

# SPA at IU Constitution

## **Preamble**

The Student Personnel Association at Indiana University 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 Student Personnel Association at Indiana University, hereinafter referred to as SPA at IU. The organization will be officially recognized by Indiana University as the Student Personnel Association at Indiana University (in order to comply with University regulations regarding student organization naming).

## **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 SPA at IU 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 SPA at IU Executive Board voting members shall be comprised of the President, Vice President, Treasurer, Secretary, Director of Member Relations, Directors of Programming, Directors of Outreach, SPA at IU Journal Co-editor, and the Webmaster.

### **Section 2. Terms of Office**

SPA at IU Executive Board voting members will be elected in the fall, with the exception of the Journal Co-editor and the Webmaster who are appointed in the fall. All members of the Executive Board will assume office following a transition meeting with the outgoing Executive Board, which is to be held no later than the last fall general assembly meeting. 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 year.

### **Section 3. Eligibility**

All Executive Board members must be Full Members in good standing, in accordance with Article II, Section 1 of the SPA at IU Constitution, for the length of their term. Any member in good standing can run for any position. In addition to good standing, assistantship location stipulations exist for the following: Directors of Programming (two directors with one holding an assistantship in Bloomington and one holding an assistantship in Indianapolis) and Directors of Outreach (three directors with one holding an assistantship in Bloomington, one holding an assistantship in Indianapolis, and the other in either location.)

### **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 SPA at IU advisor. This individual will serve on the Executive Board in an advisory, non-voting capacity.

## **Article IV. Duties and Responsibilities of the Executive Board**

### **President**

- Attend, oversee, and coordinate all activities of SPA at IU, including all Executive Board and General Assembly meetings
- Create projects, ad hoc committees, and appoint committee chairs to further the business of SPA at IU
- Serve as a student representative to HESA faculty

### **Vice President**

- Assume all duties and responsibilities of the President should the President be unable to perform designated duties
- Coordinate the SPA at IU Executive Board elections and transitions each fall
- Plan, coordinate, and execute all aspects of the HESA Hooding ceremony in May

### **Treasurer**

- Responsible for all budgetary aspects of SPA at IU, including: operating budget, fundraising efforts, funds allocation, and membership dues collection
- Contact all potential members regarding membership each fall

### **Secretary**

- Coordinate efforts to notify membership of upcoming activities and distribute General Assembly minutes to members through maintenance of a master calendar
- Keep official records of all Executive Board and General Assembly minutes, as well as the official SPA at IU membership list
- Write and publish the HESA Handbill, serve as the SPA at IU Historian, and keep official records of all SPA at IU activities, meetings, and correspondence
- Appoint cohort member or assume responsibility of managing social media interactions related to upcoming events and advertisement
- Serve as the assessment coordinator for SPA at IU. Assess the HESA program and related activities including Outreach, Hooding, and Orientation

### **Director of Member Relations**

- Serve as a liaison between new, returning, alumni members of SPA at IU and doctoral students
- Advise and implement the orientation (HESOL) and peer mentor (Buddies) programs
- Work with the Directors of Programming to plan and execute programming geared toward orientating students to their new environment at the beginning of each academic year, as well as connect current students to alumni and doctoral students

### **Directors of Programming**

- Organize programs that facilitate social opportunities and community engagement for the General Membership
- Assist with social aspects of major SPA at IU events (Hooding, Orientation, and Outreach)
- Coordinate all professional development activities of SPA at IU
- Facilitate attendance of members at regional and national conferences

### **Directors of Outreach**

- Coordinate and oversee all aspects of the Outreach Program, including subcommittee work and budget management
- Assist the HESA Master's program in the coordination of admissions and recruitment activities for Outreach weekends

### **Journal Co-Editor**

- Oversee the design, production, and electronic distribution of the SPA at IU Journal
- Facilitate SPA at IU Journal review board selection process and solicit SPA at IU Journal submissions
- Coordinate the selection and training of the Co-Editor during their first full year

### **Webmaster**

- Oversee design, implementation, and maintenance of the SPA at IU website
- In collaboration with the respective Executive Board members, coordinate online voting and HESA Outreach registration systems
- Deliver information on current events and important announcements relevant to HESA and SPA at IU
- Work with the institution's alumni office to obtain updated information
- Chair committee during busy season(s) of Webmaster duties

## **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 SPA at IU, and special guests. There shall be a minimum of two (2) General Assembly Meetings 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 SPA at IU when the President of SPA at IU deems that they are applicable and that they are not inconsistent with the SPA at IU 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.

## **Article VII. University Compliance**

**Section 1. Statement of University Compliance:** This organization shall comply with all Indiana University regulations, and local, state and federal laws.

**Section 2. Non-Hazing:** Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

**Section 3. Personal Gain Clause:** This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit companies if acting as a representative of a student organization.

**Section 4. Statement of Non-Discrimination:** Student Personnel Association at Indiana University allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.\*

*\* Under 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities are exempt from Title IX discrimination prohibitions on the basis of sex with respect to their membership practices. The law recognizes that differentiated treatment based on sex for purposes of membership in a social fraternity or sorority is not*

*arbitrary or unlawful. Organizations in this category may remove "gender" from the non-discrimination statement in their constitution.*

**Section 5. Programs Involving Children:** This organization, when working with children, will be aware of and abide by the University's Programs Involving Children (PIC) Policy.

**Section 6. International Travel:** This organization, when traveling internationally, will coordinate their travel through the Office of Overseas Study.

# SPA at IU Bilaws

## Article 1: Membership

### Section 1. Full Member's Right

All Full members shall have the right to attend and vote at all General Assembly Meetings, serve on all SPA at IU committees, attend all SPA at IU programs and activities, place themselves in contention for elected office, and receive the SPA at IU Journal annually.

### Section 2. Honorary Member's Rights

All Honorary members shall have the right to attend all SPA at IU programs and activities and receive access to the annual SPA at IU Journal.

### Section 3. Alumni Member's Rights

All Alumni members shall have the right to attend all invited SPA at IU programs and activities. Furthermore, Alumni members' shall have access to the annual SPA at IU Journal.

### Section 4. Dues

Full Members shall pay a one-time membership fee to be established by the Executive Board and communicated no less than one (1) month prior to the first general assembly meeting. Dues shall be paid during the first semester of membership.

## Article II. Election of Officers

### Section 1. Time

The Executive Board offices for election during the fall semester shall be the President, Vice President, Secretary, Treasurer, Director of Programming, Director of Outreach, Director of Membership Relations, GPSG Representative and Director of Professional Development.

### Section 2. Procedure

The fall semester election timeline and procedures will be established by the Executive Board, no later than the first general assembly meeting. The timeline and procedures should be clearly advertised to all Full Members. Any Full Member may nominate another Full Member for office and Full Members may nominate themselves for an office. Those eligible to vote are members in good standing in accordance with Article II, Section 1 of the Constitution. Votes will be cast by secret ballot and counted by the President, Vice-President and Advisor.

### **Section 3. Resignations**

All resignations from the Executive Board shall be presented to the President of SPA at IU in writing. In the event of the President's resignation, the letter of resignation shall be given to the Vice President. The resignation shall be effective only after the Executive Board has recognized the resignation by a two-thirds majority vote. The vote on resignation shall occur no later than ten (10) days after the letter of resignation has been received by the properly designated board member.

### **Section 4. Vacancies**

Vacancies for all offices will be filled through Executive Board appointment.

## **Article III. Budget Policy**

### **Section 1.**

All budget proposals will be due to the Treasurer at least two (2) weeks prior to the date of the event for which funds are being requested. Emergency requests can be approved at the discretion of the board if the proposal is time sensitive.

### **Section 2.**

The Treasurer shall present any budget proposals to the executive board in a meeting or via email and respond to the proposal if any clarification or adjustments are necessary.

The Executive Board will vote upon the proposal in person or electronically within three (3) business days of receiving the proposal. Approval will require a two-thirds majority vote by the Executive Board.

### **Section 3.**

The requesting individuals/committees will have the opportunity to address any concerns or adjustments proposed by the board prior to voting.

### **Section 4.**

The Treasurer shall present any passed budgetary proposals to the entire General Assembly at the next occurring meeting.

## **Article IV. Amendments**

### **Section 1. Procedure**

All Full members, as stated in Article II, Section 1 of the Constitution, may propose an amendment to these Bylaws. Notification of proposed amendment must be made public to all those eligible to vote a minimum of two (2) weeks prior to voting on the proposed amendment. Amendments must have a two-thirds majority vote of all those eligible and present to vote at amendment proceedings. 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 (2) days before Amendment proceedings. The proposed amendment shall become effective immediately after passage.

### **Section 2. Voting Eligibility**

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

## **Article V. Ratification**

**Section 1. Voting Eligibility**

All Full Members, as stated in Article II, Section 1 of the Constitution, are eligible to vote on ratification of the Bylaws of the SPA at IU Constitution.

**Section 2. Procedures**

The proposed bylaws shall be made available to the membership a minimum of two (2) weeks prior to voting. Discussion of and voting on the proposed bylaws shall take place at a ratification meeting. The ratification meeting shall be announced two (2) weeks prior to the meeting.

**Section 3. Passage**

Ratification will require a two-thirds majority vote of all those present at ratification proceedings. 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 (2) days before ratification proceedings.

**Section 4. Effective Date**

The newly ratified SPA at IU Constitution Bylaws shall be effective immediately following ratification proceeding.



