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INTERNATIONAL ASSOCIATION FOR TRUANCY AND DROPOUT PREVENTION

CONSTITUTION AND BY-LAWS

Revised, 2013

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CONSTITUTION

ARTICLE I - NAME

International Association for Truancy and Dropout Prevention (IATDP)

ARTICLE II - PURPOSE

1. To support and encourage improvements in student support services.
2. To maintain and improve professional standards of practice and qualifications for student support personnel.
3. To serve as a resource in the dissemination of information relative to student service workers (administration, attendance, social, health and counseling).
4. To promote the prevention of truancy and dropping out of school as valid specialties within the field of education.

ARTICLE III - MEMBERSHIP

Professional personnel working with or interested in the problems of school children are eligible for membership.

ARTICLE IV - OFFICERS

The officers of this Association shall be President, President-Elect, First Vice-President, Second Vice-President, Third Vice-President, Past-President, Secretary, and Treasurer. Each vice-president, after serving one year in that position, shall automatically be elevated to the next highest vice-presidency. Officers must attend the Annual Conference.

ARTICLE V - EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, President-Elect, First Vice-President, Second Vice-President, Third Vice-President, Past-President, Secretary, Treasurer, and the Executive Director.

ARTICLE VI - BOARD OF DIRECTORS

1. The Board of Directors shall consist of the members of the Executive Committee and representatives of the Association elected by a majority vote at the Annual Conference in accordance with the By-Laws.
2. The officers of the Association shall serve as the officers of the Board of Directors.
3. The chair of the Board of Directors shall make a yearly report at the annual business meeting.

ARTICLE VII - MEETINGS

1. There shall be one conference of the Association each year.
2. The Board of Directors shall hold at least one meeting during the conference.
3. There shall be at least one business meeting of the membership during the Annual Conference.
4. The Executive Committee shall meet on call during the Annual Conference, at the end of the conference, and at least one other time during the year.
5. All standing committees shall meet at least once during the Conference.

ARTICLE VIII - AMENDMENTS

This Constitution and the By-Laws may be amended at any Annual Business Meeting by a two-thirds vote of all members present and voting providing a proposed amendment is submitted to the Secretary on or before March 1st preceding the Annual Business Meeting. Any proposed amendments shall be published in the Spring/Summer issue of the JOURNAL.

BY-LAWS

ARTICLE I - MEMBERSHIP PRIVILEGES

1. All active members (dues current) are entitled to attend the Annual Business Meeting of the Association.
2. All members shall receive the official publication of the Association.
3. Regular (and Life) active members shall have the right to hold office and the right to vote.
4. Retired and student members may become regular active or associate members of the Association.
5. Associate members shall not have the right to hold office or to vote.

ARTICLE II - DUES

1. Dues for regular active members shall be fifty dollars (\$50) per year.
2. Dues for associate members shall be thirty dollars (\$30) per year.
3. Dues for libraries shall be forty dollars (\$40) per year.
4. Life Memberships are available for \$400. A person must have been a member for five years to be eligible.

ARTICLE III - ELECTION AND TENURE OF OFFICERS

1. All officers except the President, President-Elect, First, and Second Vice-Presidents shall be nominated and shall be elected by ballot at the Annual Business Meeting and continue in office until the next subsequent Annual Business Meeting or until the next election. A majority of all votes cast shall be necessary to constitute an election.
2. Vacancies among the officers shall be filled by the President for the unexpired terms with the approval of the Executive Committee. A vacancy may be declared if an officer misses two consecutive meetings of the Executive Committee and/or fails to carry out the designated responsibilities of the office.
3. The term in office of the President shall be one year.
4. The term of the Past-President on the Executive Committee shall be one year.

ARTICLE IV - DUTIES AND RESPONSIBILITIES OF OFFICERS

The Past-President

1. Shall serve as chairman of the Board of Directors and preside at the meetings of the Board.
2. Shall conduct the installation ceremony of all newly elected officers and the members of the Board of Directors during the Annual Conference.
3. Shall be Chairman of the Nominating Committee and shall post all nominees for office or Board of Directors twenty-four (24) hours prior to the Annual Business Meeting.

The President

1. Shall serve as the chief executive officer of the Association subject to the control of the Board of Directors.
2. Shall preside at all meeting of the Association and the Executive Committee, and shall appoint a Parliamentarian for the Annual Business Meeting.
3. Shall appoint the chairman and members of all committees except as otherwise provided in these By-Laws.
4. Shall be the ex-officio member of all committees except the Nominating Committee.
5. Shall be a member in good standing and have served as a member of the Board of Directors and/or the Executive Committee for a minimum of three years.
6. Shall be authorized, through the Treasurer, to pay those expenses incurred in conducting the affairs of the Association other than budgeted items upon approval of the Executive Committee.

The President-Elect

1. Shall be a member in good standing and have served as a member of the Board of Directors and/or the Executive Committee.
2. Shall work closely with, and at the general direction of, the President in the performance of the administrative responsibility to establish continuity with the change of office.

3. Shall demonstrate leadership ability that reflects professional competence and personal maturity in decision-making.
4. Shall serve as Chairman of the Conference Committee and, with the assistance of committee members, perform the following duties:
 - a. study, investigate, and explore possible future conference sites,
 - b. maintain an active and current file related to conference including appropriate correspondence,
 - c. give periodic progress reports to the Executive Committee with recommendations of those cities most capable and geographically most appropriate for conference sites,
 - d. establish a close liaison between the IATDP and the local conference chairman to insure a high level of professional competence as established by past conferences and to successfully resolve the many financial, program planning, and Program scheduling problems that might occur.
5. Shall, in the absence of the President, preside over the meetings of the Executive Committee and the Annual Business Meeting.
6. Shall attend all meetings of the Executive Committee, Board of Directors, and Annual Business Meeting.

The First Vice-President

1. Shall be a member in good standing and shall have served as a member of the Board of Directors and/or Executive Committee.
2. Shall serve as Chairman of the Constitution Committee and with the committee members study, research, evaluate, and present for consideration to the Executive Committee, and subsequently the general membership, any changes in the Constitution or By-Laws.
3. Shall attend all meetings of the Executive Committee, Board of Directors, and Annual Business Meeting.
4. Shall take an active role in the IATDP to the extent that he/she will faithfully fulfill his/her duties to any committee research project as designated by the President.
5. Shall insure that the current constitution is published in the JOURNAL prior to the Annual Conference.

The Second Vice-President

1. Shall be a member in good standing and shall have served as a member of the Board of Directors and/or Executive Committee.
2. Shall serve as chairman of the Finance Committee and, with the help of the Treasurer and other Finance Committee members, shall prepare and shall submit for approval an adequate and effective budget for the Association.
3. Shall attend all meetings of the Executive Committee, Board of Directors, and Annual Business Meeting.
4. Shall take an active role in the IATDP to the extent that he/she will faithfully fulfill his/her duties to any committee or research project as designated by the President.
5. Shall serve as chairman of the Research Committee.

The Third Vice-President

1. Shall be a member in good standing for at least one year.
2. Shall serve as the chairman of the Membership Committee in developing techniques and methods for promoting new memberships for the Association.
3. Shall be chairman of the Awards Committee and be responsible, in accordance with IATDP Award Guidelines, for the Outstanding Person of the Year Award, Outstanding Program of the Year Awards, the State and Individual Membership Awards, and the various certificates of honor to be awarded annually at the IATDP Conference Banquet.
4. Shall attend all meetings of the Executive Committee, Board of Directors, and Annual Business Meeting.
5. Shall take an active role in the IATDP to the extent that he/she will faithfully fulfill his/her duties to any committee or research project as designated by the President.
6. Shall submit a written statement of acceptance for the office of Third Vice-President to the Chairman of the Nominating Committee before the Annual Business Meeting.

The Secretary

1. Shall keep records of the meetings of the Association, the Executive Committee, and the Board of Directors.
2. Shall conduct the official correspondence of the Association and shall issue calls and notices of meetings.
3. Shall update and order new stationery each year after the Annual Conference.
4. Shall provide Executive Committee Members and Board of Directors a list of current names, addresses, and phone numbers of committee members.
5. Shall receive proposed amendments to the Constitution from the membership and insure that said proposed amendments are forwarded to the Editor of the JOURNAL for publication.
6. Shall maintain the Membership Roster and compile the yearly Membership Directory for publication in the Association journal.

The Treasurer

1. Shall have custody of all funds and assets belonging to the Association and shall deposit same in such depository as appropriate.
2. Shall be responsible for implementation of membership billing, and dues collection.
3. Shall make the disbursements for purchases authorized by the President within the organizational guidelines.
4. Shall, at the Annual Conference, submit to the Auditing Committee for audit, the financial records of the Association.
5. Shall assist the Finance Committee in preparation and submission for Association approval an adequate and effective budget for the Association.
6. The Treasurer of the IATDP and treasurer of the Annual Conference shall not be the same person.

Office of the Executive Director

The term of the Executive Director shall be three years. Recommendation for filling this position shall be made by the Executive Committee with the approval of the membership at the Annual Business Meeting.

The Executive Director:

1. Shall work within the boundaries of the IATDP Constitution and act only as an advisor and assistant to the Executive Committee in conducting IATDP financial and policy related business as approved by the Executive Committee.
3. Shall be responsible for obtaining the site for the IATDP Annual Conference at least two years in advance. All sites to be approved by the IATDP Executive Board.
4. Shall serve as the sub-chairman of the IATDP Membership Committee in order to maintain and promote membership in the Association.
5. Shall be responsible for the orientation, welcome, and hospitality of the new members to the Association and new delegates attending the Annual Conference.
6. Shall promote public understanding and public relations for the purpose and function in the education of IATDP members.
7. Shall initiate the development of national and international programs in keeping with the philosophy and purpose of IATDP.
8. Shall co-chair the Conference Committee with the President-Elect.
9. Shall have Executive Committee or Board of Directors voting power if serving as Executive Director in a volunteer capacity.

The Office of the JOURNAL Editor

The term of the Editor of the JOURNAL shall be three years. Recommendation for filling this position shall be made by the Executive Committee with approval of the membership present at the Annual Business Meeting.

The JOURNAL Editor:

1. Shall be responsible for preparing the JOURNAL for publication semi-annually in May and December.
2. Shall be responsible for establishing and adhering to deadlines.
3. Shall insure the refereed status of the JOURNAL.
4. Shall insure that the membership receives the JOURNAL.

ARTICLE V - EXECUTIVE COMMITTEE

The Executive Committee

1. Will carry out the policies and programs of the Association as determined by the Board of Directors and membership.
2. Will conduct the business of the Association between Annual Business Meetings.
3. Will assign specific duties to the officers of the Association so that a judgement can be made as to the qualifications required for each office.

ARTICLE VI - DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

Board Members

1. Shall be regular active members in good standing.
2. Shall be charged with the responsibility of supporting and promoting the Association on the international level.
3. Shall be expected to attend the Annual Conference and actively participate in the Board of Directors meeting. If for some reason attendance is not possible, an alternate member is expected to be assigned by the elected member and so stated in writing.
4. Shall be expected to serve as panel members, participants, or recorders at Annual Conference sectional meetings.
5. Shall work cooperatively to determine programs and policies for the Association.
6. Shall have general supervision of the affairs of this organization.
7. Shall cause the laws of this organization to be faithfully executed and administered.
8. Shall have full control and management of all matters as to dispute, discipline, funds or property of the organization other than funds or property of subordinate organization and of all concerns of the organization except when otherwise provided by law or voted on by the general body.
9. Shall have full power and authority to interpret the laws of this organization consistent with the spirit thereof and the well being of this organization.
10. Shall have final determination on any trials or appeals allowed by law which must be submitted to the president twenty-four (24) hours prior to the annual meeting.
11. Shall promote membership.
12. Members of the Board of Directors of the Association shall represent individual states, districts, provinces and territories of the United States and Canada and other countries having members in the Association according the following ratio: one (1) for fifteen (15) or fewer members, two (2) for sixteen (16) and not more than twenty-four (24) members, and three (3) for twenty-five (25) or more members.
13. Shall be based on membership ratios on record as of the last day of September preceding the Annual Business Meeting. The Treasurer shall furnish the Chairman of the Nominating Committee a roster of paid-up members as of that date.

ARTICLE VII - COMMITTEES

Standing Committees of the Association

1. Auditing Committee

Shall meet at the Annual Conference to report at the Annual Business Meeting on the financial status of the Association during the prior fiscal year. Members in good standing are invited to serve on the committee.

2. Awards Committee

Shall select award recipients from applications for awards. The nomination opening and closing period will be determined at the discretion of the chair of the award committee. Application for awards may be submitted by the membership. Recipients are not required to members of the association. The committee will secure appropriate plaques and certificates for presentation at the Annual Conference Banquet. The committee will review those "traditional" resolutions such as expressions of appreciation and the like, and recommend to the Board of Directors which of these activities could be routinely handled by either the president or secretary so as not to take time from the business meeting. The committee will be chaired by the Third Vice President. All members of the Executive Board will serve as members of the committee.

3. Constitution Committee
Shall serve as the interpretive body of the association and recommend to the Board of Directors for presentation to the membership proposed changes in the Constitution and By-Laws. The committee will be chaired by the First Vice President. Members in good standing are invited to serve on the committee.
4. Conference Committee
Shall approve the program, the financial, and the physical arrangements for the Annual Conference as developed by the local conference committee. Will encourage local affiliates to initiate an official bid to host future conferences. This committee will be chaired by the President-Elect and co-chaired by the Executive Director and the host conference coordinator. This committee will provide evaluation of all conferences. All members of the Executive Board and the chairman of the present conference will serve as members of the committee.
5. Finance Committee
Shall prepare a budget for the upcoming fiscal year. The committee will be chaired by the Second Vice President. Members in good standing are invited to serve on the committee.
6. Membership/Public Relations Committee
Shall work to maintain and to promote membership in the association. Shall serve as the Credentials Committee at the Annual Business Meeting. The committee will be co-chaired by the Executive Director and the Third Vice President. All members of the Board of Directors shall serve as members of the committee. Members in good standing are invited to serve on the committee.
7. Nominating Committee
Shall prepare a list of candidates for officers and members of the Board of Directors and post it at least twenty-four (24) hours prior to the annual business meeting. Additional nominations may be made from the floor at the annual business meeting. Confirmation of willingness to stand for election to an office of the association shall be in the hands of the chairman of the Nominating Committee by the date of the annual business meeting each year. No one shall accept nomination for the office of President-Elect unless he/she indicates willingness and availability to assume the office of the President. Recommendations to the Nominating Committee from state and provincial organizations for membership on the Board of Directors shall be made on or before June 15 of each year. If no recommendations are received by the above date, the Nominating Committee will proceed to designate nominees without further preference to the state or provincial organizations. A short article shall be published in the May issue of the JOURNAL notifying the membership of the June 15 deadline. The committee will consist of six (6) members in addition to the chairman. Three (3) members shall be selected from the Board of Directors and three (3) members from the general membership.
8. Research Committee
Shall direct any research appropriate for the association as approved by the Executive Committee and/or the President. Will have the responsibility of monitoring legislative activities and keeping the membership informed of such actions. Will develop and promote legislative activity and/or resolutions in the interest of pupil personnel workers/students. Members in good standing are invited to serve on this committee.

ARTICLE VIII - AUTHORITY

Robert's Rules of Order, Revised, will be accepted as final authority in parliamentary procedure. The Constitution Committee shall serve as the interpretive body for the Association. The designated Parliamentarian will render the final decision at the Annual Business Meeting.

ARTICLE IX - AFFILIATE MEMBERSHIPS

1. State or Provincial Associations

Any State or Provincial Association of pupil personnel workers may request affiliation with the IATDP providing the following requirements are met:

- a. the State or Provincial Association submits a copy of its constitution and by-laws for review by the IATDP Executive Committee,
 - b. the purpose of the State or Provincial Association are basically the same as those listed under the IATDP Constitution,
 - c. the membership requirements of the State or Provincial Association are equivalent to or higher than those of IATDP,
 - d. the State or Provincial Association consists of at least ten members at the time of affiliation and
 - e. the annual fee for affiliation by State or Provincial Associations shall be thirty-five dollars (\$35.00) per year.
2. Professional Organizations
Professional organizations desiring affiliation with the IATDP may do so providing the following requirements are met:
- a. the professional organization desiring affiliation submits a copy of its constitution and by-laws for review by the IATDP Executive Committee,
 - b. the purposes of the profession organization are basically the same as those listed in the IATDP Constitution, and
 - c. the annual fee for affiliation by a professional organization shall be thirty-five dollars (\$35.00) per year.
3. Benefits of affiliation with IATDP
- a. Association with an established and recognized group.
 - b. The use of IATDP's name as an affiliated organization.
 - c. Participation in the IATDP Conference
 - (1) Presentation of programs of special interest to affiliated associations or organizations
 - (2) Display booths to promote of organizations (Commercial exhibitors may rent booth space)
 - (3) Conference registration fee would be the same for members of affiliated associations and organizations as for IATDP regular active members only when the conference is held in the state in which the affiliated organization is located.
 - d. Space in the JOURNAL for the publications of announcements of activities, articles, and publications related to affiliated association's or organization's specific field or area, with the approval of the IATDP Editorial Board.
 - e. Possible support on important issues of concern to affiliated associations and organizations when officially initiated and presented to the IATDP Executive Committee.
 - f. A resource service which might include:
 - (1) access to the IATDP library of Journals pamphlets, articles, newsletters, films and filmstrips.
 - (2) a means of opening lines of communication for a local or affiliate body to obtain information through proper executive personnel, on specific issues or problems of interest to the affiliate, but not readily available to it.
4. Procedure for approving affiliation with the IATDP
The IATDP can approve affiliation of a State or Provincial Association or Professional Organization by a two-thirds vote of the Executive Committee providing the above requirements are met. All requests for affiliation should be forwarded to the editor of the IATDP JOURNAL.

ARTICLE X - FISCAL YEAR

The fiscal year of the Association shall be October 1st to September 30th of each year.

ARTICLE XI - MEMBERSHIP YEAR

The membership year will begin with the date of enrollment and end on the identical date of the following year.

ARTICLE XII - PUBLICATIONS

Journals will be published semi-annually in May and December.