



CONSTITUTION & BY-LAWS OF THE DISTRICT OF COLUMBIA CONSOLIDATION FOR EDUCATIONAL SERVICES

Amended 12/11/2007

Ratified 03/31/2008

ARTICLE I NAME AND OFFICE

- 1.01 The name of the association shall be the District of Columbia Consolidation for Educational Services; hereafter referred to as DCCES or the Association.
- 1.02 The office of the Association shall be within the District of Columbia and shall be determined by the Executive Board.

ARTICLE II PURPOSE

The purpose of DCCES shall be to coordinate local efforts and to improve the quality of educational services for academically, culturally, and economically disadvantaged youth and adults in the District of Columbia and Metropolitan area.

ARTICLE III MEMBERSHIP

3.1. Membership Eligibility

Membership of DCCES shall *be* comprised of personnel of the following:

- (a) Programs funded by the Department of Education to serve academically, culturally, and economically disadvantaged youth and adults that reside or attend school in the District of Columbia and Metropolitan area.
- (b) Other educational agencies, associations or programs with similar goals and objectives
- (c) The membership categories shall be:
 - (i) Active Professional - Full time TRIO personnel shall be entitled to hold office and vote in the Association.
 - (ii) Associate Membership - TRIO personnel who are less than fulltime and other professionals who are not TRIO. Associate members shall be entitled to one vote and may serve on committees but shall not hold office.

(iii) Student Membership - Any student whose program is represented in the Association. Students are not entitled to a vote and can not hold an office.

(iv) Honorary Membership- Honorary Membership is a complimentary designation bestowed as result of selection by the Executive Board for outstanding service to the goals and objectives of DCCES. An honorary member has the right to attend meetings, serve on committees and speak; but is not eligible to make motions, vote, or hold office.

(v) Program Membership-Program Membership is encouraged for each TRiO program within DCCES.

3.2. Voting Rights

- (a) Each eligible member shall have one vote. In matters pertaining directly to federally funded TRIO programs, voting will be restricted to dues paying TRIO members.
- (b) One proxy vote will be allowed per each eligible dues-paying member. The vote must be in writing and received prior to the meeting.

3.3. Privileges

- (a) All eligible dues paying TRIO personnel shall be eligible for nomination and election to the offices of DCCES as provided for in Articles V and VI All members shall be entitled to receive notices, periodicals, and reports, which may be published by DCCES.

ARTICLE IV

DUES

- 4.01 Dues for individual, project and institution membership shall be established by the Executive Board. There shall be no dues assessed for honorary members.
- 4.02 Eligible programs and individuals enter into membership upon payment of the established dues, which will be assessed annually.
- 4.03 Dues are payable by July 1 of each fiscal year.

ARTICLE V

OFFICERS

5.01. Officer Positions

There shall be five (5) officers: President, President-elect, Immediate Past President, Secretary and Treasurer. Upon election, the President shall appoint a parliamentarian to serve for the term of one (1) year.

5.02 Duties of Officers

A. President

The President shall preside over all meetings of the general membership, represent DCCES at all regional and national association meetings, designate all committees and appoint all committee chairpersons, and carry out all acts, orders and preceding of the Association.

B. President-elect

The President-elect shall become acting President in the absence of the President. The President-elect shall serve as District representative to the MEAEOPP Board and chair the Conference Planning committee.

C. Immediate Past-President

The Immediate Past-President shall act in the absence of the President and President-elect. The Immediate Past-President shall serve as District representative to the MEAEOPP Board in the absence of the President or President-elect.

D. Treasurer

The Treasurer shall be responsible for handling and keeping records of all financial transactions of the Association .The Treasurer shall submit a full financial report at the last DCCES meeting of the year.

E. Secretary

The Secretary shall perform the duties recording of minutes, handling income and outgoing correspondence, amenities, and other clerical/administrative tasks of the Association. The Secretary shall be the official recorder of all DCCES meetings.

F. Parliamentarian

The Parliamentarian shall be appointed by the President. The Parliamentarian shall advise the President or any other member of the organization (Association) on matters that involve correct procedures according to Robert's Rule of Order.

5.03 Qualifications for Office

Dues paying TRIO members who are full-time are eligible to hold office within DCCES.

5.04 Term of Office

The term of office shall commence July 1, and end June 30th. The term of office shall be for

two (2) years for President, President-elect, Immediate Past-President, Secretary and Treasurer. Any officer who serves a term of six (6) months or less is eligible for reelection to the same office.

5.05 Resignation or Inability to Complete Term

Any officer wishing to resign shall submit his/her resignation to the body in writing. In the event that an elected official other than the President does not complete his/her term, the President shall appoint a successor for the remainder of the term subject to approval by the Executive Board. In the event that the President does not complete his/her term, the President-Elect assumes duties of the president for the remainder of the term.

5.06 Removal from Office

If an elected officer fails to carry out the duties and responsibilities of his/her position, that officer may be removed from office as follows:

- A. The Executive Board, by two-thirds majority vote, shall recommend to the body the removal of an officer.
- B. The removal of an officer shall be voted upon and approved by the body when it is in the best interest of DCCES.
- C. The member in question will be notified by registered mail within five (5) working days following the vote.

**ARTICLE VI
ELECTIONS**

6.01 At the fall meeting in the election year, an ad hoc Nomination/Election Committee of five (5) shall be appointed by the President. No member of the present Executive Board shall be eligible for the Nomination/Election Committee. The Nomination/Election Committee shall be charged with the responsibility of identifying and selecting a slate of candidates who have agreed to serve if elected. The Nomination/Election Committee will circulate the slate of candidates to the entire membership prior to the February meeting.

6.02. Nominations from the floor

Additional nominations will be accepted from the floor at the February meeting. Members not present at the meeting who desire to run for office must provide written consent for their names to be added to the slate.

6.03. Eligible Voters

All persons as outlined in Article III, Section 3.2 shall be eligible to vote

6.04. Election Procedures

- (A) The entire membership must be notified of the time and place of the election one month (30 days) prior to the election meeting.
- (B) A ballot shall be mailed or emailed to all eligible voters.
- (C) The Nomination/Election Committee shall be responsible for monitoring and tallying the ballots.
- (D) A simple majority of valid ballots cast will constitute an official election. Ballots shall be retained by the Secretary, for a period of not less than sixty (60) days following the election.
- (E) Results shall be announced to the membership no later than fifteen days after the election.
- (F) Officers shall be installed at the last meeting of the fiscal year

6.05. Contested Election: Any eligible member may contest in writing to the Executive Board the results of an election within (30) days. Final resolution of the contested election shall be decided by the Executive Board.

ARTICLE VII EXECUTIVE BOARD

- 7.01 The Executive Board shall be comprised of (the president, president-elect, immediate past-president, secretary, treasurer and parliamentarian) the parliamentarian has no voting rights.
- 7.02. The Executive Board shall have the authority to carry out the affairs of the Association between meetings of the general body; such action must remain within the Constitution and By-Laws of the Association. The Executive Committee shall make a report to the Association of its proceedings at the next general meeting following the action.
- 7.03. The Executive Board shall appoint an active professional member to act as the Associations' Registered Agent (District of Columbia residency required).

ARTICLE VIII COMMITTEES

- 8.01 There will be four (4) standing committees: Membership, Conference Planning, Development, and Publicity/Publication Committee. Other committees will be formed as needed.
- 8.02 The President will be responsible for the appointment of chairpersons. Chairpersons will be responsible for the selection of committee members.

- 8.03 The Development Committee will be comprised of the Treasurer and four other Members appointed by the President.
- 8.04 The duties of the standing committees will include maintaining cumulative records of all activities and submitting copies of meeting summaries and other relevant information to the President and the Secretary.
- 8.05 The duties of the Membership Committee-shall include:
- (A) Providing membership information about the Association to new Programs in DC;
 - (B) Encouraging all eligible programs to join the Association;
 - (C) Maintaining an up-to-date list of active, associate, student, and honorary members;
 - (D) Preparing and circulating a list of addresses and phone numbers of all DCCES members.
- 8.06 The duties of the Conference Planning Committee shall include:
- (A) Identifying a planning team for the DCCES conference;
 - (B) Recommending ideas and resource people to the members of the planning team;
 - (C) Ensuring the implementation of a conference which meets the needs of the Association with regard to meeting time, schedule of activities, and program content.
 - (D) Developing a manual which contains detailed records of the planning and activities of each conference for use by future planning committees.
- 8.07. The duties of the Development Committee:
- (A) Raising funds for the Association
 - (B) Presenting proposed fund raising project to the assembly for approval.
 - (C) Preparing an annual budget for the Association.
- 8.08 The duties of the Publicity/Publication Committee shall include:
- (A) Developing DCCES brochure, fact sheet, web page and newsletter.
 - (B) Developing DCCES advertisements for MEAEOPP Conference program booklet

- (C) Taking pictures at special events.
- (D) Obtaining proclamation from Mayor for TRIO day.

**ARTICLE IX
QUORUM**

A quorum shall be constituted by fifty-one (51) percent of projects represented with dues paying members.

**ARTICLE X
AMENDMENTS**

Amendments may be made at any time with the approval of a quorum provided that the members have been notified thirty (30) days in advance.

Chair, Constitution and By-laws Committee

President