

CIVSA: The Collegiate Information and Visitor Services Association: By-Laws

Approved April 1, 1998

Amended May 3, 1999

Amended June 7, 2005

Amended June 22, 2008

ARTICLE I - NAME

The name of the association is the Collegiate Information and Visitor Services Association (CiVSA).

ARTICLE II - NATIONAL HEADQUARTERS

The CiVSA headquarters and all of its physical records will be maintained by the Association Manager. CiVSA will communicate through an official P.O. Box, an Association phone number, and the CiVSA website.

ARTICLE III - MEMBERSHIP

Section 1. Membership

Active membership in the Association and a continuance of such membership shall be contingent upon the payment of annual dues. Membership is individual rather than institutional and may be transferred from one individual to another. Type of membership shall be changed at such times as an individual's status qualifies a member for such change.

Section 2. Member Rights and Responsibilities

All members are entitled to attend meetings of the Association.

Section 3. Termination of Membership

Membership in the Association may be terminated for nonpayment of dues or for just cause as determined by unanimous action of the Executive Board. In an effort to maintain membership continuity, ample correspondence will be directed to each member concerning renewal deadlines.

ARTICLE IV - FINANCE

Section 1. Association Fiscal Year

The fiscal year of the Association shall be from July 1 – June 30.

Section 2. Association Income

Income shall be derived from membership dues and such other sources as the Executive Board may approve.

Section 3. Dues Collection and Approval

Dues shall be assessed and collected in such amounts and in such manner as may be prescribed by the Executive Board. Any proposal to increase the dues of the Association shall be adopted by the Executive Board and circulated in writing to all members of the Association.

Section 4. Association Financial Audit Process

At the conclusion of the CiVSA fiscal year (June 30), the financial records of the Association shall undergo a full audit in a manner prescribed by the Executive Board.

ARTICLE V – The CiVSA BOARD

Section 1. Overall Responsibilities

The Executive Board shall consist of the President, President Elect, Immediate Past President, Secretary, Treasurer, and Director of Communications. The CiVSA Board shall consist of the Executive Board as well as Regional Directors and Committee Chairs.

Executive Board members and Regional Directors are expected to actively participate in advancing the work of the Association, including attending full board meetings at the annual conference and mid-year meeting, and participating in conference calls throughout their term. Committee chairs are encouraged to participate in these activities.

The Executive Board shall provide advice and counsel to the President and may, in emergency situations, act on behalf of the Association. Any such action shall be subject to ratification at the next meeting of the Association.

Section 2. Election of Officers

1. The Nominating Committee will develop a slate of nominees for office which will include biographical information for each candidate. This information will be provided to the General Membership 30 days prior to the Annual Conference. Additional nominations may be taken from the floor or submitted in writing to the Secretary prior to the start of the Annual Conference.
2. The election for the Executive Board offices will be by secret ballot with the winner declared by simple majority.
3. Voting members not able to attend the Annual Conference may submit an absentee ballot (by email or in writing) to the Secretary no later than one full week prior to the start of the Conference.

4. Regional Directors are to be elected by members of their respective regions at a scheduled time during the Annual Conference.

Section 3. Annual Reports and Transfer of Records

1. The Executive Board shall be responsible for submitting a brief annual report to the membership at the conclusion of the fiscal year. A summary of this report will be printed in the Welcomer newsletter.

2. Each member holding a position by election or appointment shall bear the responsibility to turn over to his/her successor all records which support that office or position within thirty (30) days after the close of the fiscal year. This thirty day rule also applies to members who resign their office or position before their term is ended.

Section 4. Duties of Officers and Directors

1. President

The President is responsible for administering all activity of the organization. The President may establish committees and appoint chairs and ex officio members of the Executive Board as deemed necessary by the Executive Board. The signature of the President is required for any transmittal of Association funds in excess of \$300.

2. President Elect

The President Elect will assume all powers and prerogatives of the President in the absence of the President and if the President is unable to complete the term of the office. The President Elect will prepare for his/her presidential year and take the office of President as the last item of business at the Annual Conference. He/she will chair a Membership Committee to coordinate membership retention and recruitment activities with the Regional Directors and maintain membership records in conjunction with the Association Manager. A monthly Membership Report will be distributed to all members of the Full Board. The President Elect is also responsible for organizing an event for first time attendees at the Annual Conference.

3. Immediate Past President

The Immediate Past President will serve as a voting member of the Executive Board, serve as a consultant for the current President, and chair the Nominating Committee.

4. Secretary

The Secretary shall keep a complete record of all meetings of the Association and the Executive Board, prepare any official correspondence for the Association, maintain communication with all committees and officers and report to the General Membership any actions taken by the Executive Board. The Secretary shall act as Parliamentarian at all Association meetings using Robert's Rules of Order as a guideline.

The Secretary shall chair the Constitution/Bylaws Committee and recommend appropriate changes to the Executive Board for consideration to be followed by a vote of the general membership at the next Annual Conference. The Secretary shall serve as the logistical coordinator on the annual conference planning committee.

5. Treasurer

The Treasurer will coordinate all financial functions of the organization, maintaining a checks and balances system between the Treasurer, Headquarters and the representative to the official CiVSA bank. Additionally, the Treasurer will serve as the fiscal coordinator on the annual conference planning committee and assume all other miscellaneous fiduciary responsibilities of the Association. The approval of the Treasurer is required for any transmittal of Association funds. The Treasurer (or designee) shall pay the bills of the Association within thirty (30) days of receipt of the expense form. All personal reimbursements will require documented approval of two executive officers of the organization. Expenditures greater than \$300.00 must receive prior documented authorization of the President or President Elect. The Treasurer shall prepare, publish and circulate a financial statement of the Association at least twice yearly to the Executive Board and once yearly to the membership.

6. Director of Communications

The Director of Communications will coordinate the editing and publication of the Association's quarterly newsletter, assist other members with communication-related items, and chair the Communications Committee. The Director of Communications shall also coordinate all updates to the Association's website, including content changes, membership updates and the annual conference website. Additionally, he/she will update the membership recruitment brochure on an annual basis and work with the treasurer when needed. The Director of Communications will act as a backup to the Association Manager to maintain the online CiVSA member database and ensure accuracy of all association records.

7. The Regional Directors are under the direction of the President Elect and are responsible for the recruitment and retention activities within their geographical regions. This includes communicating with members and welcoming new members. Duties also include active communications to encourage conference attendance, as well as contacting non-member schools for recruitment purposes. Regional Directors are responsible for providing the President Elect monthly status reports. Directors will oversee their regional meetings at the Annual Conference and provide a report of activities from the previous fiscal year. He/she will be responsible for appointing an individual to take notes at regional meetings to be forwarded to the executive officers by the end of the fiscal year.

Section 5. Vacancies

1. In the event of a vacancy in the office of President, the President Elect will immediately assume the office of President.

2. In the event of a vacancy in any elected office except President, the vacancy will be filled by a member with voting privileges elected by a majority vote of the Executive Board.

3. All vacancies will only be filled for the remainder of the predecessor's term.

ARTICLE VI - MEETINGS

Section 1. General Association Meetings

An annual meeting of the Association's membership shall be held during the Annual Conference of the Association, for the purpose of conducting elections and transacting all business which may be brought before it.

1. All meetings shall be announced in writing to all members at least thirty (30) days in advance.

2. A simple majority of the members present shall constitute a quorum.

Section 2. CiVSA Board Meetings

1. Meetings of the CiVSA Board shall be held at the call of the President or two members of the Executive Board with at least thirty (30) days advance notice.

2. A meeting of the CiVSA Board shall take place at least twice a year.

3. Executive Board members and Regional Directors attending the mid-year Board meeting are eligible for a \$350.00 travel allotment to assist with travel expenses.

ARTICLE VII - PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution, these By-Laws, any special rules of order the Association may adopt.

ARTICLE VIII - AMENDMENTS

These By-Laws may be amended or revised as stated in Section VII of the Constitution.