

IOWA ORGANIZATION FOR STUDENT SUCCESS BY-LAWS

ARTICLE I - RULES OF ORDER

The Organization shall rely upon consensus as its preferred mode of decision making. In the event that consensus cannot be achieved, Robert's Rules of Order shall guide the Organization.

ARTICLE II - DUES

The annual dues of members shall be reviewed each year and set by the Executive Board. The fiscal year shall be from November 1 to October 31. Dues may be paid at the annual conference.

ARTICLE III - DUTIES OF OFFICERS

- 1. President:** Duties shall include acting as the executive officer of the Organization; implementing the actions of professional development programs, meetings, and an annual conference; promoting professional communications through newsletters and bulletins; appointing all committee members; and acting as an ex-officio member of all committees. The president shall act at his or her own discretion in situations he/she considers to be emergencies, subject to later discussion and action by the Executive Board, and otherwise implement the provisions of the Constitution and By-laws of the Organization.
- 2. President-elect:** Duties shall include acting as executive officer in the absence of the president; chairing the Program Planning Committee for the annual conference; preparing for the duty of president during the succeeding year.
- 3. Recorder:** Duties shall include recording activities and actions of all Executive Board meeting and the membership meetings and acting as mailing officer for all association meetings.
- 4. Membership/Treasurer:** Duties shall include maintaining and reporting of all financial matters relating to the Organization, such as collecting dues, disbursing funds and planning budgets; publishing an annual list of members; acting as membership chairperson; acting as chairperson of the Nominating Committee.

ARTICLE IV - TERMS OF OFFICE

Each newly elected officer shall take office at the annual fall conference and shall serve for one year. The President-elect shall succeed into the Presidency position upon the completion of one year. The President-elect, Recorder, and Membership/Treasurer shall be elected annually.

ARTICLE V - EXECUTIVE BOARD

1. Membership of the Executive Board shall be the President as presiding officer, President-elect, Recorder and Membership/Treasurer, and the immediate Past-President.
2. At least five additional representatives shall be appointed annually by the elected members of the Executive Board at the annual conference.
3. The Newsletter Editor shall be appointed as a representative.
4. The Executive Board shall meet at least once a year, with other meetings held at the discretion of the President.
5. The Executive Board is responsible for professional maintenance and professional direction of the Organization.

ARTICLE VI - COMMITTEES

1. **Nominating Committee:** The composition of the Nominating Committee includes the Membership/Treasurer as Nominating Committee Chairperson, Recorder, and Newsletter Editor. They shall provide a slate of nominees for the officers and the representatives for the Executive Board.
2. **Conference Committee:** Will be chaired by the President-elect and consist of members appointed by the President-elect.
3. **Other Committees:** All other committees necessary for professional development of the association shall be appointed by the President.

ARTICLE VII - ELECTION PROCEDURES

The Nominating Committee will solicit nominations from all current members for elected offices and Board positions.

Any voting member of the Organization may submit a petition to the Nominating Committee to place his or her name in nomination. The member must meet the qualifications for the office. Upon receipt of the petition, the Nominating Committee shall place the name on the ballot.

ARTICLE VIII - ANNUAL CONFERENCE

1. An annual conference shall be held each year during the fall. Dates and location shall be appropriate for maximum attendance of the membership.
2. A meeting of the membership shall be held at the annual conference as designated by the Executive Board. Agenda items for the Organization at the annual conference shall be determined by the Executive Board and announced at least one month in

advance to all members. Additional agenda items may be placed on the agenda by the members attending the conference.

ARTICLE IX - BY-LAWS AMENDMENTS

Amendments to the by-laws may be adopted, amended or repealed by a majority vote of the members present at any membership meeting or annual election, with proposed amendments sent at least one month in advance to all members.

ARTICLE X - EMERITUS MEMBER

A member who has retired from active involvement with developmental education may become an Emeritus member of the Iowa Organization for Student Success at the time of their retirement. An Emeritus member shall have the following rights and responsibilities:

1. Free membership in IOSS.
2. Will receive all mailings.
3. May vote on all issues that come before the membership.