



Indiana University Student Personnel Association

Indiana University Student Personnel Association Constitution

(Revised November 2008)

Preamble

The Indiana University Student Personnel Association shall be an organization for all graduate students or alumni of graduate programs at Indiana University interested in higher education and student affairs. The organization shall serve as the official graduate student assembly for all students in the Higher Education and Student Affairs (HESA) program. The aims and purposes of the organization shall be consistent with the philosophy of student development. The organization shall provide an educational, professional, and social base and shall encourage and enhance all facets of individual professional growth and development and advocate on behalf of the organization's members.

Article I. Name

The name of the organization shall be the Indiana University Student Personnel Association, hereinafter referred to as IUSPA.

Article II. Membership

Section 1. Full Member

All Indiana University graduate students interested in the field of student affairs, who have paid dues established in Article 1, Section 3 of the IUSPA Bylaws, shall be considered a Full Member.

Section 2. Honorary Member

All tenure track and non-tenure track faculty of the department of Higher Education and Student Affairs shall be considered Honorary members.

Section 3. Alumni Member

All alumni of graduate programs at Indiana University who previously held full membership status.

Article III. Executive Board

Section 1. Voting Members

The IUSPA Executive Board voting members shall be comprised of the President, Vice President, Treasurer, Secretary, Director of Relations, Director of Programming, Directors of Outreach, Director of Professional Development, Graduate and Professional Student Organization (GPSO) Representative, and the most recently appointed IUSPA Journal Co-editor.

Section 2. Terms of Office

IUSPA Executive Board voting members will be elected in the Fall, with the exception of the Journal Co-editor who is appointed in the Fall. All members of the Executive Board will assume office in January, with the exception of the Directors of Outreach, who will assume office immediately following their election. All elected Executive Board members shall serve a term of one (1) year. The Journal Co-editors will serve a term of one and a half years.

Section 3. Eligibility

All Executive Board members must be Full Members in good standing, in accordance with Article II, Section 1 of the IUSPA Constitution, for the length of their term.

Section 4. Advisory Members

A full-time, adjunct, or clinical faculty member of the department of Higher Education and Student Affairs (HESA) shall be appointed by the HESA department chair to serve as the official IUSPA advisor. This individual will serve on the Executive Board in an advisory, non-voting capacity.

Article IV. Duties and Responsibilities of the Executive Board

Section 1. President

Shall oversee and coordinate all activities of IUSPA.

Shall call and preside at all Executive Board and General Assembly Meetings.

Shall attend all Executive Board and General Assembly Meetings.

Shall be responsible for the formulation of an agenda for all Executive Board and General Assembly Meetings.

Shall have the ability to create ad hoc committees and appoint committee chairs to further the business of IUSPA.

Shall serve as representative to HESA faculty.

Shall be responsible for coordinating the review of the HESA Master's curriculum and for making recommendations to the HESA faculty.

Shall have the ability to appoint and coordinate the efforts of the IUSPA Webmaster.

Shall serve as a voting member of the Executive Board and an ex-officio (non-voting) member of all other IUSPA ad hoc and standing committees.

Section 2. Vice President

Shall assume the duties and responsibilities of the President should the President be unable to perform his/her designated duties.

Shall coordinate the IUSPA Executive Board Elections each Fall.

Shall coordinate the IUSPA Executive Board transitions each Fall.

Shall coordinate the HESA hooding ceremony in May.

Shall serve as a voting member of the Executive Board.

Shall attend all Executive Board and General Assembly Meetings.

Section 3. Treasurer

Shall assume responsibility for all budgetary aspects of IUSPA.

Shall prepare the IUSPA operating budget and share it with the Executive Board at the beginning and end of each semester, and the General Assembly members as requested.

Shall coordinate all fundraising efforts of IUSPA, including chairing ad hoc fundraising committees.

Shall work with the long-term financial health of IUSPA in mind.

Shall establish procedures for accessing allocated funds and train the Executive Board and General Assembly membership regarding these procedures.

Shall oversee the collection of dues and inform the Secretary of membership.

Shall serve as a voting member of the Executive Board.

Shall attend all Executive Board and General Assembly Meetings.

Section 4. Secretary

Shall coordinate all IUSPA listservs.

Shall be responsible for notifying membership of all upcoming activities.

Shall keep official records of all Executive Board and General Assembly Meetings.

Shall prepare minutes for all meetings and make them available to the General Assembly membership.

Shall serve as the IUSPA Historian and be responsible for keeping official records of all IUSPA activities, meetings, and correspondence.

Shall write and publish the IUSPA newsletter.

Shall create and maintain the official membership list of IUSPA as defined in Article II of the IUSPA Constitution.

Shall serve as a voting member of the Executive Board.

Shall attend all Executive Board and General Assembly Meetings.

Section 5. Director of Membership Relations

Shall serve as a liaison between new, returning, and alumni members.

Shall serve on the Executive Board as the official representative of all new members.

Shall be responsible for contacting all potential members regarding membership each fall.

Shall be responsible for advising and implementing the orientation and peer mentor programs.

Shall serve as a voting member of the Executive Board.
Shall attend all Executive Board and General Assembly Meetings.

Section 6. Director of Programming

Shall organize programs that facilitate social opportunities for the General membership.
Shall organize at least one community service project each semester.
Shall serve as a voting member of the Executive Board.
Assist with social and community service aspects of major IUSPA events (Hooding, Orientation, and Outreach).
Shall attend all Executive Board and General Assembly Meetings.

Section 7. Directors of Outreach

Shall coordinate the Outreach Program, including serving as chairs of the Outreach Committee.
Shall assist the HESA Master's Program in the coordination of admissions and recruitment activities for Outreach weekends.
Oversee all aspects of the Outreach program, including sub-committee work and budget management.
Shall serve as a voting member of the Executive Board.
Shall attend all Executive Board and General Assembly Meetings.

Section 8. Director of Professional Development

Shall coordinate all Professional Development activities of IUSPA, including chairing ad hoc professional development committees.
Compile professional development information and distribute to members through IUSPA publications and the IUSPA website.
Shall facilitate attendance of members at regional and national conferences.
Shall serve as a voting member of the Executive Board.
Shall attend all Executive Board and General Assembly Meetings.

Section 9. IUSPA Journal Co-Editors

Shall oversee the design, production, and distribution of the Journal.
Shall coordinate the selection and training of the Co-Editor and during their first full year.
Facilitate IUSPA Journal review board selection process.
Solicit IUSPA Journal submissions.
Shall serve as a voting member of the Executive Board during their first full year.
Shall attend all Executive Board and General Assembly Meetings during their first full year.

Section 10. Graduate and Professional Student Organization (GPSO) Representative

Shall serve as the official liaison between the GPSO and IUSPA.
Shall attend all GPSO General Assembly meetings.
Shall serve on at least one of the GPSO committees.
Shall encourage IUSPA members to attend GPSO events/activities and serve on GPSO committees.
Shall serve as a voting member of the Executive Board.
Shall attend all Executive Board and General Assembly Meetings.

Section 11. Webmaster

Shall assist in the construction and maintenance of the IUSPA website.
Shall work with the executive board to ensure that the website reflects the current needs of the organization.
Shall assist with the management of IUSPA's online registration and election system during the annual outreach program and elections.

Article V. Meetings

Section 1. Frequency

The President shall have the power to call regular and special meetings for the Executive Board, Standing Committees, and the General Membership. There shall be a minimum of two Executive Board Meetings each semester which are open only to members of the Executive Board, the advisor of IUSPA, and special

guests. There shall be a minimum of one (1) General Assembly Meeting open to all Full Members. The Executive Board may invite people who are not members of the organization to attend the meetings in special circumstances.

Section 2. Parliamentary Authority

The most recent edition of Robert's Rules of Order shall govern all meetings and special sessions of IUSPA when the President of IUSPA deems that they are applicable and that they are not inconsistent with the IUSPA Constitution and Bylaws.

Article VI. Ratification of Constitutional Amendments

Section 1. Voting Eligibility

All Full Members, as stated in Article II, Section 1 of the Constitution, are eligible to vote on amendments to the constitution.

Section 2. Procedure

All Full Members may propose an amendment to the Constitution. Notification of proposed amendments must be made public to all Full Members a minimum of two weeks prior to voting on the proposed amendment. Amendments must have a two-thirds majority vote of all Full Members who are present at amendment proceedings in order to pass. Absentee votes may be cast by a designee of the absent Full Member, if notification is given in writing to the President at least two days before Amendment proceedings. Amendments shall become effective immediately after passage.