

Constitution

Article 1: NAME

The name of this association shall be the Virginia Assessment Group (VAG).

Article 2: PURPOSE

VAG is dedicated to the goals of promoting the continued high quality of higher education in the Commonwealth of Virginia through assessment practices. VAG serves as a forum for the expression of ideas about assessment practices, and as a network for communication and collaboration among public and private institutions and state agencies. VAG also functions to promote the professional development of its members.

VAG is organized and shall be operated exclusively for charitable and educational purposes and shall not engage in any activity which is not permitted by an organization exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code. No part of its net earnings shall inure to the benefit of any private individual except that reasonable compensation may be paid for services actually rendered and payments and distributions may be made in furtherance of the purposes of the group. No substantial part of its activities shall be for carrying on propaganda, or otherwise attempting to influence legislation, and it shall not participate in, or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.

Article 3: MEMBERSHIP

VAG is an association of college personnel engaged in institutional assessment activities on their respective campuses. Membership in VAG is open to, but not limited to, all faculty and staff from both public and private institutions of higher education, as well as, staff of the State Council of Higher Education and the Virginia Community College System and any person who has a professional interest in assessment in post-secondary education.

Article 4: FINANCES

Membership dues are set by the Executive Board of VAG and ratified by the membership at the annual meeting.

Upon dissolution of VAG, the Executive Officers shall, after paying or making provision for payment of all liabilities of the group, dispose of all of the assets of VAG exclusively for the purposes of VAG. The recipient organization shall qualify for tax exemption as determined by the Internal Revenue Code of 1954 or future United States Internal Revenue Law.

Article 5: OFFICERS AND EXECUTIVE BOARD

Section 1: The officers of VAG shall consist of a president, a president-elect, a secretary, a treasurer, an electronic communication editor, a print newsletter editor, and the past president.

Section 2: The governing body of VAG shall be the Executive Board. The Executive Board shall consist of twelve VAG members: the seven officers listed in Article 5, Section 1; three members-at-large, one representing private institutions, one representing four-year public institutions, and the third representing two-year public institutions; and two ex officio representatives, one from the State Council on Higher Education in Virginia and the other from the Virginia Community College System.

Section 3: The Executive Board shall have authority to make policies for VAG, which are consistent with the Constitution and By-Laws.

Article 6: ELECTIONS

Section 1: The six officers, president, president-elect, secretary, treasurer, electronic communication editor and print newsletter editor, and the three at-large representatives shall be elected annually by the membership of VAG. The elected officers shall serve from one annual meeting through the next annual meeting. Officers must be dues paying members of VAG.

Section 2: If any officer is unable to complete his or her term, a replacement shall be chosen by a majority vote of the Executive Board. The president-elect shall serve as president, if the president is unable to complete his or her term.

Article 7: ADOPTION AND REVISION OF THE CONSTITUTION AND BYLAWS

Section 1: On the recommendation of the Executive Board or by majority vote of the members during the business session of the annual meeting, this Constitution and By-Laws may be amended by a majority of the respondents to a mail ballot of VAG membership. Written notice of any proposed amendment to the Constitution shall be sent to all current members of the association at least 30 days prior to the mailing of the ballots.

Section 2: This Constitution shall become effective upon ratification of the members, herein defined, who attend the business session of the annual meeting when this Constitution is presented and who have made dues payment for the current year membership before this time.

Section 3: The By-Laws of VAG may be amended or otherwise changed by a majority vote during the business session of the annual meeting.

Article 8 RULES OF PROCEDURE

The Executive Board and VAG shall be governed by Robert's Rules of Order Revised except in instances when it would be in conflict with the By-Laws for special rules of VAG.

BY-LAWS

Article 1 MEMBERSHIP

Section 1: Membership in VAG is open to, but not limited to, all faculty and staff from both public and private institutions of higher education, as well as, staff of the State Council of Higher Education and of the Virginia Community College System and any person who has a professional interest in assessment in post-secondary education.

Section 2: Membership shall include all individuals who formally register for the annual meeting. Persons not attending the annual meeting may initiate or maintain membership by submitting application with dues payment to the treasurer. There shall be no membership discrimination based upon age, race, sex, or ethnic or national origin. Membership is individual and not transferable.

Section 3: The membership year shall extend from the beginning of the month in which the annual meeting is held until the end of the next annual meeting.

Section 4: The membership fee shall be determined by the Executive Board of VAG.

Article 2 ORGANIZATIONAL STRUCTURE

Section 1: The officers of VAG shall include the president, president-elect, past-president, secretary, treasurer, electronic communication editor, and print newsletter editor. These persons, together with three at-large representatives from the membership and two non-voting, ex officio representatives, one from the State Council on Higher Education in Virginia (SCHEV) and the other from the Virginia Community College System (VCCS), shall constitute the Executive Board of VAG.

Section 2: Major constituent groups will be assessment practitioners at four-year public, two-year public, and private institutions.

Section 3: Duties of Officers.

A. The president shall:

1. Act as spokesperson for VAG.
2. Receive resolutions/position statements from members/institutions and see to their presentations at the annual meeting.
3. Consult in planning the annual meeting.
4. Preside at the business session of the annual meeting.
5. Call and chair meetings of the Executive Board.
6. Perform any duties necessary to assist VAG in achieving its purpose.
7. Appoint committees as may be needed to conduct affairs of VAG and serve as ex-officio member of each committee.
8. Represent VAG in relations with other professional and educational organizations and with government agencies.
9. Serve as past-president in the year following his/her term as president.

B. The past-president shall:

1. Assist in the orderly transition of the change of officers.
2. Serve as chairperson of the nominating committee.

3. Advise the president and Executive Board of policies and procedures, as necessary.
 4. Perform duties assigned by the president.
- C. The president-elect shall:
1. Represent the president when the latter is unable to perform the duties specified above.
 2. Chair the annual conference planning committee.
- D. The secretary shall:
1. Maintain and publish an annual listing of the VAG membership.
 2. Record the minutes of the business session of the annual meeting and meetings of the Executive Board.
 3. Print and distribute notices and resolutions adopted at the annual meeting.
 4. Disseminate information about VAG and newsletters to the membership.
- E. The treasurer shall:
1. Collect and maintain dues.
 2. Collect registration fees for the annual meeting and for the spring meeting.
 3. Safeguard and disburse VAG funds as necessary.
 4. Prepare a financial statement and submit it at the annual meeting.
 5. Monitor and plan for the continued financial viability of the organization.
- F. The print newsletter editor shall:
1. Issue at least two VAG newsletters per year.
 2. Assist the Executive Board in effective communication.
- E. The electronic communication editor shall:
1. Develop and maintain electronic publications including, but not limited to the VAG website.
 2. Assist the Executive Board in effective communication.
- F. The three at-large, constituent representatives shall:
1. Represent the interests of their constituent groups in Executive Board meetings.
 2. Have responsibility for planning and coordinating workshops, panels, presentations, and other sessions at the annual meeting.
- G. The Executive Board shall:
1. Determine goals for VAG activities and programs.
 2. Approve plans and locations for the annual meeting and spring workshop.
 3. Approve membership and other fees.
 4. Promote improvements in assessment practice and reporting.

Section 4: Standing Committees

VAG shall have three standing committees: nominating, annual conference planning, and practitioners' workshop planning. The respective chairs shall name their own committees.

- A. The Nominating Committee shall:
1. Be chaired by the past-president.
 2. Shall present a slate of officers for the VAG membership to vote upon.

- B. The Annual Conference Planning Committee shall
1. Be chaired by the president-elect.
 2. Select the site and hotel for the fall conference and plan the schedule.
 3. Plan, coordinate, and publicize the annual conference.
 4. Select papers, workshops and invited speakers.
- C. The Practitioners' Workshop Planning Committee shall:
1. Be composed of the three at-large representatives.
 2. Plan, coordinate, and publicize the practitioners' workshop.
 3. Select papers, workshops and invited speakers.

Article 3: NOMINATIONS AND ELECTIONS

Section 1: Nominations: The president shall appoint a nominating committee. One shall be the past-president who shall serve as committee chairperson. This committee shall prepare a slate of officers. Additional nominations may be made from the active membership during the business session of the annual meeting.

Section 2: Elections: All officers shall be elected at the business session of the annual meeting by a majority vote of those members present and voting. If there is more than one nomination for each office, the voting shall be by written ballot.

Section 3: Vacancies in Office: If a vacancy occurs in the office of the president, the president-elect shall fill the unexpired term. All other vacancies shall be filled by appointment by the president. Any individual appointed to serve an unexpired term shall be eligible to succeed himself/herself and to serve a full elective term as provided in these By-Laws.

Article 4: MEETINGS AND QUORUM

Section 1: Annual Meeting: The annual meeting of VAG shall be held at a site and date determined by the Executive Board. The secretary shall be responsible for notifying all members of the date and location of the annual meeting at least sixty days prior to the meeting. The business session shall be held in conjunction with the annual meeting.

Section 2: Quorum: Registrants in attendance at the business session of the annual meeting shall constitute a quorum.