director shall be responsible for insuring the final ballot conforms to the requirements of the Bylaws. The Elections Chair, in conjunction with the Executive Director or designee, will then email the electronic link that will enable members in good standing to vote no later than sixty days prior to the annual business meeting of the Association.

SECTION D. Notification of Results

Once the ballots have been received and tabulated, the Association Secretary will confirm the election results. Once the election results have been confirmed, the President shall notify the successful candidates of the results of the election. The Chair of the Elections Committee will notify the unsuccessful candidates with the exception of the president elect candidate(s) who will be notified by the current President. The results shall be announced to the membership no sooner than the candidates themselves are notified, and no later than the annual business meeting of the Association.

SECTION E. Challenging of Results

Any person who believes that an election was conducted unfairly or otherwise wishes to challenge the legitimacy of an election result must submit their concerns in writing to the President and Secretary no later than thirty days after the membership at large is notified of the results. The President is then responsible for conducting an investigation, and notifying the Board of Directors, who shall decide upon a course of action no later than sixty days following the submission of the challenge.

ARTICLE VII. MEETINGS

SECTION A. Annual Business Meeting

There shall be an annual business meeting of members at which the general business of the Association shall be transacted. The annual business meeting shall be held during the annual Association Conference.

SECTION B. Board Of Directors Meetings

The Board of Directors shall meet at least three times each year; at the annual conference of the Association, in the summer and in the fall. Board of Directors meetings are open to all members of the Association, unless otherwise noted. The Board of Directors may also conduct business at other times during the course of the year, via telephone or other electronic means.

SECTION C. Manner of Acting

At any membership meeting, a majority of the votes cast by those present and eligible to vote shall be necessary for the adoption of a matter voted upon, unless a different proportion is required by law, the Bylaws, or these Operating Policies & Procedures.

SECTION D. Resolutions

The Secretary is responsible to ensure that resolutions proposed to the membership are consistent with Association vision, mission, and goals. There shall be two categories of Resolutions: those related to educational and/or governmental issues and concerns; and those recognizing service or special accomplishments of an individual member, speaker, organization or presenter, when such recognition is determined appropriate.

The Secretary shall issue a "Call for Resolutions" each fall. Any member of the Association may submit a resolution for possible adoption. The Board of Directors will review any proposed resolution prior to its presentation for adoption by the membership. All policy- and/or issue-related resolutions shall be presented to the membership. All other resolutions will be considered and adopted by the Board of Directors as appropriate. Members will have the opportunity to review the proposed resolutions.

If a member plans to submit an additional resolution from the floor at the annual business meeting, it must be submitted to the Secretary in writing prior to the business meeting. Resolutions from the floor will be treated as a motion.

SECTION E. Distribution of Minutes

Minutes of all the Board of Directors and membership meetings are to be prepared by the Secretary and sent to the President and Executive Director. The President, Executive Director, and Board of Directors shall review the minutes in a timely manner, initiate any necessary corrections, and return them to the Secretary. The Secretary shall then send the revised minutes to the Board of Directors for final approval. The minutes of any Board of Directors meeting shall be made publicly available to the Association membership within a timely manner after the meeting via the Association's Web site.

SECTION F. Credentials and Media Liaisons

Media credentials for the coverage of any Association-sponsored event will be issued at the direction of the President or his/ her designee to accredited members of the media engaged in the legitimate coverage of newsworthy events. Such credentials shall be for the time and purpose described and shall not convey privileges beyond those stated on the credential. The issuance of media credentials may be revoked at any time and shall not convey any privileges of membership in the Association, or a waiver of conference or other related fees of attendance unless specifically authorized by the Board of Directors.

The President or his/her designee will serve as the spokesperson and/or media liaison for articulating Association positions. Given the opportunity to offer testimony or other public statements addressing a policy issue, officers or members designated by the President shall serve as spokespersons or media liaisons. Such authorization to speak on behalf of the Association shall be for the distinct issue, time and place stated.

Article VIII. ENDORSEMENTS AND SPONSORSHIPS

The following is a policy that will be used by the Board of Directors and its representatives to make decisions about and respond to endorsement, advertising, and sponsorship requests of the Association, its circuits, committees, etc.

- Approved items and services must have a nexus with the vision, mission, core values, purpose, and strategic plan of the Association and be of benefit to ASCA members.
- Requests must be legal, meet the ethical guidelines of the Association, and be within institutional policies where applicable.
- All decisions about endorsements, advertising and sponsorships will be made by agreement between the President, the President-elect, and the Past President with input from the Executive Director. These decisions include but are not limited to content issues, fee waivers or reductions, use of the ASCA name and/or logo, etc. There may be times that the President will determine that input from the entire Board Of Directors is necessary to make a final decision regarding a request.
- A time and place may be designated at the annual Conference, Gehring Academy, Circuit activities, or other Association events at which vendors, products, and/or services may be displayed, following a fee structure created and advertised in advance of these events. Such arrangements will not be construed as an ASCA endorsement of the vendors, products, or services displayed. Exhibited materials must have this clearly stated.
- Use of the Association name, namesake, logo, or any other symbol commonly associated with the Association is prohibited unless the Board of Directors or its leadership grants prior written approval for each individual use.
- Prior written approval must be obtained from the Association for each and every request under this policy, unless alternative arrangements are specific in the original request.

- An Association membership distribution list provided under provisions outlined in these Operating Policies and Procedures may not be released or used for any other purpose than the purpose specified in the original request.
- Officers (or past officers), Board members, and members (or past members) will not use their positions or the ASCA name to imply Association endorsement or sponsorship of non-ASCA activities.
- Partnerships already established in Memoranda of Understanding (MOU) and their affiliated state/regional organizations. The Central Office can provide a list of organizations with current MOUs on file. Notification of such partnerships must be made to the Board of Directors through the appropriate liaison and/or representative.
- Violating this policy may result in the revocation of membership and/or related privileges associated with membership, a letter of censure, or legal redress. In addition, the Association may seek to rectify any perception of implied consent on the part of the Association.

ARTICLE IX. COMMITTEES & APPOINTMENTS

SECTION A. Committee Membership and Leadership Appointments

The chairperson and membership of each committee shall be determined according to the Bylaws. The President-Elect shall provide the Board of Directors with the names of those being appointed to leadership positions no later than 45 days prior to the Annual meeting. The following appointments must have approval of the majority of the Board of Directors; Academy Chair, Conference Chair, Circuit Chairs and Standing Committee Chairs. The current President shall appoint individuals to assist in conducting the business of the Association. Members of the Association shall be encouraged through all appropriate means to express their interest for membership in one or more committees.

SECTION B. Standing Committees

The standing committees of the Association shall be as described below.

1. Academy Committee

This committee shall plan the program and make arrangements for the annual Donald D. Gehring Academy for Student Conduct Administration.

2. Awards Committee

This committee solicits recommendations for, and determines, individual recipients of all ASCA awards established by a majority vote of the Board of Directors, including the Circuit of the Year Award, the Donald D. Gehring Award, the D. Parker Young Award, the New Professional of the Year Award, and the ASCA Distinguished Service Award. The Research Committee should be consulted and/or given authority over the solicitation of nominations for, and determining the winner of, the Dissertation of the Year Award.

3. Conference Committee

This committee shall plan and coordinate the Annual Conference of the Association.

4. Diversity Committee

The Diversity Action Committee actively facilitates the professional development mission of ASCA, and seeks to expand recruitment, orientation, and retention of under-represented populations. The Committee works with the ASCA leadership to facilitate a welcoming educational community that supports diversity research and applications that benefit the ASCA organization.

5. Elections Committee

This committee shall prepare and submit to the membership a list of nominees for elected office each year, pursuant to the Association By-laws.

6. Finance Committee

This committee shall review the annual operating budget of the Association prior to the Board of Directors approval; shall review the annual financial report of the Association prior to distribution to the membership; shall review and recommend revisions to the Association’s investment plan; shall review and recommend revisions regarding financial policies; shall review and approve mini-grant proposals. The committee must also approve any unbudgeted expenditure over \$5000.

7. Legislative and Legal Issues Advisory Committee

The Board of Directors is responsible for determining the Association’s position on policy issues that affect its member institutions and have an impact on the higher education community, especially students. The Legislative and Legal Issues Advisory Committee shall advise the Board of Directors concerning those policy issues that the Association should monitor, analyze, and address. The Committee will track, and the Board of Directors shall be consulted on, the identified policy issues on an on-going basis. Any member may forward policy issues to the Committee.

8. Membership Committee

This committee communicates with new and prospective members regarding benefits and services of ASCA and follows up with inactive members to improve retention. The Membership Committee collaborates with the Central Office, Research Committee, and Diversity Committee to survey the membership of the Association to determine current needs and desires.

9. Publications Board

The Publications Board was established to promote scholarly research by ASJA members and to provide ASJA members with a place to publish their research, thoughts, and best practices. The Publications Board serves as the editorial board for the Journal of Student Conduct Administration and white paper/monograph manuscripts published by ASJA.

10. Research Committee

This committee encourages research, reviews research proposals for Association sponsorship and recognizes research contributions.

SECTION C. Member Interest Councils (MICs)

The Member Interest Council is comprised of several areas representing various populations found in ASCA with unique needs and issues. Topical areas are selected for representation as a reflection of the Association’s membership and values. The Member Interest Council has three primary goals - to provide two-way communication about Association resources and specialized group needs, to help ASCA grow the membership, and be a reminder of ASCA’s associational commitment to this area in Student Conduct Administration.

The Member Interest Council is consulted in decision-making about Association Task Groups and asked to assist other committees in more effectively meeting Associational goals. For example, the Member Interest Council assists the Conference Chair in soliciting programs from their constituency. The same role is expected for soliciting Award Nominations, as well as nominations for elected and appointed positions. The Member Interest Council liaison to the Board of Directors is one of the Directors at Large the Council works throughout the year and meets at each Conference to make recommendations to the Board of Directors for future projects/Task Groups. Each topical area representative on the Member Interest Council will conduct a meeting at the Annual Conference of members interested in this segment of or issue in Student Conduct Administration and ASCA for the purpose of better understanding the needs of the group and to facilitate discussion of this important part of student conduct. Currently, the Member Interest Council co-chairs and topical area

representatives are appointed by the President. New topical area representatives will be added upon the recommendation of the Member Interest Council or the President with Board of Director approval.

1. Academic Integrity

This area was established to provide resources and information concerning academic integrity in higher education, and serves as a network for individuals interested in academic integrity.

2. Alternative Dispute Resolution

This area was established to provide resources and information concerning the use of alternative-forms of dispute resolution in conduct processes and on campus. Members provide training, workshops and presentations in the field of mediation in higher education, and serve as a network for individuals interested in alternative dispute resolution.

3. Community College Issues

This area considers issues and concerns unique to the Community College Student Affairs professionals and makes recommendations to the Board of Directors on ways the Association may provide responses and address such issues.

4. Graduate Student Involvement Issues

This area considers methods for encouraging graduate student interest and involvement in student conduct administration and ASCA as a professional association, and makes recommendations to the Board of Directors regarding graduate student involvement.

5. Greek Issues

The purpose of this area is to develop and initiate strategies that will result in a collaborative relationship between Greek Affairs and student conduct professionals. This body serves to represent the needs, issues, concerns, and recommendations of professionals in the field of Greek Affairs as they relate to student development and campus student conduct issues through educational programs, publications, and the promotion of open dialogues.

6. Housing and Residential Life

This area considers issues unique to Housing, Residential Life and Facilities Management. Involvement in other organizations and keeping members updated on relevant governmental data is imperative.

7. Private Institution Issues

This area considers issues and concerns unique to private institution student conduct professionals. Through this group, effective programs and network support will be established to address individual needs and the implication for private institution student conduct .

8. Historically Black Colleges and Universities

This area considers issues and concerns unique to student conduct professionals working at Historically Black Colleges and Universities (HBCU). Through this committee, effective programs and network support will be established to address individual needs and the implication for HBCU student conduct practice.

9. Risk Management

This area considers issues and concerns related to risk management. This body serves to represent the needs, issues, concerns, and recommendations of professionals in the field regarding risk management as they relate to student development and conduct issues through educational programs, publications, and the promotion of open dialogues.

SECTION D. Circuit Representatives

General Responsibilities

A Circuit Representative serves as a regional coordinator and resource person to the membership of the Association. Generally, the membership of the Association is divided into regions consistent with the eleven Federal Judicial Circuits. The Circuit Representative provides guidance and oversight to Association related activities that occur within the particular Circuit. A Circuit Representative likewise serves as a resource person to the Officers and Board of Directors of the Association, providing information regarding issues affecting and activities involving that particular Circuit.

Appointment

To be eligible for appointment as a Circuit Representative, the person must be a professional member of the Association and work at an institution located within the geographical boundaries of the circuit represented. Circuit Representatives shall be appointed by the President-Elect of the Association with approval of the Board of Directors and shall report to the Director-at-Large of their circuit. In the event that Circuit Representative resigns, is incapacitated, or is otherwise removed from office for cause by a majority vote of the Board of Directors before the expiration of their term, the President may appoint a successor to serve.

Specific Duties

Each Circuit Representative shall be expected to complete the following duties:

1. Organize at least one circuit meeting per year. Such meetings may be carried out for the circuit as a whole; in conjunction with other Circuits; or as several meetings within the states which comprise a given Circuit, depending on the circuit's unique geographic and demographic needs.
2. Serve as an advisor to the President and Board of Directors on issues within their circuit.
3. Serve as a liaison to circuit members regarding Association activities and actions of the of the Board of Directors.
4. Serve as a contact person to the various Committees of the Association and assist in encouraging and nominating members to serve on committees.
5. Coordinate a meeting with Circuit members at the Annual Conference to solicit ideas about Association and Circuit business, direction, goals, objectives, etc.
6. Work cooperatively with the Membership Chairperson to encourage and solicit new members and retain current members.
7. Submit regular reports upon request to the Association regarding Circuit activities/highlights.
8. Communicate regularly with members of the Circuit. Such communication may be through a newsletter, Web site, or electronic network.
9. Work with the Legislative Issues Committee to collect and disseminate to Circuit Members State legislative actions within the Circuit which may have an impact on student conduct administration.
10. Work cooperatively with the Director-at-Large, Treasurer and the Executive Director regarding the collection and expenditure of Circuit funds.

11. Work cooperatively with the Association Executive Director or designee regarding use of the Association's mailing labels, e-mail lists, stationery and envelopes, and other supplies.
12. Design, implement and coordinate an effective organization structure (e.g., utilizing State Coordinators) to help further Circuit involvement, communication and service to members.
13. Assume other duties as assigned by the President-Elect and Director-at-Large.

SECTION E. Special Committees and Other Appointments

Special committees or other appointments can be made at the discretion of the President, to fulfill specific requirements of and/or perform necessary tasks for the Association.

1. *Parliamentarian*: The President may appoint a parliamentarian to advise him or her on parliamentary matters, subject to the approval of the Board of Directors.
2. *CAS Standards Liaison*: The President may appoint a member to the serve as the Association's liaison to the Council for the Advancement of Standards (CAS).
3. *Substance Abuse Liaison*: The President may appoint a member to represent the Association's interests on the Inter-Association Task Force on Alcohol and Other Substance Abuse Issues..

ARTICLE X. RATIFICATION & AMENDMENTS

SECTION A. Ratification of Operating Policies & Procedures

These Operating Policies & Procedures shall be ratified by a majority of the Board of Directors.

SECTION B. Changes to the Operating Policies & Procedures

The Operating Policies & Procedures may be amended and/or revised by action of the Board of Directors. The Operating Procedures shall be reviewed during even numbered years. A group, appointed by the president, shall have the responsibility for review and recommendation to the Board of Directors on revisions by December 1 of the review year. Any changes to the Operating Polices and Procedures shall be made publicly available to the membership within 30 days of such action via the Association's Web site or electronic communication.

Adopted May 1, 2008