

NATIONAL ASSOCIATION OF FELLOWSHIPS ADVISORS CONSTITUTION

ARTICLE 1–NAME

Name

The association of fellowships advisors shall be known as the National Association of Fellowships Advisors (NAFA).

ARTICLE 2–PURPOSE

Purpose

The purpose of the NAFA is to provide its membership with access to necessary information concerning national undergraduate and graduate grants, scholarships, and fellowships and the foundations and agencies that support them, and to provide a format for the exchange of ideas concerning the scholarship process, the foundations, and the ethical issues surrounding the advising process. The long-term goal is to provide information support for faculty and staff who are assisting students through the complex process of applying for these awards.

ARTICLE 3–MEMBERSHIP

Membership

The membership of NAFA shall consist of fellowships advisors (past or present). NAFA members may be faculty or staff in a fellowships office, an honors office, an admissions office, a departmental office, and so on. The only requirement is that they are advising (or have advised) students on one or more prestigious fellowships. Membership will not include students interested in applying for national scholarships or their parents or associates, nor will it include student assistants or central administrative faculty or staff not directly involved in the application process. Members shall have access to all publications, may belong to the listserv, may participate in membership council meetings, and will receive an annual report on NAFA activities, which will include minutes from executive and membership council meetings, a detailed budget and budget narrative, dates of future meetings, and association announcements.

Associate members will include interested staff from prestigious fellowship organizations or foundations. Associate members may have access to all organization publications, may belong to the listserv, and may participate in membership council meetings (conferences). Under special circumstances, associate members may be exempt from paying annual fees, and will be invited to join by the Executive Council on a case by case basis.

ARTICLE 4–MEETINGS

Membership Council Meetings

The Biennial Meeting of the membership (it may become an annual meeting) shall be held at such time and place as shall be determined by the NAFA Executive Council. Special meetings of the membership for any purpose or purposes may be called at any time by the President, Executive Council, or shall be called by the President at the written request of forty (40) or more members of NAFA. A mailing announcing the meeting will be sent at least four months (120 days) prior to the meeting

Notice of Biennial (or Annual) Meeting

Written notice of the time and place of the Biennial or Annual Meeting of the Membership Council (meeting for all registered NAFA members) or a special meeting shall be sent by the Secretary, Treasurer, or President to each member of NAFA by mail, facsimile or other electronic transmission not less than four months (120 days) prior to the date of the meeting.

Quorum

A majority of the voting members in good standing, present in person, by authorized representative, or by proxy, at any duly called meeting of the membership shall constitute a quorum.

Voting

Members of NAFA in good standing shall be entitled to one vote up to a total of three votes per college or university.

Parliamentary Rules

Robert's Rules of Order, newly revised, shall be the governing parliamentary law of NAFA in all cases not provided for in its Bylaws, or its own rules.

ARTICLE 5–GOVERNANCE

Governance

NAFA will provide the opportunity for its membership to meet at least once every two years. This meeting may serve as both a membership council meeting and as an information-oriented conference. Elections for officers will be held at this meeting as outlined.

Officers and Executive Council

NAFA shall provide a process for the election of officers and the appointment and election of the Executive Council, and for conducting executive meetings and the biennial (or annual) membership council (all registered members) meeting and such other matters as may be deemed proper.

Officers

The officers of NAFA shall be the President, Vice President, Secretary, Treasurer, Foundation Liaison, and the Editor(s). The initial set of officers will be appointed by the NAFA founding board. Thereafter, officers will be elected by a simple majority of those present at the biennial membership council meeting/conference.

Election and Term of Office

The Vice President, Secretary, and Treasurer shall be elected by the membership by majority of those votes cast at its annual meeting and shall serve a term of two years. For the sake of continuity, the Vice President will then assume the role of President and serve for an additional two years. The Editor shall be appointed by the incoming President.

Duties of the President

The President shall preside at all meetings of the NAFA membership council at all meetings of the Executive Council and shall perform such other duties as may be assigned by the Executive Council. The President shall see that all orders and resolutions of the Board of Directors are executed, serving as an ex-officio member of all committees. The President shall serve NAFA in a variety of other capacities.

Duties of the Vice President

The Vice President shall assume the duties of the President in the President's absence, shall participate actively in planning all conferences, and special meetings, shall serve NAFA in a variety of capacities, and shall assume the office of President at the end of the two-year term as Vice President.

Duties of the Secretary

The Secretary shall be responsible for the proper keeping of the minutes of meetings and giving due notice of meetings, shall contribute to conference planning, and shall serve NAFA in a variety of capacities.

Duties of Treasurer

The Treasurer shall have custody of the Association funds and securities, shall keep full and accurate accounts of receipts and disbursements and shall be responsible for creating annual reports of income and expenses for the Executive Council and the Membership Council and shall make recommendations on expenditures.

Duties of the Foundation Liaison

The Foundation Liaison shall serve in an advisory capacity and shall assist in coordinating special programs involving scholarship foundations and agencies.

The Editor

The Editor shall produce the number of newsletters per year as determined by the Executive Council. A co-editor may be appointed as well.

Executive Council

The Executive Council shall be comprised of the four elected NAFA officers and the appointed NAFA officer, and in the first two years of NAFA's existence the council will include elected members of the founding board. Thereafter 10 council members (in addition to the five officers) will be elected for rotating four-year terms i.e., every two years five council members will be replaced. Any of these 10 council members can be elected to more than one term on the Executive Council, but not two consecutive terms.

Vacancy, Removal and Resignation

An officer may resign at any time by filing a written letter of resignation.

Nominating Committees

The President shall name a nominating committee to propose to the membership at the biennial meeting a slate of officers and executive committee members. The nominating committee (after the first two years of NAFA's existence) shall consist of the retiring president, who shall serve as the nominating committee chairperson; two non-executive members of the Executive Council; and two NAFA members not currently serving on the Executive Council.

Executive Council Meetings

There shall be at least two regular meetings of the Executive Council in a calendar year. Special meetings of the Executive Council may be called by the President giving four weeks' notice to each council member, either personally, by mail or by fax, and special meetings shall be called by the President in like manner and on like notice on written request of any 6 executive council members.

Compensation

The officers shall serve without compensation.

Honorary Council Members

Honorary Council Members will include personnel from national or international fellowship foundations and agencies. A maximum of two per term will be selected, and they will serve in an advisory capacity.

Committees

The Executive Council may establish committees and the President shall appoint chairs and members of the committees. Such appointments shall be made for one year.

Minutes

Written minutes will be kept of all meetings of the membership council elections, the Executive Council Meeting, and any meeting of appointed or elected committees or subcommittees. Committees and subcommittees will submit a copy of the minutes to the President of NAFA. Minutes of the membership council meeting and elections and of Executive Council Meetings will be made available either on-line or in the NAFA newsletter.

ARTICLE 6–THE BUDGET

Fees and Budgetary Reports

The NAFA Executive Council will set reasonable dues for its membership to cover specific expenses. The Executive Council will set forth an estimate of annual expenses and revenues.

New Members

In cases of a new member, dues shall be paid for the portion of the year remaining after admission to membership. Members can pay an individual membership fee or choose an institutional fee which will be higher but will cover three scholarship representatives at the institution. Institutional members will have a maximum of three votes per institution.

Special Projects

An appointed subcommittee may request funds from the Executive Council to organize special NAFA projects or services. Funding must be approved in advance. Receipts will be required for reimbursement.

Fiscal Year

NAFA's fiscal year shall be July 1 to June 30 of each year.

ARTICLE 7-AMENDMENTS

Amendments

Upon ratification this Constitution may be amended only by the Membership Council at the biennial council (or if established-annual) meeting. Changes will require a 2/3 vote of those present.

Revised August 2, 2001