

NATIONAL ASSOCIATION OF FELLOWSHIPS ADVISORS CONSTITUTION

ARTICLE 1–NAME

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

ARTICLE 2–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, as well as~~ the foundations and agencies that support them, ~~and to~~ NAFA also provides a format for the exchange of ideas concerning the ~~scholarship application~~ process, ~~the scholarship~~ foundations, and the ethical issues related to ~~surrounding the scholarship~~ 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 grants, scholarships, and fellowships. ~~these awards~~.

ARTICLE 3–MEMBERSHIP

The membership of NAFA shall consist of fellowships advisors ~~in higher education or non-profit organizations (past or present)~~. ~~NAFA members may be faculty or staff in a fellowships office, an honors office, an admissions office, or departmental office, and so on.~~ ~~The only requirement is that they are~~ NAFA membership is limited to faculty or staff who are advising (or have advised) students on one or more ~~prestigious~~ grants, scholarships, or 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, and may participate in ~~general~~ membership ~~council~~ meetings, and will receive an annual report on NAFA activities, which will include minutes from executive and ~~general~~ membership ~~council~~ meetings, a detailed budget and budget narrative, dates of future meetings, and association announcements.

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

ARTICLE 4–MEETINGS

General Membership Council Meetings

The ~~B~~biennial ~~M~~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 Board. ~~Executive Council~~. Special meetings of the membership for any purpose or purposes may be called at any time by the President, ~~Board, 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 ~~announced 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, ~~or voting in advance through approved electronic methods~~, shall constitute a quorum.

Voting

Members of NAFA in good standing shall be entitled to one vote ~~per institution. 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 ~~B~~by-laws, 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 ~~general 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 **Communications Director**. ~~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.~~ Officers will meet either in person or via some other means at least twice during a calendar year, with minutes kept for all such meetings. The officers shall serve without compensation.

Duties of the President

The President shall preside at all meetings of the NAFA **general** membership ~~council~~ and at all meetings of the ~~Board Executive Council~~, and shall perform such other duties as may be assigned by the ~~Board 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, ~~and shall contribute~~ing to conference planning.; ~~and shall serve NAFA in a variety of capacities.~~

Duties of Treasurer

The Treasurer shall have custody of NAFA's ~~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 ~~Board Executive Council~~ and the ~~general Mmembership 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 ~~Communications Director~~ Editor

The ~~Communications Director~~ ~~Editor~~ shall produce the number of **publications newsletters** per year as determined by the ~~Board. Executive Council~~. A co-director ~~editor~~ may be appointed as well.

The ~~Board Executive Council~~

The ~~Board Executive Council~~ shall be composed of the ~~four elected~~ NAFA officers ~~and~~

~~the appointed NAFA officer, and ten board members. 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 5 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.~~

Election and Term of Office

Officers will be elected by a simple majority of votes cast by those present at the biennial general membership meeting and by those voting by approved electronic methods in advance of the conference.

The Vice President, Secretary, and Treasurer shall ~~be elected by the membership by a majority of those votes cast at its biennial 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 ~~Communications Director~~ Editor shall be appointed by the incoming President.

Ten Board members will be elected for rotating four-year terms, i.e., every two years five Board members will be replaced. Any of these ten can be elected to more than one term on the Board, but not two consecutive terms.

~~Vacancy, Removal and~~ Resignation, Vacancy, or Removal

An officer may resign at any time by filing a written letter of resignation. Any officer who is derelict or otherwise unwilling or unable to fulfill his/her responsibilities can be removed by a 2/3 vote of the Board. In all of the above-mentioned cases, as well as cases of vacancy due to death or debilitating illness, the President will appoint a replacement.

Nominating Committee

The ~~President~~ Board shall name a nominating committee to propose to the membership ~~at the biennial meeting~~ a slate of officers and ~~Board 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 ~~Board Executive Council~~ who are not officers; and two NAFA members not currently serving on the ~~Board Executive Council~~.

Committees

The ~~Board Executive Council~~ may establish committees, and subcommittees, and the President shall appoint chairs and members of the committees. Such appointments shall be made for ~~two years. one year.~~

Board Executive Council Meetings

There shall be at least two regular meetings of the ~~Board Executive Council~~ in a calendar

year. ~~Special meetings of the Board Executive Council may be called by the President by giving four weeks' notice to each Board 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 six 6 Board Executive Council members.~~ Special meetings of the Board may be called by the President or by any six Board members, provided each Board member is notified at least four weeks in advance.

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.~~

Minutes

Written minutes will be kept of all meetings of the membership ~~council elections~~, the ~~Board Executive Council~~, ~~the officers~~, and ~~any meetings of~~ appointed or elected committees or subcommittees. Committees and subcommittees will submit a copy of the minutes to the ~~Board. President of NAFA.~~ Minutes of the ~~general membership council meetings, and elections, and of Board Executive Council M~~meetings will be made available ~~to all members. either on line or in the NAFA newsletter.~~

ARTICLE 6–THE BUDGET

Fees and Budgetary Reports

The NAFA ~~Board Executive Council~~ will set reasonable dues for its membership to cover specific expenses. The ~~Board 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 that~~ 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 ~~Board Executive Council~~ to organize special NAFA projects or services. Funding must be approved ~~by the Board~~ 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

Upon ratification this ~~C~~constitution may be amended only by the ~~M~~membership by a 2/3 votes. ~~Council at the biennial council (or if established annual) meeting. Changes will require a 2/3 vote of those present.~~

Revised June, 2009. Revisions proposed by the Constitution and By-Laws Committee: Scott Henderson, Furman University (Chair); Alex Trayford, Wheaton College; Doug Cutchins, Grinnell College; and Maggie Tongue, Union College.