

GRADUATE ASSOCIATION OF STUDENT PERSONNEL ADMINISTRATORS
State University College at Buffalo

Article I. IDENTIFICATION

The name of this organization shall be the Graduate Association of Student Personnel Administrators, or GASPA.

Article II. PURPOSE

The purpose of this organization shall be to promote social and academic activities for Student Personnel majors, which will help them to network with professionals and other students in the field of Student Affairs.

Article III. EXECUTIVE BOARD

The Executive Board shall consist of a President, Vice-President, Secretary, Treasurer, and Parliamentarian.

Article IV. MEMBERSHIP

Membership shall consist of any graduate student who pays membership dues.

Article V. ADVISOR

A Student Personnel Faculty member shall serve as advisor to the organization. This advisor is to be selected yearly by the Executive Board.

Article VI. RESPONSIBILITIES

Section 1. The Responsibilities of the Executive Board:

A. The Executive Board shall:

1. Actively recruit membership.
2. Take an active role in coordinating academic and social programs for Student Personnel majors.
3. Support standing and ad-hoc committees.
4. Convene general GASPA membership meetings at an agreed upon time.
5. Be present at weekly Executive Board meetings.
6. Nominate a faculty advisor for the academic year.
7. Deliberate to decide the year's membership fee.
8. Appoint Standing Committee Chairpersons.

B. The President shall:

1. Preside over GASPA organization meetings.

2. Appoint any committee, which s/he deems necessary.
3. Ensure the welfare of the organization and its members.
4. Create a cooperative Executive Board and organization.
5. Oversee all GASPA finances and work with Treasurer to determine budget for committees.

C. The Vice-President shall:

1. Assume the President's responsibilities in the absence or upon impeachment of the President.
2. Assist in carrying out the responsibilities of the President.
3. Coordinate committees' activities and serve as liaison between committees and Executive Board.

D. The Secretary shall:

1. Keep written records of general membership and Executive Board meetings.
2. Assist President in managing paperwork of GASPA.
3. Maintain Calendar of events.
4. Work with President to coordinate meetings.

E. The Treasurer shall:

1. Maintain financial records including bank accounts, accounts payable and receivable.
2. Be responsible for signatures on account, which include Treasurer, President, and Advisor.
3. Be prepared to make reports of available balance at meetings.
4. Work with Parliamentarian in handling and collecting dues.
5. Work with President to recommend budget for committees.

F. The Parliamentarian shall:

1. Keep meetings operating according to parliamentary procedures.
2. Serve as membership chairperson in order to gain new membership.
3. Create and maintain membership directory.
4. Work with Treasure in handling and collecting dues.

Section 2. The Responsibilities of General Membership include:

- A. Attend GASPA general meetings.
- B. Serve on committees (standing, ad hoc).
- C. Attend GASPA events.
- D. Vote when necessary. Every GASPA member has one vote.

Section 3. The Responsibilities of the Advisor

- A. Attend business meetings, unless requested not to do so;

- B. Provide guidance to all officers, as well as voice his/her opinion when called upon by the GASPA membership;
- C. Serve as a liaison between GASPA and the faculty and staff of Buffalo State College.
- D. Assist in running the elections.
- E. Establish and preside over a four-person Ad-Hoc committee in case of Impeachment Allegations.

Section 4. The Responsibilities of Committee Chairpersons:

- A. Preside over committee meetings.
- B. Report activities to Vice-President
- C. Oversee committee activities.

Article VII. MEETINGS

Meetings shall be set at least every other week. Time to be set by the Executive Board.

Article VIII. ELECTIONS

Section 1. Elections shall be held at the second to last business meeting of the academic calendar for the following academic year. The elected executive board members shall take office in the beginning of the next academic year.

Section 2. Any member of GASPA may run for an executive board position.

Section 3. All GASPA members intending to run for an executive board position must submit a letter of intent to the current executive board no later than one business meeting prior to elections.

Section 4. Executive board members shall be elected by GASPA membership.

Section 5. In the case of December graduation, resignation or impeachment of an Executive Board member, a special election for only the available positions(s) shall be held. The elected member(s) shall take office upon election in the case of resignation or impeachment, or at the end of the fall semester, if replacing a December graduate.

Article IX. VOTING

Every GASPA member shall have one vote, except for the President who votes only in case of a tie.

Article X. IMPEACHMENT PROCEDURES

- Section 1. Impeachable offenses may include the following: failure to attend Executive Board meetings without written notification to the President within 24 hours of meeting, failure to attend general GASPA meetings without written notification to the President within 24 hours of meeting, neglecting responsibilities of office, and improper use of funds.
- Section 2. Impeachment proceedings may be initiated by any GASPA member in writing to the Advisor.
- Section 3. The Advisor shall assemble an Ad-Hoc committee within two weeks. This committee shall be composed of four members of GASPA that s/he feels to be impartial. The committee shall convene to review the situation and make recommendations to the GASPA membership as a whole.
- Section 4. A two-thirds majority vote of those present at the meeting shall be required for impeachment.

Article XI. STANDING COMMITTEES

- Section 1. Standing committees shall be formed at the first meeting of each semester on a voluntary basis.
- Section 2. Members may belong to more than one committee.
- Section 3. Each committee shall have a chairperson to be appointed by the Executive Board based on a letter of interest presented by a committee member. Refer to Article VI Section 4 for Chairperson responsibilities.
- Section 4. Responsibilities of Standing Committees
- A. Marketing committee:
Shall promote activities of the organization through various methods including, but not limited to, designing flyers, banners, advertisements, and other means deemed necessary and appropriate. The committee shall organize these activities with the cooperation of the Executive Board.
 - B. Social committee:
Shall organize activities to enable members to network with other members, faculty, and staff. The committee shall organize these activities with the cooperation of the Executive Board and other committees.
 - C. Academic committee:

Shall organize activities to enhance and promote member's academic development. These activities may include, but are not limited to: symposiums, workshops, seminars and presentations related to the field of Student Affairs. The committee shall organize these activities with the cooperation of the Executive Board and other committees.

- D. Newsletter committee:
Shall publish a minimum of one GASPA newsletter per semester. This committee shall be responsible for requesting articles from students, faculty, and staff; coordinating deadlines for article completion; editing; and publishing of newsletter. The committee shall organize these activities with the cooperation of the Executive Board and other committees.
- E. Fundraising committee:
Shall organize ways of raising resource money to be used for organization activities, when necessary. The committee shall organize these activities with the cooperation of the Executive Board and other committees.

Article XII. AD-HOC COMMITTEES

- Section 1. The Executive Board in order to complete an assigned task shall set up ad-hoc committees. In the case of impeachment proceedings, an ad-hoc committee shall be set-up and headed by the Advisor (Refer to Article X for the complete proceedings).
- Section 2. The President shall appoint a Chairperson for the committee. The Chairperson shall report to the president.
- Section 3. Once the task for which the ad-hoc committee was set up has been completed, the committee shall be dismissed.

Article XIII. AMENDMENTS

- Section 1. This constitution may be amended by a two-thirds majority of all GASPA membership.

Article XIV. REFERENCE

- Section 1. For procedures not provided for in the GASPA Constitution and other regulations, refer to the GASPA Constitution Bylaws.

Section 2. Further questions about procedures shall be referred to Newly Revised Robert's Rules of Order.

Revised: September 1993