

**TENNESSEE ASSOCIATION FOR
STUDENT SUCCESS AND RETENTION**

CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be the Tennessee Association for Student Success and Retention hereafter referred to as "TASSR" or "this organization."

ARTICLE II: PURPOSE

The purpose of TASSR shall be to provide a forum for the study, discussion, dissemination, and evaluation of policies and programs that influence post-secondary student academic success and retention in Tennessee. This association will seek to accomplish its purpose by:

- 1) Coordinating efforts that encourage research in student academic success and retention.
- 2) Promoting and publicizing the development of quality programs.
- 3) Providing an annual conference within the state to receive and to publish reports on current activities and relevant findings.

ARTICLE III: AFFILIATION

The Tennessee Association for Student Success and Retention shall be affiliated with the National Association for Developmental Education.

ARTICLE IV: MEMBERSHIP

Section 1: Members of the Tennessee Association for Student Success and Retention shall be persons associated with post-secondary education institutions in Tennessee who are or have been involved with student academic success and retention. They must make application for membership and pay the appropriate annual dues.

Section 2: Membership shall be individual rather than institutional.

Section 3: Associate members of the Tennessee Association for Student Success and Retention shall include graduate assistants, tutors, adjunct instructors, individuals employed outside Tennessee, and retired members of TASSR who are currently or have previously been involved with student academic success and retention. They must make application for membership and pay the appropriate annual dues.

ARTICLE V: GOVERNANCE

Section 1: The officers of this association shall be:

- a. President
- b. President-Elect (Vice President)
- c. Secretary
- d. Treasurer

- e. A Representative and an Alternate Representative from West Tennessee
- f. A Representative and an Alternate Representative from East Tennessee
- g. A Representative and an Alternate Representative from Middle Tennessee.

Section 2: The Executive Board of this association shall be:

- a. The Past-President
- b. All current officers
- c. All chairpersons of standing committees:
 - i. Archivist
 - ii. Awards
 - iii. Cultural Diversity
 - iv. Membership
 - v. Nominations
 - vi. Political Liaison
 - vii. Media and Marketing
 - viii. Journal Editor
 - ix. Member at Large (as needed)

Section 3: Selection and replacement procedures as well as duties and tenure for officers and the Executive Board shall be specified in the By-Laws of this association.

Section 4: A meeting of the membership shall be held at least once a year at a time and a place selected by the Executive Board.

Section 5: For any regular meeting of the Executive Board, a quorum shall be at least two-thirds of the number of members of the board. Any motion shall pass if at least two-thirds of the quorum votes in favor of the motion.

ARTICLE VI: AMENDMENTS

Proposed changes in the Constitution and to the By-Laws of the association shall be submitted to the President in writing at least two months before the annual conference. The proposed changes shall be distributed to all members at registration for the annual conference. The Constitution of this association may be amended by at least two-thirds of the members attending the business meeting at the annual conference. The By-Laws may be amended by at least two-thirds of the members attending the business meeting at the annual conference.

ARTICLE VII: RESOLUTIONS

Members of TASSR desiring to present a resolution at a meeting of the membership or the Executive Board shall submit the resolution in writing thirty (30) days before presentation. Official TASSR endorsement of the resolution shall require a vote of more than two-thirds of the members present.

ARTICLE VIII: ENABLING MEETING

Section 1: Adoption of the Constitution and By-Laws of the Tennessee Association for Student Success and Retention (TASSR) shall be constituted through a 2/3 majority of the members attending the enabling meeting.

Section 2: Upon adoption of the Constitution and By-Laws, nominations and election of the eight officers to the Executive Board shall take place.

BY – LAWS
TENNESSEE ASSOCIATION FOR
STUDENT SUCCESS AND RETENTION

BY-LAWS

ARTICLE I: RULES OF ORDER

Robert's Rules of Order shall guide this association in all areas not covered in these By-Laws.

ARTICLE II: DUES

Dues shall be an agenda item for the business meeting of each annual conference. The dues for the following year shall be set by a vote of the membership on a recommendation of the Executive Board. Dues shall be payable on the individual's membership anniversary date.

ARTICLE III: DUTIES OF OFFICERS

1) President:

- a) Preside at all meetings of TASSR and of the Executive Board. Plan meetings to be held in late January, April, mid-September, and during the conference.
- b) Attend all Executive Board Meetings.
- c) Plan the agenda for the Executive Board Meetings; notify Executive Board members of each scheduled meeting and send the agenda for each meeting.
- d) Appoint chairpersons for the standing committees: membership, nominations, awards, and cultural diversity; the political liaison officer; the archivist; the journal editor; media and marketing; and committee members (as needed).
- e) Appoint all chairpersons and committees for which the need arises.
- f) Chair the subcommittee responsible for organizing the annual conference, including the preparation of promotional material.
- g) Provide acknowledgement for conference chairs and give special small gifts, if in order.
- h) Coordinate site selection for future conferences working one or two years ahead of the current year.
- i) Oversee site selection and conference dates.
- j) Attend the annual NADE conference. (NADE conference registration, airfare and one-half of hotel expenses are paid by TASSR. Chapters may apply for a Type D Chapter Development Grant in the amount of \$500 to help offset the president's expenses to attend the NADE Conference.)
- k) Submit chapter development activity report to NADE by May 1.
- l) Submit the NADE annual report for the conference business meeting by November 1.
- m) Submit the new Executive Board list to the NADE president and president-elect at the conclusion of the annual conference.
- n) Submit to NADE a list of chapter officer names, postal and email addresses, and phone numbers within ten days of the election.

2) Vice-President/President Elect:

- a) Prepare to assume the duties of President following the current President's term.
- b) Assist the President in the planning of the annual conference.
- c) Assume other duties assigned by the President.
- d) Attend annual NADE conference and participate in the leadership workshop for chapter officers. (The conference registration fee is waived by NADE; airfare and one-half of hotel expenses are paid by TASSR.)
- e) Attend all Executive Board meetings.

3) Secretary:

- a) Keep the official minutes and records of this association and of the Executive Board.
- b) Handle correspondence as needed.
- c) Solicit, review, and approve conference proposals.
- d) Create conference program.
- e) Attend all Executive Board meetings.

4) Treasurer:

- a) Receive and distribute all TASSR funds.
- b) Submit a financial report to the committee at each meeting of the Executive Board and to the membership at the annual conference.
- c) Prepare tax return for the organization seeking appropriate professional support from accountant as needed.
- d) Attend all Executive Board meetings.

5) Area Representative:

- a) Contact potential TASSR members in their area of the state.
- b) Serve on committees as assigned by the President.
- c) Advise the President in matters of policy.
- d) Serve as a liaison between area members and this association.
- e) Recommend area members for Educator of the Year and solicit nominees for Student of the Year awards in their respective area.
- f) Recommend and solicit area members to run for TASSR offices.
- g) Recommend a site for area conference.
- h) Solicit conference proposals from their respective area.
- i) Attend all Executive Board meetings.

6) Area Representative-Elect:

- a) Serve on committees as assigned by the President.
- b) Serve as a liaison between members and this association as needed.
- c) Serve as the Area Representative should the current Representative resign or be unable to serve.
- d) Recommend area members for the Educator of the Year and Student of the Year awards in their respective area.
- e) Recommend and solicit area members to run for TASSR offices.
- f) Recommend a site for the area conference.
- g) Solicit conference proposals from their respective area.
- h) Assume the role of Area Representative following the current Area Representative's term.
- i) Attend all Executive Board meetings.

8. Member at Large (as needed)

ARTICLE IV: TENURE AND REPLACEMENT OF OFFICERS

- 1) The President, President-Elect, and Area Representatives shall serve a term of two years (effective 2012).
- 2) The Secretary shall serve a term of two years.
- 3) The Treasurer shall serve a term of two years.
- 4) Any officer is eligible for re-election.
- 5) No officer may serve more than three consecutive terms in the same office.
- 6) In the event that a vacancy occurs, it shall be filled by appointment of the President with Executive Committee approval. Should the office of the President become vacant, the Vice-President/President-Elect will fill the office.

ARTICLE V: ELECTION

The election shall be conducted as follows:

- 1) A nominating committee will be appointed by the President.
- 2) Nominations for officers will be solicited from the membership with a nominating deadline determined by the nominating committee.
- 3) The nominating committee will select a slate of officers with, at most and preferably, two candidates for each office to be elected. The committee will:
 - a) Secure each candidate's permission for nomination.
 - b) Present a slate of candidates.
 - c) Set a deadline for ballot return or vote.
 - d) Count the ballots or votes received.
 - e) Announce the results at the annual conference.
- 4) Officers will be elected by a simple majority of votes. If no candidate receives a majority of votes, a run-off election will be held at the annual conference. The elected candidate will be the candidate receiving a simple majority of votes cast by those members attending the business meeting at the annual conference.

ARTICLE VI: EXECUTIVE BOARD MEETINGS

The Executive Board will meet three times a year in regular midday sessions and once during the annual conference. The fall meeting will be held at the site of the annual conference if needed. Other regular meetings will be held in the central part of the state. An emergency meeting of the Executive Board may be called by the President at a time and place of her or his selection. At the discretion of the President, meetings of the Executive Board may be held by electronic means.

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