Indiana University Student Personnel Association Bylaws  
Revised November 2013

**Article I: Membership**

**Section 1. Full Member's Rights**
All Full members shall have the right to attend and vote at all General meetings, serve on all IUSPA committees, attend all IUSPA programs and activities, place themselves in contention for elected office, and receive the IUSPA Journal annually.

**Section 2. Honorary Member's Rights**
All Honorary members shall have the right to attend all IUSPA programs and activities and receive access to the annual IUSPA Journal.

**Section 3. Alumni Member's Rights**
All Alumni members shall have the right to attend all invited IUSPA programs and activities. Furthermore, Alumni members shall have access to the annual IUSPA 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 body 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, GPSO 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 IUSPA 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 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 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 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 days before Amendment proceedings. The proposed amendment shall become effective immediately after passage.

Section 2. Voting Eligibility
All Full members of IUSPA, 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 IUSPA Constitution.

Section 2. Procedures
The proposed bylaws shall be made available to the membership a minimum of two 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 days before ratification proceedings.

Section 4. Effective Date
The newly ratified IUSPA Constitution Bylaws shall be effective immediately following ratification proceeding.