

# Article I: Name, Mission, and Purpose

## Section 1.01 Name

The name of this Association shall be Virginia College Personnel Association, hereinafter referred to as VACPA.

## Section 1.02 Use of Name

The name of the Association shall be employed in connection with the official business and activities of VACPA. The name of VACPA shall not be used by individuals, organizations, or agencies without the written approval of the VACPA Directorate.

## Section 1.03 Affiliation

VACPA is affiliated as a Local Chapter of ACPA-College Student Educators International, hereinafter referred to as ACPA.

## Section 1.04 Autonomy

The VACPA shall be autonomous in the conduct of its affairs consistent with the Constitution and Bylaws of ACPA.

## Section 1.05 Mission

VACPA exists to promote the ideology and philosophy of individuals committed to student development in higher education. VACPA serves students by providing its membership opportunities for professional development through educational and social events. Diverse in its membership, VACPA serves its members by promoting formal and informal communication, providing online resources, and sponsoring workshops.

## Section 1.06 Purpose

In the pursuit of this mission, VACPA shall be guided by the following purposes:

- A. To encourage generation, dissemination, and utilization of applied knowledge about college students and the field of college student services;
- B. To provide programs which embrace enhanced student development and professional development;
- C. To provide a voice and space for discussion on issues affecting higher education; and,
- D. To promote formal and informal collegial interaction among individuals interested in college student services.

## Section 1.07 Equity and Inclusion

VACPA, like ACPA, focuses on the advancement of higher education through the lens of social justice and advocacy. Through ACPA's Strategic Imperative on Racial Justice and Decolonization, VACPA brings ACPA's International values into practice, developing actionable goals, and initiatives to promote equity, human dignity, and inclusion on college campuses around the Commonwealth. The promotion of these values is not only the duty of all members of VACPA but also the goal as representatives of student affairs professionals and the students served.

In support of the core values of ACPA, VACPA actively celebrates and supports the core values of equity and inclusion. VACPA will not discriminate against members because of race, age, color, religion, ancestry, national origin, citizenship status, sex, sexual orientation, gender identity or expression, personal appearance, genetic information, disability, familial status, marital status, veteran status, or political affiliation. This list is not restricted to the identities listed, and VACPA will not discriminate against members who hold any other protected or unprotected social, political, and/or physical identity/status.

Because of the recognized importance of members, colleagues, sponsors, etc., VACPA welcomes the collective efforts and talents of all, as members strive to provide intentional and purposeful programs and professional development opportunities. VACPA is committed to advancing the practice and intent of affirmative action in all its activities. This equity and inclusion policy covers membership and access to VACPA programs and activities including, but not limited to, events, publications, and educational services.

## Article II – Membership

### Section 2.01 Eligibility

Any person, student, faculty, or staff engaged in or interested in higher education, including teaching, administration, counseling, research, service, or as a student of higher education within the Commonwealth of Virginia is eligible for membership. Membership in VACPA is managed through ACPA via Chapter-only or Individual membership. Membership in VACPA shall be open to all persons regardless of race, ethnicity, national origin, gender, age, sexual orientation, religion, or ability, and is covered at all times by the nondiscrimination policy delineated in the ACPA Anti-Discrimination Statement.

### Section 2.02 Good Standing and Dues

Membership in good standing is based upon being supportive of the purposes of VACPA and current payment of annual dues, either state only or international/state dues, as determined by ACPA. Members may opt to only join VACPA but not the International Office.

### Section 2.03 Rights and Privileges

All members in good standing shall be entitled to attend meetings and programs, shall be eligible to serve on VACPA committees, hold VACPA Directorate offices, and shall have voting

privileges in VACPA. Individuals who are members of only VACPA are not granted access to ACPA events at Member Rates or any other ACPA Member benefit.

## Article III – Meetings

### Section 3.01 Frequency

VACPA shall hold an in-person (or virtual should the Directorate deem it necessary) business meeting at least once each year and shall hold such other meetings, workshops, and conferences as deemed necessary by the Directorate. The general membership should receive formal notification of all official business meetings in advance of such meetings.

### Section 3.02 Directorate Meetings

The Directorate shall meet in person, via conference call, or virtually at any time that it is deemed necessary by the President or by a simple majority of the Directorate members. All members of the Directorate should receive notification at least seven (7) days in advance of the date on which they are scheduled. Emergency meetings and votes can be called in less than seven (7), but not less than one (1) day. Said meeting may be called either by unanimous decision by the President, President-Elect, and Past-President, or by one of the Presidents and no less than two other Directorate members. Written documentation regarding the necessity and reasoning of said meeting or vote is required.

### Section 3.03 Quorum

- A. At Directorate meetings, one-third (1/3) of the Directorate shall constitute a quorum for the transaction of business.
- B. At all business meetings of the general membership, one-third (1/3) members in good standing who are present at such meetings shall constitute a quorum for the transaction of business of the body at large.

### Section 3.04 Voting

Issues requiring a vote by general membership will be submitted to the general membership after an affirmative vote of a simple majority of the Directorate. Whenever any action is to be taken by vote of the members, it shall, except as otherwise required by law, or by these bylaws, be authorized by a simple majority of the votes cast.

### Section 3.05 Fiscal Year

The fiscal year of VACPA shall align with the fiscal year as determined by ACPA.

# Article IV – Directorate

## Section 4.01 Membership and Function

The Directorate shall consist of all elected and appointed officers of VACPA. The Directorate shall be the body through which the administrative, legislative, and executive functions of VACPA are enacted. This Directorate shall act as the liaison for ACPA. It shall transact all necessary business of VACPA between regular business meetings of the membership and shall carry out such activities as are directed by the membership.

## Section 4.02 Qualifications, Elections, and Terms of Office

Each officer shall be a member in good standing of VACPA, and shall live or work in the Commonwealth of Virginia throughout their term of office. The elected officers of VACPA must also either be employed in Virginia by an institute of higher education, a higher education adjacent organization, or be an active student in a higher education program; all other Officers must be employed by an institute of higher education, a higher education adjacent organization, or be an active student in a higher education program.

The Offices of Past-President, President, President-Elect, (Presidential Trio), and Administrative Chair must hold Individual membership within ACPA; all other Offices may hold a Chapter-Only membership within ACPA.

## Section 4.03 Elected Officers

The elected officers of VACPA shall be the President, President-Elect, Immediate Past President, and the Administrative Director.

## Section 4.04 Elected Officer Duties

- A. The President shall be the chief executive officer of VACPA and is responsible for guiding the Directorate in the stewardship of VACPA. They shall create an agenda and chair all official meetings of the board and general membership. The President shall serve as the primary representative to ACPA, attending annual ACPA meetings as available, and be an official spokesperson and liaison for VACPA to other associations and the public at-large.
- B. The President-Elect shall perform the duties of the President in the absence of the President. They shall chair and appoint members to the annual Nomination and Election Committee and supervise the onboarding and training of new board members; coordinate strategic planning initiatives of VACPA; attend the ACPA meetings as available.
- C. The Immediate Past-President shall chair and appoint members to the Awards committee; coordinate annual bylaws revisions as deemed necessary by the Directorate; serve as a regular consultant to the President and the President-Elect on matters affecting the organization and the operation of VACPA

D. The Administrative Director shall keep minutes of all business sessions of the Directorate and VACPA; maintain the electronic archives of VACPA and will maintain the inventory of all VACPA supplies and equipment; serve as membership liaison to ACPA, maintaining membership lists for Directorate use. The Administrative Chair shall keep all financial records of VACPA and shall coordinate with ACPA to collect and disburse funds subject to the approval of the Directorate and/or President; prepare an annual income and expense budget for presentation to the Directorate and quarterly thereafter. An income and expense statement shall also be presented during the annual business meeting.

## Section 4.05 Appointed Officers

The appointed officers of VACPA shall be the Equity and Inclusion Director, Professional Development Chair, Communications Coordinator, Regional Coordinator, Professional Connections Liaison, Community College Liaison, Faculty Liaison, and Graduate Student Liaison. The appointed officers are appointed by the Directorate of VACPA and must be approved by a quorum vote of that group.

## Section 4.06 Appointed Officer Duties

A. The Equity and Inclusion Director shall, in collaboration with the Directorate and members, review all published materials and events to ensure congruence with the Director of VACPA and ACPA Equity & Inclusion Statements; promote knowledge and awareness of current issues and information, including pertinent legislation, regarding student affairs professionals who are members and allies of historically minoritized populations; coordinate programs that promote the development of social justice competencies of members and program participants; promote collaboration between VACPA and ACPA (or other regional organizations) in order to more broadly address topics of equity, inclusion, social justice and decolonization.

B. The Professional Development Chair shall chair and appoint the co-chair and members of the annual conference committee; represent VACPA on the planning committees for major events co-sponsored by VACPA and other professional associations; collaborate with the State/Regional Coordinators to create professional development and social programming for higher education professionals & students in higher education programs.

C. The Communications Coordinator shall work with board members to publish information about upcoming events, current hot topics in higher education, and spotlight graduate students and professionals of all levels across the organization; manage the organization's various social media outlets, including but not limited to website, social media; create new opportunities for starting discussions and sets goals to develop and implement strategies for adding more members and getting involvement on social media sites; coordinate all marketing materials of VACPA and manage their brand identity in accordance with ACPA brand standards.

D. The Regional Coordinator(s) shall represent the diverse interests and needs of the VACPA membership, in collaboration with the Professional Development Coordinator, by creating professional development and social programming for higher education professionals and faculty with the assistance of volunteer regional representatives from across the

Commonwealth; represent VACPA at events co-hosted with other organizations; serve on committees as appointed. Two Regional Coordinators may be appointed by the Directorate; however, they may not come from the same higher educational institution.

E. The Professional Connections Liaison shall perform outreach to and build connections with ACPA entities and higher education organizations with representation in Virginia; facilitate the creation of collaborative programming.

F. The Community College Liaison shall perform outreach to and build connections with the Virginia Community College System (VCCS); facilitate the creation of collaborative programming.

G. The Faculty Liaison shall perform outreach to faculty within graduate programs in the field of higher education throughout Virginia; assist with and organize professional development for faculty; provide suggestions to the Directorate that deal with topical issues involving higher education in Virginia and nationally.

H. The Graduate Student Liaison(s) shall perform outreach to graduate school programs in the field of higher education throughout Virginia; assist with and organize professional development and social programming for graduate student and undergraduate student members; provide suggestions to the Directorate that deal with topical issues to current and future graduate students. This position shall be filled by a graduate student(s) within a graduate program within the Commonwealth of Virginia. Two Graduate Student Liaisons may be appointed by the Directorate; however, they may not come from the same higher educational institution.

## Section 4.07 Selection and Terms of Officers

A. Except for the position of President-Elect, President, President, and Past-President, the term of all Officers is two years. The schedule of elections shall provide for the election of Board members in alternate years so as to provide continuity within the Governing Board.

B. Elected members of the Directorate (President and Administrative Director) shall be elected via ballot by the general membership according to nomination and election procedures authorized by the Governing Board.

C. Appointments shall be made by the President, President-Elect, and Immediate Past-President and confirmed by the incumbent Directorate.

D. Each year the membership shall elect a President-Elect. The President-Elect shall serve for one year and then become President, then after a year of service as President, they will become Immediate Past-President for one year. Every other year the membership shall elect by ballot an Administrative Director. Every other year the incumbent Board members will appoint State/Regional Coordinators, Graduate Student Liaison, Equity and Inclusion Coordinator, Communications Coordinator, Professional Connections Coordinator, and Professional Development Coordinator.

E. The term of all Board members is scheduled to begin on April 1 following their election or appointment. Officers shall not serve in the same position for more than two (2) consecutive terms provided there is interest to fill the position.

## Section 4.08 Resignation

A member of the Directorate who wishes to resign from their position must state this intention in writing to the President. Such resignation shall take effect with no prejudice at the time

specified, and unless otherwise specified, no acceptance of such resignation shall be necessary to make it effective. Effort should be made by the resigning member and the remaining members to transfer knowledge and materials in a timely and efficient manner.

## Section 4.09 Removal from Office

Any board member may be removed for just cause. Grounds for removal include: violation of VACPA policy, procedures, or ethical code; failure to perform the duties of the office as set forth in the Bylaws and the policies of VACPA; gross impropriety in carrying out the duties and responsibilities of the office; a violation of any established policy as established by VACPA; inability to properly carry out the duties and responsibilities of the elected office; failure to uphold the provisions of the Bylaws. An officer may also be removed whenever in the ACPA Governing Board's judgment the best interest of VACPA would be served thereby.

A petition to remove the officer must be submitted to the President, or in cases of Presidential removal, the President-Elect. The President or President-Elect will then call a meeting of the Directorate to be held within fourteen (14) days of the submission of the petition. At that meeting, the Directorate must be present and a two-thirds (2/3) vote must be obtained in order to remove the said board member from appointment.

## Section 4.10 Vacancies

In the event that the Presidency shall become vacant, the President-Elect shall assume the presidency and shall serve through the remainder of the term for which the President-Elect has been elected. If a vacancy occurs in the office of the President-Elect, the Board shall nominate and elect a President from among the Board members.

Presidential appointment with the approval of the Directorate will prevail with all other vacancies, to serve through the remainder of the term for which the previous officer was elected.

## Section 4.11 Compensation and Expenses

None of the elected or appointed officers of VACPA shall receive any compensation for their services.

Some necessary expenses of the elected officers of VACPA can be paid from the funds of VACPA upon review and approval by the Directorate, within regulations as established by ACPA.

# Article V – Committees

## Section 5.01 Permanent Board Committees

The Board may designate and appoint committee Chairs and their members to the extent described in these bylaws.

There shall be the following permanent Board committees:

- Nominating and Elections Committee - chaired by the President-Elect and includes the Equity & Inclusion Coordinator, develop, publicize, and facilitate the process for the nomination and election or appointment to VACPA leadership positions.
- Awards Committee - chaired by the Past-President, develops application and selection processes for VACPA Awards.
- Annual Meeting Committee - chaired by the Professional Development Coordinator and includes their selected co-chair, and the Region Coordinator local to the host site, select a meeting location and develop the associated conference theme and content.

## Section 5.02 Ad Hoc Committees

These shall be committees appointed by the President as deemed necessary by the President in consultation with the Directorate or as deemed necessary by the general membership. At the time of formation, the Governing Board may assign oversight responsibility to an existing Directorate member whose responsibility it is to provide regular reports and forward action items to the Directorate for approval, including motions on an annual basis to continue, disband, or move the ad hoc committee or task force to a more permanent structure.

# Article VI – Amendments & Revisions

## Section 6.01 Amendments

Amendments to these bylaws may be acted upon only at a business meeting of VACPA, unless in the judgment of the Directorate action upon a proposed amendment is necessary before the next business meeting. If presented in writing electronically to all members of VACPA at least thirty (30) days before the business meeting at which the proposed change is to be considered, such an amendment may be adopted by a simple majority vote of the members present at the business meeting. Any amendment to such proposed amendments or any amendments not presented thirty (30) days before the meeting may be adopted only by at least a two-thirds (2/3) vote of the members present.

If in the judgment of the Directorate, amendments must be made prior to the annual business meeting, voting on amendments may be taken through a ballot following presentation of the amendment electronically to all members of VACPA. If two-thirds (2/3) of the members returning ballots within the succeeding thirty (30) days vote affirmatively, the amendment shall be adopted.

All amendments will take effect on the first of the month following the affirmative vote.

## Section 6.02 Revisions



Revisions to these bylaws will be initiated by the Past-President after an annual review deems revision necessary and appropriate by the Directorate.

Bylaws revisions may be acted upon only at a business meeting of VACPA, unless in the judgment of the Directorate action is necessary before the next business meeting. If presented in writing electronically to all members of VACPA at least thirty (30) days before the business meeting at which the revised bylaws is to be considered, approval may be made by a simple majority vote of the members present at the business meeting.

If in the judgment of the Directorate, revision must be made prior to the annual business meeting, voting may be taken through an electronic ballot following presentation of the revisions electronically to all members of VACPA. If two-thirds (2/3) of the members returning ballots within the succeeding thirty (30) days vote affirmatively, the revised bylaws shall be adopted.

The Revised Bylaws will take effect on the first of the month following the affirmative vote.

## Article VII – Parliamentary Procedure

### Section 7.01 Parliamentary Authority

The business of VACPA shall, at the discretion of the President, be conducted according to the newest edition of Robert's Rules of Order as from time-to-time amended, except where otherwise specified in these bylaws.

### Section 7.02 Parliamentarian Role

The Directorate shall collectively have a working knowledge of Parliamentary Procedure as outlined in the newest edition of Robert's Rules of Order and assist the President in following appropriate procedures and bylaws when considering VACPA business matters. Should an official Parliamentarian be deemed necessary, the Board will select one of themselves to serve for the duration of the meeting or term in which it is required. Once that term has ended, that person may, by approval of the board, continue in the Parliamentarian role, a new Parliamentarian may be selected, or the President may resume parliamentary authority at their discretion.

---

Prepared: Summer 2021

Approved:

Enacted:

Revised: