



ARTICLE I Name

The organization shall be called the Western Pennsylvania College Success Roundtable, hereafter to be referred to as WPACSR. *This organization's intention is to remain at a non-profit status not requiring dues for membership/participation.*

ARTICLE II Mission Statement

WPACSR is a consortium of secondary and post-secondary schools, community and government organizations, focused on networking, collaborating, inspiring and creating opportunities for students (including adult learners) to achieve college success. WPACSR will promote effective college access and success to the surrounding communities by:

- Maintaining a web site: www.pasfaa.org/wpacsr
- Establishing and maintaining a list of individuals, organizations, and institutions to facilitate communication and calls to action;
- Holding regular, bi-monthly meetings for information sharing, presentations, discussions, and networking;
- Organizing the Annual College Success Forum, as well as other professional and student development activities.

ARTICLE III Organizational Hierarchy

SECTION 1. Officers shall be President, President-elect, Secretary, Treasurer, and Past-President. *All terms of office will be defined as July 1 – June 31st.*

- A. President – this office will be a three year commitment as it will involve a one-year term as President-Elect, a one-year term as president, and a one-year term as Past-President.

President-Elect – duties will be to assist the President in all matters of the organization, including sitting in for the President at meetings and events in which she/he is not able to attend.

Past-President – duties will be those assigned by the President from year to year, including, but not limited to membership.

- B. Secretary – will serve for three consecutive years. The Secretary may not serve two or more consecutive terms without review by the President, President-elect, and Past-President. The duties of the Secretary are to:
 - a. Take and keep minutes of Roundtable and Executive Council meetings, assisting with the Roundtable Roundup for membership, following each meeting.
 - b. Deal with all correspondence of the organization, including thank you letters.
 - c. Other duties as requested.

- C. Treasurer – will serve for three consecutive years. The Treasurer may not serve two or more consecutive terms without review by the President, President-elect and Past-President. The duty of the Treasurer is to:
 - a. Supervise the financial affairs of the Organization.
 - b. Ensure sponsorships are paid, and act as a liaison between WPACSR and the Sponsoring entities including facilities and organization.

SECTION 2. Appointed Positions and Roles

Appointed Positions and Roles may serve for two consecutive years and shall consist of the following Ad Hoc Executive Council Member, Committee Coordinator, Conference Coordinator, Site Coordinator, Speakers/Training Coordinator, and Constitution and Bylaws Coordinator. Positions shall be voluntary (non-elected) and are eligible to vote on Executive Council issues. Roles may extend beyond the two-year commitment if approved by Council.

- A. Ad Hoc Executive Council Member - A member, appointed annually by the president as needed, to serve as an adviser to the group regarding transition to an organization. Advisement includes, but is not limited to, Constitution advice, timelines, and non-profit status.
- B. Committee Coordinator - The member serves a two-year term and oversees committees, including connecting committee members together (for those not attending the meetings) and coordinating committee reports for committee chairs that are not in attendance at meetings to give reports to the group.
- C. Conference Coordinator - This two-year term provides coordination of facilities, catering, keynote speakers, interest sessions, and service projects with the assistance of his/her committee.
- D. Site Coordinator - The member serves a two-year term to act as liaison with potential WPACSR meeting sites throughout the year, including the meetings in September, November, January, March, and May. Sites are required to be able to accommodate approximately 50 meeting attendees and provide free parking to participants. Sites may offer to provide complimentary beverages, and the Site Coordinator may organize these amenities.
- E. Speakers/Training Coordinator - The member shall reach out to guest speakers for WPACSR Roundtable Meetings throughout the year. The Coordinator shall advise speakers of the time allotted for their presentation/training, coordinate A/V needs, and distribution of resources.
- F. Constitution and Bylaws Coordinator - The member serves a two-year term and oversees modifications to the Constitution and Bylaws.

Section 3. Vacancies

- A. All vacancies in the role of an officer, excluding president, shall be filled for the unexpired term by the remaining officers until their successor has been appointed by the president, approved by the officers, and has assumed office.
- B. A vacancy in the office of the president shall be filled by the president-elect.
- C. A vacancy of an appointed position or roles acting as a coordinator, liaison, or council member, the President shall appoint an interim member of WPACSR to complete the remainder of the term of the vacancy.

ARTICLE IV Membership Qualifications

Membership is defined as: Western Pennsylvania College Success Roundtable contact list (updated and available to all members/public at the WPACSR website).

SECTION 1. Membership Qualification: The membership of this organization shall be available to secondary and post-secondary schools, community and government organizations, and approved individuals, including business partners.

SECTION 2. There will be no discrimination due to sex, race, creed, color, sexual orientation, disability, or national origin.

SECTION 3. The members are empowered to conduct business as deemed necessary through regularly scheduled meetings or alternate methods such as but not limited to telephone, email, etc.

SECTION 3. WPACSR's Officers may terminate any member's membership for good reason, but said member has the right to present their case to the Officers before a final decision is rendered.

Article V Membership and Officers Voting Rights

SECTION 1. General Voting: Each voting member holding an active membership shall have one vote to cast during a general body meeting in which they are present. In the event of a tie, the President will cast the deciding vote after consultation with the Officers.

SECTION 2. Officers Voting Rights: Each officer shall cast one vote on any issue set before membership.

ARTICLE VI WPACSR Additional Policies and Procedures

SECTION 1. Alterations to the Constitution

Any changes to this Constitution will be made by the Officers and must be agreed upon by at least two-thirds of those members present and voting at any General Body Meeting.

SECTION 2. Compliance

All Officers and Special Resources must abide by the following policies.

- Conflict of Interest

WPACSR reserves the right to refuse gifts or services from any individual or organization that they deem to be a conflict of interest. WPACSR will address each incident on a case-by-case basis following IRS Conflict of Interest guidelines and sample policies during review.

All parties affiliated with and involved in, including but not limited to volunteers, vendors, and attendees must abide by these policies and procedures.

ARTICLE VII WPACSR Organization Dissolution

Upon dissolution of the WPACSR organization, the current WPACSR Officers shall, after paying or making provisions for the payment of all of the liabilities of the WPACSR organization, dispose of all assets of the WPACSR organization in such manner, or to such organizations(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501(c) (6) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the current WPACSR Officers shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the WPACSR Presidents office of the WPACSR organization is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.