

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 information concerning national undergraduate and graduate grants, scholarships, and fellowships, as well as the foundations and agencies that support them. NAFA also provides a format for the exchange of ideas concerning the application process, scholarship foundations, and the ethical issues related to scholarship advising. The long-term goal is to provide support for faculty and staff who are assisting students through the process of applying for grants, scholarships, and fellowships.

ARTICLE 3–MEMBERSHIP

The membership of NAFA shall consist of fellowships advisors in higher education or non-profit organizations. NAFA membership is limited to faculty or staff who are advising (or have advised) students on one or more grants, scholarships, or fellowships. Members shall have access to all publications, may belong to the listserv, may participate in general membership meetings, and will receive an annual report on NAFA activities, which will include minutes from executive and general membership meetings, a detailed budget and budget narrative, dates of future meetings, and association announcements.

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

ARTICLE 4–MEETINGS

General Membership Meetings

The biennial meeting of the membership shall be held at such time and place as shall be determined by the NAFA Board. Special meetings of the membership for any purpose or purposes may be called at any time by the President, Board, or at the written request of forty or more members of NAFA. The meeting will be announced at least four months prior to the meeting.

Quorum

A majority of the voting members in good standing, present in person 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.

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 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 meeting and as an information-oriented conference.

Officers

The officers of NAFA shall be the President, Vice President, Secretary, Treasurer, Foundation Liaison, and the Communications Director. 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 and at all meetings of the Board, and shall perform such other duties as may be assigned by the Board. The President shall see that all orders and resolutions of the Board are executed, serving as an ex-officio member of all committees.

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, 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 keeping minutes of meetings, giving due notice of meetings, and contributing to conference planning.

Duties of Treasurer

The Treasurer shall have custody of NAFA's funds and securities, keep full and accurate accounts of receipts and disbursements, be responsible for creating annual reports of income and expenses for the Board and the general membership, and 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.

Duties of the Communications Director

The Communications Director shall produce the number of publications per year as determined by the Board. A co-director may be appointed as well.

The Board

The Board shall be composed of the NAFA officers and ten Board members.

Elections and Term of Office

Officers will be elected by a simple majority of 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 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 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.

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 Committees

The Board shall name a nominating committee to propose to the membership a slate of officers and Board members. The nominating committee shall consist of the retiring president, who shall serve as the nominating committee chairperson; two members of the Board who are not officers; and two NAFA members not currently serving on the Board

Committees

The Board may establish committees and subcommittees and the President shall appoint chairs and members of the committees. Such appointments shall be made for two years.

Board Meetings

There shall be at least two regular meetings of the Board in a calendar year. 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.

Minutes

Written minutes will be kept of all meetings of the membership, the Board, the officers,

and appointed or elected committees or subcommittees. Committees and subcommittees will submit a copy of the minutes to the Board. Minutes of the general membership meetings, elections, and Board meetings will be made available to all members.

ARTICLE 6–THE BUDGET

Fees and Budgetary Reports

The NAFA Board will set reasonable dues for its membership to cover specific expenses. The Board 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 that will be higher but will cover three scholarship representatives at the institution.

Special Projects

An appointed subcommittee may request funds from the Board 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 constitution may be amended only by the membership by a 2/3 vote.

Revised July, 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.