



Indiana University-Purdue University Indianapolis Student Personnel Association

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(Revised October 2008)

Preamble

The Indiana University-Purdue University Indianapolis Student Personnel Association shall be an organization for all graduate students admitted to and enrolled in courses for the Higher Education and Student Affairs degree program in Indianapolis. The organization shall serve as the official graduate student assembly for all students on the Indianapolis campus in the Higher Education and Student Affairs 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-Purdue University Indianapolis Student Personnel Association, hereinafter referred to as the IUPUI SPA.

Article II. Membership

Section 1. Members

Any student admitted to the HESA program and enrolled in HESA courses in good academic standing on the Indianapolis campus shall be considered a member. The IUPUI SPA exists as a branch of the Indiana University Student Personnel Association, hereinafter referred to as IUSPA. There are no dues associated with IUPUI SPA as they are paid to IUSPA. Bloomington HESA students, graduate students from other programs, or graduate non-degree (GND) students will be welcome to attend the IUPUI SPA meetings.

Section 2. Honorary Members

All faculty members in Higher Education and Student Affairs shall be considered honorary members.

Article III. Officers

Section 1. Offices

The officers shall be President, Vice President, Treasurer, Secretary, and Program Coordinator shall lead the organization.

Section 2. Term of Office

Officers will be elected in November and assume office in January. All officers shall serve a term of one (1) calendar year.

Section 3. Advisory Members

A School of Education staff or faculty member shall be appointed to serve as the official advisor. A co-advisor can be added with the criteria that the individual must be a graduate of the Indianapolis HESA cohort or work in a student affairs-relevant field. These individuals will serve in an advisory, non-voting capacity.

Article IV. Duties and Responsibilities of the Officers

Section 1. President

1. Shall oversee and coordinate all activities of the IUPUI SPA organization.
2. Shall call and preside at all officer meetings and general meetings.
3. Shall be responsible for the formulation of an agenda for all meetings.

4. Shall have the ability to create ad hoc committees to further business.
5. Shall serve as a liaison between students, faculty, and staff.
6. Shall chair the *community outreach committee*.
7. Shall serve as a voting member.
8. Shall attend all meetings.
9. Shall serve as an honorary Executive Member of IUSPA.
10. Shall serve as the IUPUI SPA representative to the School of Education Graduate Student Organization (GSO).

Section 2. Vice President

1. Shall assume the duties of the President should the President be unable to perform his/her duties.
2. Shall coordinate the elections and transitions.
3. Shall serve as a voting member.
4. Shall attend all meetings.
5. Shall chair the *professional development committee*.
6. Shall chair the *social committee*.

Section 3. Treasurer

1. Shall assume responsibility for all budgetary aspects.
2. Shall serve as a liaison with the IUPUI School of Education regarding fiscal matters.
3. Shall serve as a voting member.
4. Shall attend all meetings.

Section 4. Secretary

1. Shall coordinate and maintain a listserv.
2. Shall be responsible for notifying all members of upcoming activities.
3. Shall keep an official record of all meetings.
4. Shall send minutes of meetings to the listserv subsequent to any meetings.
5. Shall coordinate the HESA "buddy" program.
6. Shall serve as a voting member.
7. Shall attend all meetings.

Section 5. Program Coordinator

1. Shall be the primary contact when planning events affecting both campuses, such as Outreach, Graduation and Orientation.
2. Shall be responsible for ongoing and accurate exchange of programming information for Outreach, Orientation, and Graduation between IUSPA in Bloomington and IUPUI SPA in Indianapolis.
3. Shall chair the *Outreach committee*
4. Shall chair the *Orientation Committee*
5. Shall chair the *Graduation Committee*
6. Shall serve as a voting member.

Article V. Meetings

The President shall have the power to call regular and special meeting for the officers and general membership. There shall be a minimum of two general meetings each semester. There shall also be one meeting per academic year with both IUSPA and IUPUI SPA officers in attendance or via distance education.