

# **CIVSA: The Collegiate Information and Visitor Services Association: Constitution**

Approved June 11, 1996  
Amended April 1, 1998  
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Amended June 7, 2005  
Amended June 22, 2008

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## **MISSION STATEMENT**

The Collegiate Information and Visitor Services Association (CiVSA) promotes and enhances the profession of collegiate information and visitors services. CiVSA provides an arena for the exchange of ideas and practices and sets the standards for excellence in the profession by inspiring and supporting individuals who serve in key administrative roles at the gateways to institutions of higher learning.

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## **ARTICLE I - MEMBERSHIP**

### **Section 1. Types of Membership**

#### **1.1 Institutional Membership (Voting)**

Any college or university is eligible for an Institutional Membership, with the privilege of three (3) individual voting representatives from the institution. Additional voting representatives may be added for an additional fee. While only registered representatives have voting rights, eligibility to hold office and access to CiVSA resources, any employee or student of a CiVSA Institutional Member may attend a CiVSA Annual Conference, workshop or other educational activity at the member registration rate. Member institutions have the option of changing the names of the designated voting representatives throughout the membership year as long as the change is officially made prior to any general membership meeting where voting may occur. Individual representatives leaving member institutions may request to continue to receive basic services (access to CiVSA listserv and the Welcomer) without voting privileges until the end of the membership year.

#### **1.2 Professional Membership (Voting)**

Any individual employed by an institution of higher education who is professionally involved in the field of collegiate information and visitor services is eligible for a Professional Membership which includes access to CiVSA resources, the right to hold office and the privilege of one (1) vote. Only the individual listed may receive CiVSA benefits and discounts. Professional Memberships are only transferable if dues were paid by an institution and not by an individual and as long as the change is officially made prior to any general membership meeting where voting may occur.

#### **1.3 Emeritus Membership (Non-Voting)**

Former members of CiVSA who are officially designated as retired by their institutions and are no longer employed full time in higher education may join as Emeritus members. These

individuals have access to all CiVSA resources and may serve on committees but are not eligible to vote or hold office.

#### **1.4 Associate Membership (Non-Voting)**

Any non-profit association or organization, other than an institution of higher education, shall be eligible for Associate Membership. Associate Members do not have voting privilege, or the right to be elected to the Executive Board or other positions, but they do have access to all resources of CiVSA available to members in good standing. Associate Membership includes the privilege of two (2) individual representatives from the organization. If any individual representative leaves the organization that paid for the membership, the organization can designate a new representative to take over the membership.

### **Section 2. Benefits of membership**

#### **2.1 The Welcomer Newsletter**

A subscription to CiVSA's online quarterly newsletter, The Welcomer.

#### **2.2 Annual Conference**

An invitation to the Annual Conference at the member rate which provides a forum for professional development in the collegiate information and visitor services professions.

#### **2.3 E-Mail Discussion**

Subscription to the CiVSA e-mail group that provides an electronic forum for questions and advice from CiVSA colleagues.

#### **2.4 Membership Directory and Database**

Access to an up-to-date on-line database of CiVSA members.

#### **2.5 Job Postings**

Access to an on-line listing of jobs for professional, support, and student positions from institutions across the country.

#### **2.6 Links to Members' Websites**

Access to a list of links to publicly-accessible websites about the individual programs and services operated by our members.

#### **2.7 Voting Rights**

Only those individuals classified under an Institutional or Professional membership may hold an office or vote in the proceedings of the Association.

### **Section 3. Membership Renewal**

**3.1** All memberships expire on an annual basis. Terms of membership renewal will be communicated to each member/associate prior to membership expiration.

**3.2** All membership dues are to be established by the Executive Board.

### **Section 4. Regions**

The membership of the Association is divided into five geographical regions.

**4.1 Region I** consists of members from Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming.

**4.2 Region II** consists of members from Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Missouri, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee and Texas.

**4.3 Region III** consists of members from Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Ohio and Wisconsin.

**4.4 Region IV** consists of members from Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia and West Virginia.

**4.5 Region V** consists of members from countries other than the United States.

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## **ARTICLE II - ELECTED AND APPOINTED OFFICES**

### **Section 1. Elected Officials**

**1.1** President

**1.2** President Elect

**1.3** Immediate Past President

**1.4** Secretary

**1.5** Treasurer

**1.6** Director of Communications

**1.7** Regional Directors

## **Section 2. Term Length**

**2.1.** President Elect will serve as such for one year, as President the next year, and as Immediate Past President the year following. Therefore, the office of CiVSA President is actually a three-year term.

**2.2.** Secretary and Regional Directors are elected for one-year terms.

**2.3.** Treasurer and Director of Communications are elected for two-year terms.

## **Section 3. Consecutive Terms**

Officers may run for consecutive terms in the same office when their term is complete.

## **Section 4. Appointed Positions**

The President may appoint chairs of CiVSA committees (standing and/or ad-hoc) as necessary to carry out the work of the organization with the prior approval of the Executive Board.

## **Section 5. Qualifications for Election or Appointment**

**5.1** Candidates must be current with their annual dues to the Association.

**5.2** Candidates must have attended one Annual Conference other than the one at which the current election is taking place. Regional Directors and committee appointments are waived of this requirement.

**5.3** Candidates for Regional Director positions must be employed in the region for which he or she is being nominated and must be employed in that region for the duration of his or her term.

**5.4** Only one elected office may be held at one time by any member with voting privileges.

**5.5** Candidates must be in attendance at the Annual Conference. Exceptions for extraordinary circumstances may be made by the Executive Board.

## **Section 6. Election Procedure**

**6.1** All officers will be elected at the Annual Conference during scheduled general membership meetings by a majority vote of the voting membership either present or voting by absentee ballot.

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## **ARTICLE III - EXECUTIVE BOARD**

### **Section 1.**

The Executive Board will be composed of the following officers: President, President Elect, Secretary, Treasurer, Director of Communications, and Immediate Past President.

### **Section 2.**

Decisions of the Executive Board will be made by simple majority. The Immediate Past President will not vote except in the event of a tie.

### **Section 3.**

The Executive Board will have the authority to act for the Association at all times. Any action of the Executive Board may be vetoed by a two-thirds vote of the voting membership at any General Membership Meeting.

### **Section 4.**

The Executive Board will meet at least twice a year and whenever such meeting is necessary to conduct the business of the Association at the discretion of the President or a majority of the Executive Board.

### **Section 5.**

The Executive Board will report the results of all actions taken to the membership in the newsletter and/or at the next General Membership Meeting.

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## **ARTICLE IV - FEES AND DUES**

### **Section 1.**

The Executive Board will determine all annual dues for the Association.

### **Section 2.**

There will be assessments for conference registration and other special fees as approved by the Executive Board.

### **Section 3.**

No part of the funds of the Association will be to the benefit of or distributable to its members, officers or other persons except when authorized by the Executive Board.

#### **Section 4.**

In the event the Association is dissolved, the Executive Board will pay or make provision for payment of all liabilities of the Association and then dispose of all remaining assets of the Association as it deems appropriate.

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### **ARTICLE V - MEETINGS**

#### **Section 1.**

An Annual Conference will be held at a site to be determined by the Executive Board.

#### **Section 2.**

At least one business meeting will be held annually for the general membership.

#### **Section 3.**

At least one meeting will be held annually for each region.

#### **Section 4.**

At least one Mid-Year meeting of the CiVSA Board will be held.

#### **Section 5.**

The agenda for the order of business at all meetings will be prepared by the President or the appropriate officer and approved by the Executive Board.

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### **ARTICLE VI - COMMITTEES**

#### **Section 1.**

The Association may have standing committees which will have duties and responsibilities as designated by the Executive Board.

#### **Section 2.**

The President may appoint ad hoc committees as deemed appropriate with the approval of the Executive Board.

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## **ARTICLE VII - AMENDMENTS TO THIS CONSTITUTION**

### **Section 1.**

Recommendations to amend the CiVSA Constitution/Bylaws must come from the Executive Board or have the signatures of 10 percent of the voting membership and be submitted to the Secretary no later than January 15. The Secretary will chair the Constitution/Bylaws committee and submit any amended document(s) to the Executive Board who will accept or strike those changes in their entirety. If accepted, the Secretary will then send the amended document(s) to the voting membership for review thirty (30) days prior to the Annual Conference. During the General Membership Meeting there will be a vote to approve any documents amending the CiVSA Constitution and/or Bylaws which will require a two-thirds majority of valid ballots cast to include absentee votes.