



## **SPA at IU Constitution**

### **Preamble**

The Student Personnel Association at Indiana University is the official graduate student assembly for all current students and alumni of the Higher Education and Student Affairs (HESA) program in the Indiana University School of Education. 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 for members 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, hereafter 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 enrolled in the Higher Education and Student Affairs Masters' Program 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 shall be considered *Alumni Members*.

### **Article III. Executive Board**

#### **Section 1. Voting Members**

The SPA at IU Executive Board voting members shall be comprised of the President, Vice President, Director of Finance, Director of Programming, Directors of Outreach, and the first-year Master's SPA at IU Journal Co-editor.

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

SPA at IU Executive Board voting members will be elected in the fall semester, with the exception of the Journal Co-editor(s) who are appointed in the fall. All members of the Executive Board will assume office following a transition meeting with the outgoing Executive Board. 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 SPA at IU Constitution, for the length of their term. Any member in good standing can run for any position.

The definition of good standing can be found in the current School of Education Graduate Bulletin.

### **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. This individual will hereafter be referred to as the SPA at IU Faculty Advisor.

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

### **President**

The SPA at IU President shall:

- 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
- Advise and implement the orientation and peer mentor (Buddies) programs
- Work with the Director of Programming to plan and execute programming geared toward orienting students to their new environment at the beginning of each academic year, as well as connect current students to alumni and doctoral students
- Coordinate the SPA at IU Executive Board elections and transitions each fall

### **Vice President**

The SPA at IU Vice President shall:

- Assume all duties and responsibilities of the President should the President be unable to perform designated duties
- Plan, coordinate, and execute all aspects of the HESA Hooding ceremony in May
- Keep official records of all Executive Board and General Assembly minutes, as well as the official SPA at IU membership list. Update and keep records of SPA alumni 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
- Oversee design, implementation, and maintenance of the SPA at IU website
- Deliver information on current events and important announcements relevant to HESA and SPA at IU
- Assume responsibility of managing social media interactions related to upcoming events and advertisement

### **Director of Finance**

The SPA at IU Director of Finance shall:

- Be responsible for all budgetary aspects of SPA at IU, including:
  - Operating budget
  - Fundraising efforts
  - Funds allocation
- Contact all potential members regarding membership each fall

### **Director of Programming**

The SPA at IU Director of Programming shall:

- 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

### **Directors of Outreach**

The SPA at IU Directors of Outreach shall:

- Coordinate and oversee all aspects of the Outreach Program, including subcommittee work and budget management
  - Assign and oversee SPA Members participating in subcommittees to plan and execute Outreach events
- Assist the HESA Master's program in the coordination of admissions and recruitment activities for Outreach weekends and additional recruitment activities and events.

### **Journal Co-Editor**

The SPA at IU Journal Co-Editor shall:

- 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 a master's and/or doctoral-level Co-Editor during their first full year

Only the first-year Master's Journal Co-Editor shall sit on the SPA at IU Executive Board. Their duties to the Executive Board are complete after the instatement of the new first-year Master's Co-Editor, but their duties as Co-Editor will continue through the end of the academic year.

## **Article V. Meetings**

### **Section 1. Frequency**

The President shall have the responsibility to call regular and special meetings for the Executive Board, Standing Committees, and the General Membership.

Meetings of the Executive Board should occur regularly during the Fall and Spring semesters, as planned by the SPA President. Regular Executive Board meetings are closed meetings, open only to members of the Executive Board, the advisor of SPA at IU, and special guests (upon invitation from the Executive Board).

There shall be a minimum of two (2) General Assembly Meetings per academic year open to all Full Members. The Executive Board may invite guests who are not members of the organization to attend the meetings in special circumstances.

### **Section 2. Parliamentary Authority**

When parliamentary procedures are applied to SPA meetings or special sessions, the most recent edition of Robert's Rules of Order shall be used. Robert's Rules may be used when they are not inconsistent with the SPA at IU Constitution and Bylaws and when deemed appropriate by the SPA Executive Board and/or Faculty Advisor.

## **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 propose and vote on amendments to the SPA 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 this 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 IU Education Abroad Office.

## **SPA at IU Bylaws**

### **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 Right**

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 Right**

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

### **Article II. Election of Officers**

#### **Section 1: Time**

The Executive Board offices for election during the fall semester shall be the President, Vice President, Director of Finance, Director of Programming, Directors of Outreach, and Journal Co-editor.

#### **Section 2: Procedure**

The fall semester election timeline and procedures will be established by the SPA President, no later than the first general assembly meeting. The timeline and procedures should be clearly advertised to all Full Members. 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 SPA President 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 I.**

All budget proposals will be due to the Director of Finance 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 Director of Finance 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 Director of Finance 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: Passing**

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 proceed