

CONSTITUTION AND BYLAWS NEW HAMPSHIRE EDUCATIONAL OPPORTUNITY ASSOCIATION

Revised January 17, 2014

ARTICLE I. NAME

Section 1 The name of the organization shall be the New Hampshire Educational Opportunity Association hereafter referred to as the Association.

ARTICLE II. MISSION

Section 1 The mission of the New Hampshire Educational Opportunity Association shall be to bring together those persons who are involved in programs that provide students with access and opportunities for success in education at all levels, with the ultimate goal being the completion of a program of post-secondary education. The Association shall be particularly concerned with those students who because of socio-economic status and/or disabilities find themselves in a position of disadvantage with respect to traditional students.

Section 2 The Association will focus on the following objectives:

- a) improving communication within the state, the region and the country among persons working in educational opportunity programs;
- b) furthering the expansion of educational opportunity programs throughout New Hampshire;
- c) increasing the skills and knowledge educational opportunity program personnel are able to effectively use to meet the needs of disadvantaged students.
- d) providing active linkage in the regional and national network of educational opportunity associations (New England Educational Opportunity Association [NEOA] and Council for Opportunity in Education [COE]);
- e) engaging in collaborative efforts among other organizations and persons with similar concerns;
- f) responding efficiently and meaningfully to issues affecting the educational resources and environment of disadvantaged students;
- g) increasing the awareness of legislators, agencies, community groups, faculties and administrators about the educational and financial needs of disadvantaged students;
- h) increasing the organizational capacity of NHEOA to advance advocacy and professional development objectives;
- i) promoting research, conferences, and activities that may be necessary and sufficient to accomplish the purposes of the Association.

ARTICLE III. MEMBERSHIP

Section 1 The membership shall consist of individuals interested in the purposes of the New Hampshire Educational Opportunity Association;

a) Regular membership is available to employees of educational opportunity programs who are committed to the purposes of the Association. Each regular member is entitled to one vote and is eligible to hold office;

b) Student membership is available to persons who are currently in programs of secondary or post-secondary education not less than 50% of the time and are committed to the purposes of the Association. Student members are entitled to vote, but are not eligible to hold office.

c) Alumni/Emeritus Membership is available to any alumni or emeritus of the Association. Honorary Members are entitled to voice but not vote in meetings of the Association and are not eligible to hold office.

d) Affiliate Membership shall generally be those who support the purpose and objectives of the Association, as herein expressed, but do not qualify under the membership categories of (Art. III, Sec. 1 a, b, or c), or who would rather make their contributions in less visible or demanding roles. Each Affiliate Member may have voice, but not vote in meetings of the Association and is not eligible to hold office.

ARTICLE IV. AFFIRMATIVE ACTION

Section 1 The Executive Committee will act in all matters according to the most current affirmative action policy adopted by the Association.

ARTICLE V. DUES

Section 1 Annual Association dues shall be established by the Executive Committee. All members must pay dues annually to the association in order to exercise the rights and privileges of membership as described in Article III.

ARTICLE VI. OFFICERS

Section 1 The officers of the Association shall be President, Vice-President, Secretary, and Treasurer.

Section 2 The Executive Committee will consist of the four officers, immediate Past President, and the New Hampshire Liaison to NEOA. All Executive Committee members shall be regular members of the Association.

Section 3 The term of office for NHEOA Officers shall be one year, from September 1st – August 31st. There shall be no limit to the number of terms a person may be elected to the Executive Committee.

Section 4 In the event an officer fails to fulfill the responsibilities of his or her office, the Executive Committee shall appoint a person to complete the unexpired term except in the case of the President. If the President is unable to complete his or her term, the Vice-President will assume the role of interim President. The Executive Committee shall appoint a new Vice-President.

ARTICLE VII. DUTIES OF OFFICERS

Section 1 The President shall be chief executive officer of the Association, preside at all general meetings of the Association, chair the Executive Committee, appoint all chairs of the committees subject to the confirmation of the Executive Committee, unless the method of selection is otherwise specified, and hold ex-officio membership on all committees. The President shall perform the duties customary to that office and such additional duties as directed by the Executive Committee.

Section 2 In the absence of the President, the Vice-President shall act in the place of the President at all Association and Committee meetings. The Vice-President shall be the chairperson of the Association's annual conference committee.

Section 3 The Secretary shall perform the duties customary to the office and such additional duties as may be directed by the Executive Committee. The Secretary shall keep all official records of the Association and shall include the financial reports as part of the official minutes.

Section 4 The Treasurer shall represent the Association in assuring that the receipts and expenditures of funds are in accordance with the directive of the Association as defined by the Executive Committee. The Treasurer shall submit a full financial report prior to or at the Annual Meeting and such interim reports as the Executive Committee may direct. The Treasurer shall submit an annual financial report to the State of New Hampshire as well as the Internal Revenue Service as required for exempt status. The Treasurer shall insure that all reports are given to the Secretary for dissemination with the minutes.

Section 5 Nomination and Election of Officers.

There shall be appointed a Nomination and Election Committee consisting of a non-executive member and the past President as chair. The Nomination and Election Committee shall poll the membership to encourage a broad base of nominations to be presented to the Annual Meeting (Art.VIII Sec.1). The Nomination and Election Committee shall provide for nominations from the floor at the Annual Meeting. All nominations must be made by a member of the Association. The election of officers shall occur within 60 days of the Annual Meeting.

ARTICLE VIII. MEETINGS

Section 1 The Annual Meeting shall be held in January or February at a time and place designated by the Executive Committee. At this time the membership will conduct the business of the Association and nominate officers. Additional meetings may be called at the discretion of the Executive Committee. Members of the Association shall be notified of all meetings at least fifteen days prior to the meeting.

Section 2 The members present at an official business meeting of the Association shall constitute a quorum.

Section 3 Meetings of the Executive Committee shall be called at the discretion of the President or by a majority of the members of the Committee.

Section 4 A majority of the members of the Executive Committee shall constitute a quorum.

Section 5 The Executive Committee shall have the authority to carry on all business of the Association between meetings of the membership.

ARTICLE IX. COMMITTEES

Section 1 There shall be two standing committees -- the Nominations and Elections Committee (Art. VII, Sec. 5) and the Conference Committee.

Section 2 The Conference Committee will be chaired by the Vice-President (Art.VII, Sec.2). The Committee will consist of those members interested in working on the annual conference.

Section 3 Any other committees will be ad hoc and appointed by the President with the approval of the Executive Committee.

ARTICLE X. FINANCES

Section 1 No part of the net earnings of the Association shall benefit any officer of the Association, or any private individual. Nor shall either be entitled to share in the distribution of any of the assets upon dissolution of the Association.

Section 2 Reasonable compensation may be paid for services rendered to or for the Association affecting one or more of its purposes.

Section 3 The Association's finances will be reported to the State of New Hampshire and the Internal Revenue Service by the treasurer as necessary and appropriate on an annual basis (Art. I, Sec. 4).

Section 4 Upon dissolution of the Association its assets shall be distributed exclusively to charitable, scientific, literary, or educational organizations as may be selected by a majority vote of the sustaining Association membership.

ARTICLE XI. RULES OF ORDER

Section 1 Robert's Rules of Order Revised shall be the parliamentary authority for all proceedings of the Association unless otherwise specified in the By-Laws.

Section 2 The President may appoint a parliamentarian with approval of the Executive Committee

ARTICLE XII. LIMITATION OF ACTIVITIES

Section 1 The Association is organized and shall be operated exclusively for charitable and educational purposes within the meaning of Sections 170 (c) (2) (b), 501 (c) (3), 2055 (a) (2), and 2522 (a) (2) of the Internal Revenue Code. No part of the net earnings of the Association shall inure to the benefit of or be distributed to its directors, officers, other private individuals, or organizations organized and operated for a profit (except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes as hereinafter stated). No substantial part of the activities of the Association shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Association shall be empowered to make the election authorized under Section 501 (n) of the Internal Revenue Code. The Association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision herein, the Association shall not carry on any activities not permitted to be carried on by:

- a) an organization exempt from federal income taxation under Section 501 (a) of the Internal Revenue Code as an organization described in Section 501 (c) of such code:
- b) an organization described in Section 509 (a) (1), (2) or (3) of the Internal Revenue Code as the case may be;
- c) an organization, contributions to which are deductible under Sections 170 (c) (2), or 2552 (a) (2) of the Internal Revenue Code.

ARTICLE XIII. AMENDING PROCEDURES

Section 1 A proposal for amendment, supported with the signatures of three professional members, shall be submitted in writing to the Executive Committee.

Section 2 The Secretary shall distribute notices of proposed amendments to each member of the Association not less than fifteen and not more than thirty days before the next annual meeting. Two-thirds of the membership present at the annual meeting must approve the proposed amendment to effect its adoption.

Section 3 A similar procedure may be affected by other means if that is deemed necessary by the Executive Committee. Members must be notified at least fifteen days, but not more than thirty days, before the final count of the proposed amendment and of the procedure to vote. Two thirds of the voting members must approve the proposed amendment to effect its adoption.