



## ASSOCIATION FOR STUDENT CONDUCT ADMINISTRATION BYLAWS

### PREAMBLE

We who administer conduct standards for students at institutions of higher education recognize that a personal sense of honor sustains both individuals and their communities. We also recognize the need to provide a collective voice for the student conduct profession, and to provide professional development for student conduct practitioners. To this end, we form the Association for Student Conduct Administration (ASCA) to foster the following principles:

The development and enforcement of standards of conduct and conflict resolution for students is an educational endeavor that fosters students' personal and social development. Students must assume a significant role in developing and enforcing such standards in order that they might be better prepared for the responsibilities of citizenship.

Standards of conduct form the basis for behavioral expectations in the academic community. The enforcement of such standards must protect the rights, health and safety of members of that community in order that they may pursue their educational goals without undue interference.

Conflict resolution is integral in providing a variety of ways to address student behavior and foster student learning and growth within our diverse student populations. As community-based practitioners, conflict resolution allows us to effectively address both personal and community conduct related needs.

Integrity, wisdom, and empathy are among the most important characteristics necessary for the administration of student conduct standards. Professionals who exercise such duties must do so with a sense of impartiality and fairness.

### ARTICLE I - NAME

The name of this Association shall be the Association for Student Conduct Administration.

### ARTICLE II –MISSION AND CORE VALUES

#### **Section A. Mission**

The mission statement of ASCA is to advance the student conduct profession.

#### **Section B. Core Values**

**Advocacy:** We serve as the collective voice to promote and advance the highest standards of practice in the student conduct profession.

**Community:** We honor and engage the diverse perspectives of our members to create a “professional home” where all feel supported.



**Education:** We value proven and learning-centered practices, creative solutions, and effective knowledge dissemination.

**Equity and Inclusion:** We have a responsibility to develop the cultural humility of our members and to ensure that the Association is reflective of and responsive to multiple individual and institutional needs.

**Integrity:** We seek congruence between words and actions when interacting with our constituents and one another.

**Leadership:** We have a responsibility to provide opportunities to members in order to develop leadership capacity within our Association and in the broader student conduct profession.

### **ARTICLE III – MEMBERSHIP**

#### **Section A: Membership**

Membership in ASCA shall generally be open to any person who has a legitimate interest in the mission, core values and activities of the Association, who meets the criteria for a membership category (including paying any applicable dues) and who agrees to abide by the provisions contained in the Association's Bylaws and Statement of Ethical Principles and Standards of Conduct. Except as may otherwise be provided by law, the Bylaws of the Association, or the Operating Policies & Procedures, the Board of Directors shall determine the member qualifications, rights, privileges, dues, fees, responsibilities, and the provisions governing the limitation, revocation, suspension, and termination of membership.

Membership rates and discounts will be managed by the Board of Directors and Executive Director in a manner consistent with these bylaws and the Association Operating Policies & Procedures.

There shall be four classes of membership: Professional, Student, Honorary, and Retiree. Eligibility criteria for each specific class of membership is outlined below.

#### **Section B: Membership Categories**

##### **1. Professional Membership**

Any person with the direct responsibility for or an interest in student conduct administration may become an individual/professional member of the Association.

Professional members are eligible to vote in Association elections and are eligible for elected and appointed positions subject to the requirements set forth in these by-laws and the Operating Policies & Procedures. The Central Office may offer professional memberships to individuals and institutions in the manner detailed in the Operating Policies and Procedures.

##### **2. Student Membership**

Any registered graduate or undergraduate student who possesses an interest in the area of student conduct administration and who is not employed full-time during the current

academic membership year may become a student member of the Association. Student members may vote but may not hold elected office.

### **3. Honorary Membership**

The Board of Directors may confer honorary membership upon any individual with a record of outstanding contributions to the Association. Honorary members may not hold elective office nor are they obligated to pay dues, unless they select another membership category for which they are eligible.

### **4. Retiree Membership**

Any current or former ASCA member who is retired from his or her higher education institution and is not employed full-time. A Retiree member may not hold elective office or vote.

### **Section C. Removal**

The ASCA Board of Directors shall have the authority to remove any member as outlined in the Association's Operating Policies and Procedures.

## **ARTICLE IV - DUES**

### **Section A. Dues Structure**

Dues for Professional or Student membership may increase annually in proportion to the Higher Education Price Index, as approved by a  $\frac{2}{3}$  vote of the Board of Directors. Any increase to the professional or student membership that exceeds the Higher Education Price Index shall only be changed by an affirmative vote of a majority of the eligible voting members returning a ballot. Dues for all other membership categories shall only be changed by  $\frac{2}{3}$  vote of the entire Board of Directors.

### **Section B. Non-Payment of Dues**

Any member who does not pay their dues within 30 days of their membership expiration date will no longer be a member of the Association.

### **Section C. Distribution of Association Funds**

No part of the net earnings of ASCA shall inure to the benefit of, or be distributed to its members, trustees, officers or other private persons, except that the ASCA Office shall be authorized and empowered to reimburse expenses or pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its mission set forth in Article II, Section B hereof. No part of the activities of ASCA shall be allowed for attempting to influence legislation except insofar as such legislation relates to the interests of the Association. ASCA shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 503 (c) (3) of the Internal Revenue Code or corresponding section of any

future federal tax code or (b) by a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code or corresponding section of any future federal tax code.

**Section D. Dissolution of the Association Assets**

Upon the dissolution of ASCA, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code or shall be distributed to the federal government or to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by the appropriate venue of the county in which the principal office of the corporation is then located exclusively for such purposes or to such organization as said Court shall determine which are organized and operated exclusively for such purpose.

**ARTICLE V – ELECTED OFFICERS AND BOARD OF DIRECTORS**

**Section A. Qualifications**

Only professional members of the Association may be nominated and/or elected for a position. The nominated individual must be eligible under and comply with all aspects of the ASCA Conflict of Interest Policy and Operating Policies & Procedures.

**Section B. Elections**

**1. Nominations**

All eligible members who accept their nomination for an elected position shall have their name placed on the ballot. At least two (2) eligible members of the Association must be nominated for each elected position.

**2. Election Process**

Election of officers of the Association shall be held annually in accordance with the Association’s Operating Policies and Procedures.

**Section C. Composition**

The elected officers shall be a President, a President-Elect, a Past-President, Treasurer, Director of Equity and Inclusion and six At-Large Directors. These officers shall constitute the members of the Board of Directors. The Executive Director shall also serve as an ex-officio member of the Board of Directors. The Executive Committee shall be composed of the President, Past-President, President Elect, Treasurer, Director of Equity and Inclusion, and Executive Director.

**Section D. Terms of Office**

1. The President shall serve for one (1) year.

2. The President Elect shall be elected for one (1) year and shall succeed automatically to the position of President for a term of one (1) year. The President Elect

shall assume the responsibilities of the Presidency in the absence or incapacity of the President.

3. The Past President shall serve for one (1) year and the position shall be filled automatically by the outgoing President upon completion of his or her term as President.

4. The Treasurer shall serve for two (2) years.

5. The Director of Equity and Inclusion shall serve for a period of two (2) years.

6. Each At-Large Director shall serve for a period of two (2) years. Director terms shall be staggered, such that each year three new directors will be elected from their respective positions.

7. Officers shall serve for the term specified above or until a successor is elected or otherwise replaced pursuant to the provisions of these Bylaws. Officers shall serve for no more than two terms in the same position.

## **Section E. Duties**

### **1. President**

The President shall serve as the presiding officer of and spokesperson for the Association. The President shall prepare the agenda for and preside at all meetings of the Association and the Board of Directors. The President shall appoint individuals to assist in conducting the business of the Association.

### **2. President-Elect**

The President-elect shall, in the absence of the President, perform the duties of the President. The President-Elect shall also perform duties as assigned by the President and as otherwise outlined in these Bylaws.

### **3. Past President**

The Past President shall perform duties as assigned by the President and as otherwise outlined in these Bylaws.

### **4. Treasurer**

The Treasurer shall assist in the development of the annual operating budget and present it to the Board of Directors for approval on behalf of the Association; shall be responsible, in conjunction with the Executive Director, for preparing and presenting a written annual financial report to the Association membership; ;and together with the Executive Director and President, be authorized to enter into contractual obligations for the ASCA.

5. The Director of Equity and Inclusion shall ensure the Board considers the values of equity and inclusion while making Association governance decisions.

**6. Executive Committee**

There shall be an Executive Committee composed of the President, Past-President, President-Elect, Treasurer, Director of Equity and Inclusion, and Executive Director. The Executive Committee may exercise the powers of the full board with respect to urgent matters that arise between regularly scheduled board meetings.

**7. At-Large Directors-**

The At-Large Directors shall serve on the Board of Directors and shall perform such duties as are recommended by the President and approved by a majority vote of the Board of Directors, including working as a liaison with the regional and committee representatives. Six At-Large Directors shall be elected by the Association membership: Three of the At-Large Directors shall be designated with representation from the following institution types: Small Institutions (under 5,000 students), Underrepresented Institutions (as outlined in the Operating Policies and Procedures), and Community Colleges.

**8. Executive Director**

The ASCA Executive Director serves as a Chief Executive Officer of the Association holds responsibility for the execution of the business of the Association The ASCA Executive Director may 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 in support of Association goals and strategies. 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 develop the annual budget and serve as an ex-officio non-voting member of the Board of Directors. The Executive Director shall have authority to enter into contractual obligations on behalf of the Association.

**Section F. Removal and Restriction**

Board members may be removed from the Board of Directors for behavior detrimental to the organization, including but not limited to:

- missing two board meetings in a twelve-month period without excused absence;
- for actions detrimental or damaging;
- violations of the conflict of interest policy or other organization policy;
- for conduct resulting in discrediting of ASCA;
- if an individual's membership status changes during the individual's term, and the individual no longer meets the qualifications.

Removal must be initiated by a member of the Board of Directors and shall be confirmed by a 2/3 majority vote of the Board of Directors.

### **Section G. Vacancies**

In the event that an elected officer or Board member resigns, is removed from office, or is otherwise unable to complete the remainder of the individual's appointment, the President may appoint a successor to serve until the next regular election. Such an appointment shall be confirmed by a majority vote of the Board of Directors. Vacancies occurring in other non-elected positions will be filled by the appointment of the President and do not require Board approval.

## **ARTICLE VI – POLICIES**

### **Section A. Policies**

Association policies are defined in the Association's Operating Policies and Procedures.

## **ARTICLE VII – MEETINGS**

### **Section A. Board Meetings**

The Board of Directors shall meet at least three times annually to conduct the business of the Association. Notice of any meeting shall be given to the Board of Directors at least 5 business days in advance for virtual/telephonic meetings and at least 30 days in advance of the proposed date of the in-person meeting.

The agenda of meetings of the Board of Directors shall be prepared by the President. A quorum for the transaction of the business of the Board of Directors shall be a majority of the voting members of the Board. Voting by proxy shall not be permitted, but electronic voting may be utilized when necessary. The Board may enter into executive session, such as for discussion of discipline, personnel, or legal matters, in accordance with the Operating Policies and Procedures.

### **Section B. Association Meetings**

The membership of the Association shall convene at least once annually. The agenda of meetings of the membership of the Association shall be prepared by the President and shall include the Treasurer's financial report.

## **ARTICLE VIII – COMMITTEES AND COMMUNITIES OF PRACTICE**

The Board of Directors shall determine and outline in writing the functions and duties of any committees, communities of practice, task forces, and workgroups prior to their establishment, the appointment of a chairperson, or the selection of their members. Subsequent changes in the functions and duties shall be studied collaboratively with the specific committees, communities of practice, task forces, and workgroups, prior to any formal action by the Board of Directors. All other groups and task forces as well as their members, shall be evaluated regularly and may be retained, revised, or eliminated by action of the Board of Directors.

## **ARTICLE IX - AMENDMENTS**

These Bylaws shall be reviewed at least every five years or more frequently as necessary. The Board of Directors must submit proposed amendments to the Bylaws to the membership at least thirty (30) days in advance of a deadline to vote on such proposals. Approval by at least two-thirds of the members voting on such proposed amendments is required for adoption.

## **ARTICLE X - PARLIAMENTARY AUTHORITY**

The Association's parliamentary authority shall be the most recent edition of Robert's Rules of Order except when those rules are inconsistent with the Association's Bylaws or Operating Policies and Procedures.

Passed by Board of Directors on September 28, 2016

Passed by the ASCA Membership on November 2, 2016

Passed by Board of Directors on January 29, 2017

Passed by the ASCA Membership on April 29, 2017

Passed by the ASCA Board of Directors on June 21, 2019

Passed by the ASCA Membership on July 31, 2019