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 have formed 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.

Diversity and Inclusion: We have a responsibility to develop the cultural competencies of our members and to ensure that the Association is reflective of and responsive to multiple individual and institutional needs.
Education: We value proven and learning-centered practices, creative solutions, and effective knowledge dissemination.

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.

There shall be eight classes of membership: Professional, Student, Honorary, Retiree, Organization Affiliate, Campus Colleague, Business Partner and Institutional. Eligibility criteria for each specific class of membership is outlined below

**Section B: Membership Categories**

1. **Professional Membership**
Any person employed at a postsecondary institution with the responsibility for or an interest in student conduct administration may become a professional member of the Association. Professional members are eligible to hold any appointed or elective office and vote.

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. Graduate student members may vote but may not hold elective office. Undergraduate students may not vote or hold elective office.

3. **Campus Colleague Membership**
Faculty, student affairs or other professionals employed at postsecondary institutions who have responsibility for, participate in, or have an interest in the institutional student conduct process may hold this membership. Campus colleague members may not hold elective office or vote.

4. **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. Honorary members will retain voting privileges.

5. **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.

6. **Business Partners Membership**
Any business, organization, company, manufacturer, or supplier of goods and/or services (including profit, nonprofit, and not for profit) that relates to the purpose of the Association may hold a business partner membership(s). Business partner members may not hold elective office or vote during Association business. Business partner members may not use any Association resources to promote their services without the express permission of the Board of Directors. Designation of the business partner does not mean that ASCA endorses the entity or its products/services.

7. **Organizational Affiliate Membership**
The Board of Directors may confer Organization Affiliate membership upon any nonprofit organization or any individual as a representative of an organization or government. An Organization Affiliation Partner member may not hold elective office or vote.

8. **Institutional Membership**
This membership class allows institutions of higher education to fund multiple Professional members at a reduced rate.

**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 ⅔ 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 2/3 vote of the entire Board of Directors.

**Section B. Non-Payment of Dues**
Voting members who do not pay their dues within 30 days of their membership expiration date will no longer be in good standing.

**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 Treasurer and/or 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 Court of Common Pleas 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 – OFFICERS AND BOARD OF DIRECTORS**

**Section A. Composition**

The elected officers shall be a President, a President-Elect, a Past-President, a Secretary, a Treasurer, and six functional Directors. The appointed officers shall be a Conference Chair and an Academy Chair, who shall be nominated by the President Elect, serve as ex-officio members of the Board, and are approved by a majority vote of the Board of 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, Secretary, Treasurer, and Executive Director ex-officio.

**Section B. Qualifications**

Only professional members of the Association in good standing and whose primary employment is at an institution of higher education may be nominated and/or elected for a position. If an individual’s employment status changes during the individual’s term, and the individual no longer meets the qualifications, the individual may be removed by a 3/4 vote by the Board of Directors.

**Section C. 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 Secretary shall serve for two (2) years and shall be elected in even calendar years.

5. The Treasurer shall serve for two (2) years and shall be elected in odd calendar years.

6. Each 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 regions outlined below.
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 D. 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 or 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. Secretary
The Secretary shall keep the minutes and report the activities of the ASCA. The Secretary shall file a copy of all minutes and reports with the President and Executive Director.

5. 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; shall be authorized to distribute funds of the Association; shall serve as a liaison to the Finance Committee; and together with the Executive Director and President, be authorized to enter into contractual obligations for the ASCA.

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

7. Directors-

The 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. One Director shall be elected by the Association membership at large to represent each of the following areas:

- The Director of Membership shall ensure the Board considers membership recruitment and retention while making Association governance decisions.
• The Director of Diversity and Inclusion shall ensure the Board considers the values of diversity and inclusion while making Association governance decisions.

• The Director of Education shall ensure the Board considers professional development, education, and research while making Association governance decisions.

• The Director for Four-Year Public Universities shall work to ensure the Board takes into consideration the needs and interests of members at four-year public institutions while making Association governance decisions.

• The Director for Four-Year Private Universities shall work to ensure the Board takes into consideration the needs/interests of members at four-year private institutions while making Association governance decisions.

• The Director for Community College shall work to ensure the Board takes into consideration the needs/interests of members at community colleges while making Association governance decisions.

8. Conference Chair
The Conference Chair will be a one year appointment and will serve as a non-voting member of the Board of Directors who will coordinate the Association’s annual conference. The Chair will be appointed by the President-Elect and confirmed by a majority vote of the Board of Directors.

9. Academy Chair
The Academy Chair will be a two year appointment and will serve as a non-voting member of the Board of Directors who will coordinate the Association’s annual Academy. The Chair will be appointed by the President-Elect and confirmed by a majority vote of the Board of Directors.

10. Executive Director
The ASCA Executive Director may serve 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 member of the Board of Directors. The Executive Director shall have authority to enter into contractual obligations on behalf of the Association.

ARTICLE VI – ELECTIONS, ACCOUNTABILITY, REMOVAL, AND VACANCIES OF APPOINTED AND ELECTED LEADERS

Section A. 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. To be eligible, all nominees shall

- be professional members of the Association in good standing
- be primarily employed at an institution of higher education as outlined in Article III and Article V.

2. **Election Process**

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

**Section B. Removal and Restriction**

   Removal from an elected or appointment position may be coupled with ineligibility to stand for election for any office or to receive an appointment for any office for a designated or eternal period of time. 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 C. 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.

**Section D. Policies**

   The board shall maintain policies related to conflict of interest, accountability and complaints against officers, directors, and employees, external representation and advocacy, and other matters of importance and shall make them available to the members.

**ARTICLE VII – MEETINGS**

**Section A. Board Meetings**

   The Board of Directors shall meet at least three times annually to plan 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.
Section C. Special Meetings
Special meetings may be called by the President or by a majority vote of the Board of Directors. Regional meetings in each circuit will be encouraged.

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.

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