

Greetings

from the

ASSOCIATION

for

EQUALITY

and

EXCELLENCE

in

EDUICATION, INC.



ANTHONY C. CULPEPPER, JR.

President

TRiO: TURNING DREAMS INTO REALITY IN PARTNERSHIP

Greetings and blessings to you all, I am looking forward to working with you this year. My hopes, dreams and prayers are that we work together towards building the best and the strongest TRiO Association ever. We are an association with many resources that when brought together can energize our TRiO staff, Alumni, students, parents and communities. We all have much to offer and I look forward to this becoming a reality.

My focus this year is simple. To recognize, recruit, and utilize the resources in our region. We have many resources in our staff, Alumni, students, parents and communities, Let's **Highlight our GREATNESS**, and let it **Shine for ALL to SEE**. Let us **“Ring that TRiO Bell Loudly”**. Let our communities learn about TRiO and know what it has done and continues to do. We have many reasons and over forty years behind us, that says **TRiO is the best so let's build upon it**.

I need you. Let me say it again, **“I need You”**, **AEEE needs you. Most of all TRiO Needs Us.** So, let us round up all the **TRiO ADVOCATES** (personnel, Alumni, students, parents and communities) to **fight for TRiO**. We have many soldiers, we just need to sound the alarm and let them know they are needed. What unites us is stronger than what divides us. There are many dreams still unfulfilled, so let's fulfill them in partnership within our communities.

I am a man of few words, but I follow the **Three R's** Respect for Self, Respect for Others, and Responsibility for all my actions and words. *This is who I am.*



AEEE 2009 – 2010 PLANNING CALENDAR

FIRST QUARTER – JULY TO SEPTEMBER 2009

- Thursday, September 17th, Evening Session & Board Training - New Jersey
- Friday, September 18th, all day session – continued training and first board meeting of the year
- September 9th – 12th 2009, **COE Annual Conference** - San Antonio, Texas

SECOND QUARTER – OCTOBER TO DECEMBER 2009

- Friday, November 20th, Board Meeting - TBD
- Association of Special Programs in Region Eight (**ASPIRE**) - October 3-7, 2009 – “*The Difference In You*”
- AEEE Executive Committee Tele-Conference – October 14th, 21st
- AEEE Executive Committee Tele-Conference – November – TBD
- Southwest Association of Student Assistance Program (**SWASAP**) 2009 Conference November 8 - 11, 2009 Omni Hotel, Corpus Christi, Texas, “*TRiO: The Audacity to Dream*”
- National Association of Special Programs (**NASP**) – December 5th – 9th, 2009 in Seattle, WA
- AEEE Executive Committee Tele-Conference – December - TBD

THIRD QUARTER – JANUARY TO MARCH 2010

- AEEE Executive Committee Tele-Conference – January - TBD
- Friday, January 8th, 2010 - Board Meeting
- AEEE Executive Committee Tele-Conference – February - TBD
- Saturday, February 27th, **2010 NATIONAL TRiO DAY** in New York and New Jersey
- Friday, March 5th, 2010 - Board Meeting - TBD
- AEEE Executive Committee Tele-Conference – March - TBD
- March 20 - 21 – COE LEADERSHIP SUMMIT
- March 21 - March 23 – COE POLICY SEMINAR
- March 24 - RELATIONS WITH THE DEPARTMENT OF EDUCATION

FOURTH QUARTER – APRIL TO JUNE 2010

- AEEE Executive Committee Tele-Conference – April - TBD
- New England Educational Opportunity Association (**NEOA**) - Tuesday, April 6 – Friday, April 9, 2010 at Cape Codder Resort & Spa,
- AEEE Executive Committee Tele-Conference – May - TBD
- Sunday, May 2nd – 6th, **2010 AEEE ANNUAL CONFERENCE** in San Juan, PR
- AEEE Executive Committee Tele-Conference – June - TBD



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"TRiO Turning Dreams into Reality in Partnership"

THURSDAY, SEPTEMBER 17, 2009 • BOARD MEETING ROUND TABLE DISCUSSION RECAP

ATTENDANCE: Queen Jones, Joe Parker, Yuri Job, Linda Jones-George, Dana Lopez, Marty Wygmans, Carol Ann Kissam, Anthony Culpepper,

TOPICS OF DISCUSSION:

Region Representatives Discussion:

- Empower them to reach out to the TRiO communities
- Allocate more funds for them to operate
- Help them to development Regional Round Tables
- Develop workshops on Best Practices

AEEE Focus

- We should make membership in AEEE more welcome to our programs
- We need to develop a state initiatives per year and roll them out at the conference
- We need to develop a marketable image in our communities
- Mini-State Conferences – One Day conferences
 - Focus:
 - Membership
 - Best Practices
 - Annual Performance Reports
 - Programs Budgets
 - Proposal Writing
 - Partnerships
- Who, Who – Who are you in TRiO – recognize them
- Develop Special Task Force for regions to address regional concerns issues
- Develop high quality workshops for membership
- Host more events on campuses
- Develop incentives for membership
- Develop a Community Service Project for our Annual Conference
- Develop an Alumni Reception and/or banquet by regions and/or state
- Build better relationship between AEEE and the campus communities
- Develop a Parent Recognition Program
- Look at incorporating the Institutional membership program for AEEE – institute, program, and/or individual

- Partnerships with EOP/F, College Bound, C-Step, Liberty, NJ Orators and AEEE
- Develop Raffles, 50/50, games of chance – AEEE to get License
- Host non-traditional activities for students (sports, science fairs, etc.)
- Host a Golf Tournaments as a fundraiser
- Book Club – Meet the author, for TRiO Programs, Professional Staff, Students, Parents, Alumni. Read Books and meet the authors.
- Develop and Host a Student Leadership Conference
 - A three day conference (Fri, Sat, Sun)
 - By Group (College, Pre-College students)
- Congressional Directory Sales



AEEE 2009 – 2010 COMMITTEE CHAIR/CO-CHAIRS ASSIGNMENTS

NATIONAL TRiO DAY 2010

- STACEY A DENTON - *Mercer County Community College*
- SONIA GONZALEZ - *Boys & Girls Harbor, Inc.*

AEEE PUBLICATIONS:

- To Be Determined
- WEB DESIGN : ANTHONY C. CULPEPPER, JR.- *President*, DR. BETH OLIVARES - *University of Rochester*

2010 ANNUAL CONFERENCE: SHANISE KENT - *Binghamton University, SUNY*

EMERGING LEADERSHIP INSTITUTE: MARTY WYGMANS - *Binghamton University, SUNY*

ALUMNI RECRUITMENT, SUPPORT, & ADVOCACY

- DANA A. LOPES - *Rider University*
- BARBARA SADDEN - *Genesee Community College*

PARLIAMENTARIAN: ANTHONY POLONCZYNSKI - *University of Rochester*

SCHOLARSHIP AND AWARDS

- LORNA JOASIL - *New Jersey Institute of Technology*
- MONIQUE PADEN-HUTCHINSON - *New Jersey Institute of Technology*

TRiO ROUND TABLE DISCUSSION

- CRYSTAL FLOYD - *Boys & Girls Harbor, Inc.*
- Darius Dove - *Mercer County Community College*

AEEE ARCHIVES: CAROL ANN KISSAM - *St. Lawrence University*

AEEE BY-LAWS: ANTHONY POLONCZYNSKI - *University of Rochester*

2010 STATE AND NATIONAL POLICY SEMINARS

- LINDA JONES-GEORGE - *Georgian Court University*
- JEAN KARUTIS - *Fulton Montgomery Community College*
- QUEEN JONES - *Rider University*
- BARBARA THOMPSON - *The College at Brockport*

COE FAIR SHARE CAMPAIGN

- KAREN K. TEXEIRA - *John Jay College*
- LINDA JONES-GEORGE - *Georgian Court University*

NOMINATIONS AND ELECTIONS: MICHELLE A. DANVERS FOUST - *Bronx Community College*

MEMBERSHIP: DR. BETH OLIVARES - *University of Rochester*

FINANCE: MARIA I. RIJOS APONTE - *Fordham University*

CORPORATE DEVELOPMENT: YURI A. JOB - *City College of New York*



NATIONAL TRiO DAY 2010

COMMITTEE SUMMARY: This is an ad-hoc committee responsible for developing, planning, publicize, documenting and implement TRiO Day celebrations across the region.

CO-CHAIRPERSONS

- STACEY A DENTON - *Mercer County Community College*
- SONIA GONZALEZ - *Boys & Girls Harbor, Inc.*

COMMITTEE MEMBERS

- Ex-officio member, ANTHONY C. CULPEPPER, JR.- *President*

COMMITTEE CHARGES:

- Develop, plan, publicize and implement TRiO Day celebrations across the region
- Incorporate a component in the program for Alumni, Parents, and each on the TRiO programs
- Develop a written procedure of operation for the committee (i.e. meeting times, developing resources, timeline, duties, etc.)
- Documents all TRiO Day activities within the region.

PRINCIPAL RESPONSIBILITIES:

- Submit a budget request to president and finance committee for board approval
- Form a committee with representation from each state (New Jersey & New York) and TRiO Programs
- Develop committee goals for the year
- Develop and generate a timeline to share with the Board
- Convene committee meetings
- Contribute information from committee to newsletter as appropriate
- Actively contribute to and participate in all board activities/discussions
- Prepare written reports to the Board on activities for each board meeting and other special meetings as needed.
- Maintain records of event descriptions, activities, participants, costs, and event evaluations for association archives
- Submit annual report thirty days prior to the annual conference

BY-LAWS ARTICLE: IX: COMMITTEES

Section 4: Other Committees.

b) The Members of each standing or special committee shall be appointed by the Chairperson of said special committee, unless otherwise defined in these By-Laws. A member and a chairperson of a special committee need not be a Director. Each special committee shall have only the powers and duties specifically delegated to it upon approval of the Board of Directors.

Section 5: Organization and Meetings.

a) In the absence of the chairperson, the committee shall designate a member of the committee to be acting chairperson. A majority of the members of any committee shall constitute a quorum for the transaction of business. Each committee may adopt rules governing the calling and holding of its meetings and the conduct of its affairs. Each committee shall keep a record of its acts and proceedings and shall report such to the President of the Board of Directors.

Section 6: Reports

a) Each committee and subcommittee shall make an annual written report of its accomplishments, activities, and status, to the Board of Directors at least thirty (30) days prior to the annual meeting, and shall report at any other time as requested to do so by the Board of Directors.

Section 7: Vacancies, Removal, and Alternative Members.

a) Each standing or special committee shall serve at the pleasure of the Association. The Board of Directors shall fill any and all vacancies in any committee and may from time-to-time, designate one or more Directors as alternative members of any standing or special committee. The appointment of any Director to be a member of a committee may be terminated at any time and any member or alternative member of any committee may be removed, at any time, by the Board of Directors.



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AEEE PUBLICATIONS:

COMMITTEE SUMMARY: This is an ad- hoc committee with the responsibility for keeping members informed by maintaining close contact via oral, electronic and oral communication. It shall have responsibility for interpreting the organization's goals, services and information gathering/dissemination to ensure that AEEE activities are publicized throughout the region. The committee shall have the responsibility for communicating goodwill and hospitality, on behalf of the Association, to our members.

CHAIRPERSON: KEN ROON – *Binghamton University, SUNY*

COMMITTEE MEMBERS

- Ex-officio member, ANTHONY C. CULPEPPER, JR.- *President*

COMMITTEE CHARGES:

- Develop, write and distribute a quarterly newsletter
- Solicit information from the membership regarding program news and from Board members for Board news
- Develop and publish an informational brochure about the Association
- Ensure regular and timely communication of information between Board members and the general membership
- Assist with the development, maintenance and update of the website for the Association
- Develop a written procedure of operation for the committee (i.e. meeting times, developing resources, timeline, duties, etc.)

PRINCIPAL RESPONSIBILITIES:

- Submit a budget request to president and finance committee for board approval
- Form a committee with representation from each state (New Jersey & New York) and TRiO Programs
- Develop committee goals for the year
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2010 ANNUAL CONFERENCE

COMMITTEE SUMMARY: This is an ad-hoc committee under the direction of the President and Board. This Conference Committee plans, implements, and evaluates the AEEE Annual Conference (see Conference Planning Guidelines). The Conference Committee Chair will oversee the conference and utilize subcommittees to organize and carry out the Annual Conference. Subcommittees report regularly to the Conference Committee Chair and coordinate with each other.

CHAIRPERSON: SHANISE KENT - *Binghamton University, SUNY*

COMMITTEE MEMBERS

- Ex-officio member, ANTHONY C. CULPEPPER, JR.- *President*

COMMITTEE CHARGES:

- Develop and organize a comprehensive and relevant professional development experience for employees of TRiO and other educational opportunity programs
- Establish goals reflecting the Association and conference theme
- Create sub-committees to assist in coordinating a comprehensive conference
- Review and update the Annual Conference Guide
- Develop a written procedure of operation for the committee (i.e. meeting times, developing resources, timeline, duties, etc.)

PRINCIPAL RESPONSIBILITIES:

- Submit a budget request to president and finance committee for board approval
- Form a committee with representation from each state (New Jersey & New York) and TRiO Programs
- Develop committee goals for the year
- Develop and generate a timeline to share with the Board
- Convene committee meetings
- Contribute information from committee to newsletter as appropriate
- Actively contribute to and participate in all board activities/discussions
- Prepare written reports to the Board on activities for each board meeting and other special meetings as needed.
- Maintain records of event descriptions, activities, participants, costs, and event evaluations for association archives
- Submit annual report thirty days prior to the annual conference

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EMERGING LEADERSHIP INSTITUTE

COMMITTEE SUMMARY: This is an ad- hoc committee with the responsibility of fulfilling the Association's leadership development goals by ensuing continued quality performance, self-growth and development of the membership.

CHAIRPERSON: MARTY WYGMANS - *Binghamton University, SUNY*

COMMITTEE MEMBERS

- Ex-officio member, ANTHONY C. CULPEPPER, JR.- *President*

COMMITTEE CHARGES:

- Develop and organize professional development and leadership training workshops for members
- Develop and organize professional development and leadership training workshops for members interested in future Board service
- Develop, organize and implement a leadership conference for TRiO college and pre-college students.
- Develop, organize and implement an Emerging Leadership Institute for TRiO Staff
- Develop a training manual for the Emerging Leadership Institute
- Develop a written procedure of operation for the committee (i.e. meeting times, developing resources, timeline, duties, etc.)
- Offers a Leadership Institute prior to the Annual Conference.

PRINCIPAL RESPONSIBILITIES:

- Submit a budget request to president and finance committee for board approval
- Form a committee with representation from each state (New Jersey & New York) and TRiO Programs
- Develop committee goals for the year
- Develop and generate a timeline to share with the Board
- Convene committee meetings
- Contribute information from committee to newsletter as appropriate
- Actively contribute to and participate in all board activities/discussions
- Prepare written reports to the Board on activities for each board meeting and other special meetings as needed.
- Maintain records of event descriptions, activities, participants, costs, and event evaluations for association archives
- submit annual report thirty days prior to the annual conference

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ALUMNI RECRUITMENT, SUPPORT, & ADVOCACY

COMMITTEE SUMMARY: This is an ad-hoc committee with the responsibility of planning and implementing the expansion of the TRiO Support for the Association and the TRiO community.

CO-CHAIRS:

- DANA A. LOPES - *Rider University*
- BARBARA SADDEN - *Genesee Community College*

COMMITTEE MEMBERS

- Ex-officio member, ANTHONY C. CULPEPPER, JR.- *President*

COMMITTEE CHARGES:

- Assess which TRiO Programs in the region have a parent and alumni association
- Assess how AEEE can assist in the development of a parent and alumni association for each program in the region
- Develop a TRiO Advocate package that highlights TRiO and AEEE
- Recruit 100 TRiO Advocates from each state (New Jersey & New York) that will advocate for TRiO via mail, phone, email, letter and visit state and congressional representative.
- Develop a method to update advocates on all TRiO issues.
- Develop a written procedure of operation for the committee (i.e. meeting times, developing resources, timeline, duties, etc.)

PRINCIPAL RESPONSIBILITIES:

- Submit a budget request to president and finance committee for board approval
- Form a committee with representation from each state (New Jersey & New York) and TRiO Programs
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SCHOLARSHIP AND AWARDS

COMMITTEE SUMMARY: This is an ad-hoc committee with the responsibility of planning and coordinating all activities related to The Association's formal recognition of students, members, alumni, and friends of TRiO to the mission and goals of the Association.

The Association currently funds four student scholarships:

- The Doris Chandler Memorial Scholarship Award (SSS)
- The Maritza Lopez Memorial Scholarship Award (TS)
- The Leroy Wilson, III Memorial Scholarship Award (UB)
- The Ronald E. McNair Post-baccalaureate Achievement Scholarship Award (McNair)

Eligible students MUST be nominated by at least one current member of the Association. Nominations may be accepted via mail, fax or e-mail. When faxing or e-mailing, a follow-up phone call to the receiver of the nominations is recommended.

In addition, the Association recognizes professionals and other individuals for their service to the cause through the following awards:

The Arturo A. Schomburg Distinguished Service Award: is the highest award given by the Association to a person who has demonstrated consistent and valuable services to the cause of education for populations who have been denied access and opportunity in the pursuit of higher education. The recipient is asked to be present at the annual conference's Awards Banquet to receive the award. With the exception of the Awards Banquet, all related expenses must be covered by the award recipient.

The Felicita Rodriguez Torres Award of Excellence: is given to a member of the Association who best exemplifies the virtues of long, consistent, and meaningful service to the purpose of AEEE and has, through his or her efforts, furthered the cause of education for the poor and disadvantaged. It has been past practice to submit no less than 5 names to the membership for consideration.

CO-CHAIRS

- LORNA JOASIL - *New Jersey Institute of Technology*
- MONIQUE PADEN-HUTCHINSON - *New Jersey Institute of Technology*

COMMITTEE MEMBERS

- Ex-officio member, ANTHONY C. CULPEPPER, JR.- *President*

COMMITTEE CHARGES:

- Establishes nomination procedures (where appropriate);
- Solicit Nominations, Screen, and Selects recipients for the awards and scholarships listed above
- Selects and purchases plaques, certificates, or other appropriate awards.
- Develop a written procedure of operation for the committee (i.e. meeting times, developing resources, timeline, duties, etc.)

PRINCIPAL RESPONSIBILITIES:

- Submit a budget request to president and finance committee for board approval
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TRiO ROUND TABLE DISCUSSION

COMMITTEE SUMMARY: This is an ad-hoc committee with the responsibility of fostering communication between TRiO Programs in the region. The role of this committee is to facilitate discussion across and amongst similar programs to share ideas and address issues that arise in the programs.

Co-CHAIR: CRYSTAL FLOYD - *Boys & Girls Harbor, Inc.*,
Darius Dove - *Mercer County Community College*

COMMITTEE MEMBERS

- Ex-officio member, ANTHONY C. CULPEPPER, JR.- *President*

COMMITTEE CHARGES:

- Facilitate discussion across and amongst similar programs
- Host discussion groups by program and across program on best practices, concerns, and solutions
- Develop a written procedure of operation for the committee (i.e. meeting times, developing resources, timeline, duties, etc.)

PRINCIPAL RESPONSIBILITIES:

- Submit a budget request to president and finance committee for board approval
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a) Each committee and subcommittee shall make an annual written report of its accomplishments, activities, and status, to the Board of Directors at least thirty (30) days prior to the annual meeting, and shall report at any other time as requested to do so by the Board of Directors.

Section 7: Vacancies, Removal, and Alternative Members.

a) Each standing or special committee shall serve at the pleasure of the Association. The Board of Directors shall fill any and all vacancies in any committee and may from time-to-time, designate one or more Directors as alternative members of any standing or special committee. The appointment of any Director to be a member of a committee may be terminated at any time and any member or alternative member of any committee may be removed, at any time, by the Board of Directors.



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AEEE ARCHIVES

COMMITTEE SUMMARY: This is an ad-hoc committee in which the Archivist is responsible for the electronic storage and maintenance of AEEE and TRiO Programs documents. Documents to be maintained in the archives include, but are not limited to, Treasurer's documents, minutes, committee reports, conference materials, membership rolls, and State Reports.

CHAIRPERSON: CAROL ANN KISSAM - *St. Lawrence University*

COMMITTEE MEMBERS

- Ex-officio member, ANTHONY C. CULPEPPER, JR.- *President*

COMMITTEE CHARGES:

- Solicit files from the different programs in the region to share as a resource bank
- Develop, collect, store the Association records in an electronic archive format
- Develop a written procedure of operation for the committee (i.e. meeting times, developing resources, timeline, duties, etc.)

PRINCIPAL RESPONSIBILITIES:

- Submit a budget request to president and finance committee for board approval
- Form a committee with representation from each state (New Jersey & New York) and TRiO Programs
- Develop committee goals for the year
- Develop and generate a timeline to share with the Board
- Convene committee meetings
- Contribute information from committee to newsletter as appropriate
- Actively contribute to and participate in all board activities/discussions
- Prepare written reports to the Board on activities for each board meeting and other special meetings as needed.
- Maintain records of event descriptions, activities, participants, costs, and event evaluations for association archives
- Submit annual report thirty days prior to the annual conference

BY-LAWS ARTICLE: IX: COMMITTEES

Section 4: Other Committees.

b) The Members of each standing or special committee shall be appointed by the Chairperson of said special committee, unless otherwise defined in these By-Laws. A member and a chairperson of a special committee need not be a Director. Each special committee shall have only the powers and duties specifically delegated to it upon approval of the Board of Directors.

Section 5: Organization and Meetings.

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AEEE BY-LAWS

COMMITTEE SUMMARY: This committee has the responsibility of updating the By-Laws of the Association to be a functional guideline observing the mission and goals of the organization. The committee shall be responsible for recommending changes in the By-Laws for the consideration of the Board of Directors in accordance with procedures outlined in By-Laws.

CHAIRPERSON: ANTHONY POLONCZYNSKI - *University of Rochester*

COMMITTEE MEMBERS

- Ex-officio member, ANTHONY C. CULPEPPER, JR.- *President*

COMMITTEE CHARGES:

- Complete a review of the current Association By-laws, COE's By-laws, and other TRiO regional associations and recommend any necessary revision suggestions stemming from that review
- Generate, via survey, the membership's concerns with the current By-laws, and determine if changes need to be made
- Complete an initial review and make a final determination of needed revisions by the January Board meeting
- Present suggested changes to the membership at or before the annual conference for ratification in agreement with the bylaws
- Develop a written procedure of operation for the committee (i.e. meeting times, developing resources, timeline, duties, etc.)

PRINCIPAL RESPONSIBILITIES:

- Submit a budget request to president and finance committee for board approval
- Form a committee with representation from each state (New Jersey & New York) and TRiO Programs
- Develop committee goals for the year
- Develop and generate a timeline to share with the Board
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BY-LAWS ARTICLE: IX: COMMITTEES

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2010 STATE AND NATIONAL POLICY SEMINARS

COMMITTEE SUMMARY: This is an ad-hoc committee for monitoring and notify AEEE members of local, state, and federal educational issues, legislation, regulations, and policies.

CO-CHAIRS:

- LINDA JONES-GEORGE - *Georgian Court University*
- JEAN KARUTIS - *Fulton Montgomery Community College*
- QUEEN JONES - *Rider University*
- BARBARA THOMPSON - *The College at Brockport*

COMMITTEE MEMBERS

- Ex-officio member, ANTHONY C. CULPEPPER, JR.- *President*

COMMITTEE CHARGES:

- Develop a contact list/sheet for all state and federal representative.
- Organize, and conduct state and federal visits with our representatives.
- Disseminates National and State legislative and U.S. Department of Education information to the membership.
- Coordinates with COE regarding state and federal legislative and U.S. Department of Education actions;
- Participates in annual COE Policy Seminar and encourages regional participation.
- Develop a written procedure of operation for the committee (i.e. meeting times, developing resources, timeline, duties, etc.)

PRINCIPAL RESPONSIBILITIES:

- Submit a budget request to president and finance committee for board approval
- Form a committee with representation from each state (New Jersey & New York) and TRiO Programs
- Develop committee goals for the year
- Develop and generate a timeline to share with the Board
- Convene committee meetings
- Contribute information from committee to newsletter as appropriate
- Actively contribute to and participate in all board activities/discussions
- Prepare written reports to the Board on activities for each board meeting and other special meetings as needed.
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BY-LAWS ARTICLE: IX: COMMITTEES

Section 4: Other Committees.

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COE FAIR SHARE CAMPAIGN

COMMITTEE SUMMARY: This is an ad-hoc committee with the responsibility of assuring AEEE meet it's regional responsibility in the Fair Share Campaign. It is also to communicate and educate the membership regarding the importance of and benefits of Fair Share.

CO-CHAIRS

- KAREN K. TEXEIRA - *John Jay College*
- LINDA JONES-GEORGE - *Georgian Court University*

COMMITTEE MEMBERS

- Ex-officio member, ANTHONY C. CULPEPPER, JR.- *President*

COMMITTEE CHARGES:

- Manage and oversee COE's Fair Share Campaign and exceed AEEE's 2008 - 2009 donations
- Communicate and educate the membership regarding the importance of and benefits of institutional membership in COE
- Assist the Association in exceeding its fair share expectation
- Solicit enrollment of a least **25** member from New Jersey and **60** members from New York in the 10/10 Campaign
- Solicit enrollment of a least 10 members from New Jersey and New York as Champion of Fair Share
- Solicit enrollment of current and past board member and past presidents
- Correspond with the general membership via newsletter
- Correspond with non-subscribers and non-institutional members on an on-going basis
- Develop a written procedure of operation for the committee (i.e. meeting times, developing resources, timeline, duties, etc.)

PRINCIPAL RESPONSIBILITIES:

- Submit a budget request to president and finance committee for board approval
- Form a committee with representation from each state (New Jersey & New York) and TRiO Programs
- Develop committee goals for the year
- Develop and generate a timeline to share with the Board
- Convene committee meetings
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- Prepare written reports to the Board on activities for each board meeting and other special meetings as needed.
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- Submit annual report thirty days prior to the annual conference

BY-LAWS ARTICLE: IX: COMMITTEES

Section 4: Other Committees.

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CORPORATE DEVELOPMENT

COMMITTEE SUMMARY: This is an ad-hoc committee which will advance the mission of professional development and expands opportunities for AEEE professionals and TRiO students through partnerships with corporations, foundations, and businesses. This committee is also responsible for recommending fundraising policies and procedures; cultivating gift prospects; identifying sources of support – individual, corporate, foundations.

CHAIRPERSON: YURI A. JOB - *City College of New York*

COMMITTEE MEMBERS

- Ex-officio member, ANTHONY C. CULPEPPER, JR.- *President*

COMMITTEE CHARGES:

- Identify funding sources through grants and private donations.
- Develop and implement a strategy that would increase chapter income.
- Coordinate fund raising activities for Association events.
- Develop and implement a strategy that would provide the Association with in kind donations
- Identify, establish, and maintain contact with possible funding sources for the work of the Association
- Ensure that all correspondence indicate the association's status as a 501(c)3 non-profit charitable organization and that all gifts are tax-deductible
- Develop a written procedure of operation for the committee (i.e. meeting times, developing resources, timeline, duties, etc.)

PRINCIPAL RESPONSIBILITIES:

- Submit a budget request to president and finance committee for board approval
- Form a committee with representation from each state (New Jersey & New York) and TRiO Programs
- Develop committee goals for the year
- Develop and generate a timeline to share with the Board
- Convene committee meetings
- Contribute information from committee to newsletter as appropriate
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BY-LAWS ARTICLE: IX: COMMITTEES

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FINANCE COMMITTEE

COMMITTEE SUMMARY: The Finance Committee shall provide guidance and direction to the Treasurer in (1) preparing the annual budget, (2) Preparing for the annual external audit, and (3) other matters relative to fiscal operations of the Association.

CHAIRPERSON(S): MARIA I. RIJOS APONTE - *Fordham University*

COMMITTEE MEMBERS

- DR. BETH OLIVARES - *University of Rochester*
- Ex-officio member, ANTHONY C. CULPEPPER, JR.- *President*
- THREE OTHER MEMBERS TO BE APPOINTED
- MICHELLE A. DANVERS FOUST - *Bronx Community College*
- BARBARA THOMPSON - *The College at Brockport*
- YURI A. JOB - *City College of New York*
- GARY CRAIG NELSON – *Mercer County Community College*

COMMITTEE CHARGES:

- Preparing the 2009 - 2010 budget for the board approval
- Create a three to five-year plan for the Association's fiscal matters
- Maintain and complete tax forms in a timely manner (seek professional assistance)
- Ensure the timely filing of articles of incorporation
- Have the Association's fiscal records audited annually by a competent professional
- Develop a written procedure of operation for the committee (i.e. meeting times, developing resources, timeline, duties, etc.)
- Update the protocol for financial operations for the association

PRINCIPAL RESPONSIBILITIES:

- Submit a budget request to president and finance committee for board approval
- Form a committee with representation from each state (New Jersey & New York) and TRiO Programs
- Develop committee goals for the year
- Develop and generate a timeline to share with the Board
- Convene committee meetings
- Contribute information from committee to newsletter as appropriate
- Actively contribute to and participate in all board activities/discussions
- Prepare written reports to the Board on activities for each board meeting and other special meetings as needed.
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- Submit annual report thirty days prior to the annual conference

BY-LAWS ARTICLE: IX: COMMITTEES

Section 2: Finance Committee

a) The Finance Committee shall be responsible for developing the annual budget for the Association and submitting the proposed budget to the Board of Directors for approval. The Finance Committee shall also be responsible for maintaining the Financial Affairs manual and for otherwise monitoring all fiscal matters pertinent to the Association's activities. The Treasurer and the President-Elect shall be members of this

committee. Three additional persons will be nominated by the President and confirmed by the Board of Directors.

Section 4: Other Committees.

b) The Members of each standing or special committee shall be appointed by the Chairperson of said special committee, unless otherwise defined in these By-Laws. A member and a chairperson of a special committee need not be a Director. Each special committee shall have only the powers and duties specifically delegated to it upon approval of the Board of Directors.

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Section 7: Vacancies, Removal, and Alternative Members.

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MEMBERSHIP COMMITTEE

COMMITTEE SUMMARY: This is an ad-hoc committee with the responsibility of actively promoting membership in AEEE and to prepare and issue to members such cards, certificates, or other evidence of membership.

CHAIR: DR. BETH OLIVARES - *University of Rochester*

COMMITTEE MEMBERS

- Ex-officio member, ANTHONY C. CULPEPPER, JR.- *President*

COMMITTEE CHARGES:

- Actively promote membership
- Determine membership status and eligibility for the purposes of participation in the Association's activities
- Retain membership information for immediate ease of use
- Track current membership trends
- Increase membership, including new and lapsed members
- Develop a written procedure of operation for the committee (i.e. meeting times, developing resources, timeline, duties, etc.)

PRINCIPAL RESPONSIBILITIES:

- Submit a budget request to president and finance committee for board approval
- Form a committee with representation from each state (New Jersey & New York) and TRiO Programs
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- Submit annual report thirty days prior to the annual conference

BY-LAWS ARTICLE: IX: COMMITTEES

Section 3: Membership Committee.

- a) It shall be the responsibility of the Membership Committee to actively promote membership in the Association and to determine membership status and eligibility for purposes of participation in the Association's activities.
- b) The Membership Committee shall report the names of eligible voters to the Board of Directors.

Section 4: Other Committees.

- b) The Members of each standing or special committee shall be appointed by the Chairperson of said special committee, unless otherwise defined in these By-Laws. A member and a chairperson of a special committee need not be a Director. Each special committee shall have only the powers and duties specifically delegated to it upon approval of the Board of Directors.

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NOMINATIONS AND ELECTIONS COMMITTEE

COMMITTEE SUMMARY: The main responsibility of this committee is solicitation, certification, executing and monitoring the election of officers as stated in the by-laws.

CHAIRPERSON: MICHELLE A. DANVERS FOUST - *Bronx Community College*

COMMITTEE MEMBERS

- Ex-officio member, ANTHONY C. CULPEPPER, JR.- *President*

COMMITTEE CHARGES:

- To determine openings on the Board for the succeeding year
- Solicit nominations from the membership in accordance with the Association's By-laws
- Hold elections in a timely manner in accordance with our By-laws
- Develop a written procedure of operation for the committee (i.e. meeting times, developing resources, timeline, duties, etc.)
- Educates members regarding duties, responsibilities, benefits, and importance of AEEE offices; encourages and secures nominations for the offices of AEEE;;
- Sends letters to all members requesting nominations for all available offices. The letter will include a description and major responsibilities of each office;
- Mail a listing of nominees to all members. For each nominee, this listing will include at least the following: name, position sought, address, and phone number;
- Conducts nominations from the floor at the Business Meeting and candidates forum during Annual Conference and
- Supervises the elections during the Annual Conference if necessary if necessary;
- Prepares the final ballot, supervises elections, counts ballots, and announces election results during the Annual Conference.

PRINCIPAL RESPONSIBILITIES:

- Submit a budget request to president and finance committee for board approval
- Form a committee with representation from each state (New Jersey & New York) and TRiO Programs
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BY-LAWS ARTICLE: IX: COMMITTEES

Section 1: Nominations and Elections

- a) The Nominations and Elections committee shall be responsible for the development and implementation of a process for the selection of candidates for officers of the Association in accordance with the guidelines set down in these By-laws. The Committee is further charged with conducting the election of Association officers as stipulated in Article VII, Section 3. The Committee shall consist of three members nominated

from among the Members by the President and confirmed by the Board of Directors. No member of the Nominations and Elections Committee may serve for two consecutive years. Any member, except the Chair, may become a candidate for any office while a member of this committee. The Chair may not step down at any time in order to run for any Association office.

b) The Nominations and Elections Committee shall poll the membership for the names of possible candidates to be placed in nomination for the positions of president-elect, treasurer, secretary, board members at large and regional representatives and shall place on the ballot candidates from among these nominees pursuant to Articles III and X of these By-Laws. No person nominated and accepted as a candidate shall be placed in nomination a second time during the current election.

c) The Nominations and Elections Committee shall conduct the election of officers by secret ballot either 1) at a duly called meeting of the Association or 2) by mail 60 days prior to the convening of the Annual meeting. In the first instance, a majority vote is required of those eligible members registered and physically present at the meeting during the balloting. In the second instance, a majority vote of those eligible members responding is required. In no case will proxy voting be allowed.

d) The Nominations and Elections Committee shall submit the proposed procedures for carrying out the annual elections to the Board of Directors for its approval no later than 90 days prior to the call for nominations.

e) The installation of newly elected officers and Board members shall take place prior to the end of the Annual Conference at a time and place designated by the Nominations and Elections Committee.

Section 4: Other Committees.

b) The Members of each standing or special committee shall be appointed by the Chairperson of said special committee, unless otherwise defined in these By-Laws. A member and a chairperson of a special committee need not be a Director. Each special committee shall have only the powers and duties specifically delegated to it upon approval of the Board of Directors.

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