**Student Personnel Association at Indiana University-Purdue University Indianapolis**

**Constitution**

(Revised September 2015)

**Preamble**

The Student Personnel Association at Indiana University-Purdue University Indianapolis 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 Student Personnel Association at Indiana University-Purdue University Indianapolis, hereinafter referred to as the SPA at IUPUI.

**Article II. Membership**

**Section 1. Members**

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

**Section 2. Honorary Members**

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

**Section 3. Membership Access**

This organization and its members shall not discriminate against anyone for reasons of race, color, religion, national, origin, sex, sexual orientation, gender identity, marital status, age, disability, or status as Vietnam-era or special disabled veterans.

**Article III. Officers**

**Section 1. Offices**

The officers shall be President, Vice President, Treasurer, Secretary, and a maximum of two Program Coordinators shall lead the organization.

**Section 2. Term of Office**

Officers will be elected during the fall semester and will assume office as officers elect in January. During this period, outgoing officers shall remain in joint, transition positions with incoming officers until the completion of Outreach in February. Upon the completion of Outreach, officers elect shall assume full officer duties. All officers shall serve a term of one (1) calendar year and one (1) month.

**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 SPA at IUPUI 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 SPA at IU.

10. Shall serve as the SPA at IUPUI representative to the School of Education Graduate Student Organization (GSO).

11. Shall help IUB leadership plan fall and spring SPA Executive Board retreats

**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*.

7. Shall serve as a liaison between the IUB and IUPUI chapters of SPA as it relates to the coordination of elections and officer transitions

**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.

8. Shall serve as a liaison between the IUB and IUPUI chapters of SPA for all general matters.

**Section 5. Program Coordinator(s)**

1. Shall be the primary contact when planning events affecting both campuses, such as Outreach, Hooding, Second Year Sendoff, and Orientation.

2. Shall be responsible for ongoing and accurate exchange of programming information for Outreach, Orientation, Second Year Sendoff, and Hooding between SPA at IU in Bloomington and SPA at IUPUI in Indianapolis.

3. Shall chair the *Outreach committee*

4. Shall chair the *Orientation Committee*

5. Shall chair the *Hooding Committee*

6. Shall serve as a voting member.

7. Shall chair the *Second Year Sendoff committee* for the Indianapolis cohort

8. Shall serve as a liaison for the hooding committee with the SPA at IU Vice President

**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 SPA at IU and SPA at IUPUI officers in attendance or via distance education.