Indiana University Student Personnel Association Constitution
Formally recognized as Student Personnel Association at Indiana University
Revised November 2013

**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. 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 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 Membership Relations, Director of Programming, Directors of Outreach, Director of Professional Development, Graduate and Professional Student Organization (GPSO) Representative, the most recently appointed IUSPA Journal Co-editor, and the Webmaster.

Section 2. Terms of Office
IUSPA 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 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.
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**

**President**
- Attend, oversee, and coordinate all activities of IUSPA, including all Executive Board and General Assembly meetings
- Create projects, ad hoc committees, and appoint committee chairs to further the business of IUSPA
- 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 his/her designated duties
- Coordinate the IUSPA 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 IUSPA, including: operating budget, fundraising efforts, funds allocation, and membership dues collection

**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 IUSPA membership list
- Write and publish the HESA Handbill, serve as the IUSPA Historian, and keep official records of all IUSPA activities, meetings, and correspondence
- Appoint cohort member or assume responsibility of managing social media interactions related to upcoming events and advertisement

**Director of Membership Relations**
- Serve as a liaison between new, returning, and alumni members of IUSPA
- Advise and implement the orientation (HESOL) and peer mentor (Buddies) programs in conjunction with the appropriate officer of IUPUISPA
- Plan the end-of-year alumni social for 2nd year HESA students
- Contact all potential members regarding membership each fall
- Work with the Director of Programming to plan and execute programming geared toward orientating students to their new environment at the beginning of each academic year
- Update alumni list and information on IUSPA website

**Director of Programming**
- Organize programs that facilitate social opportunities and community engagement for the General membership
- Assist with social aspects of major IUSPA events (Hooding, Orientation, and Outreach)

**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
- Coordinate and execute the Second-Year Send Off for graduates

**Director of Professional Development**
- Coordinate all professional development activities of IUSPA
- Compile professional development information and distribute to members through IUSPA publications and the IUSPA website
• Facilitate attendance of members at regional and national conferences

Graduate and Professional Student Organization (GPSO) Representative
• Serve as the official liaison between the GPSO and IUSPA
• Attend all GPSO General Assembly meetings and serve on at least one of the GPSO committees
• Encourage all IUSPA members to attend GPSO events/activities and serve on GPSO committees

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

Webmaster
• Oversee design, implementation, and maintenance of the IUSPA 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 IUSPA

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 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 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.

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. Anti-Hazing Policy: 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 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 directly from for profit companies if acting as a representative of a student organization.