

*Please note: Proposed changes are shown in italics.*

GRADUATE ASSOCIATION OF STUDENT PERSONNEL ADMINISTRATORS  
*Buffalo State*

Article I. IDENTIFICATION

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

Article II. PURPOSE

*GASPA is a resource for graduate students enrolled in a program of study that prepares them to work in student affairs and higher education administration. GASPA works to create a supportive campus community for graduate students and professionals, thus coordinating and promoting professional development for its members and alumni.*

Article III. EXECUTIVE BOARD

*Section 1. The executive board shall consist of officers and standing committee chairpersons.*

*A. The officers shall be:*

- 1. President*
- 2. Vice-President*
- 3. Secretary*
- 4. Treasurer*
- 5. Parliamentarian*

*B. The standing committee chairpersons shall be:*

- 1. Academic Events Committee Chairperson*
- 2. Communications Committee Chairperson*
- 3. Fundraising Committee Chairperson*
- 4. Newsletter Committee Chairperson*
- 5. Social Events Committee Chairperson*
- 6. Annual SAA Awards Banquet Committee Chairperson*

Article IV. MEMBERSHIP

*Upon the payment of membership dues, membership is open to graduate students enrolled in the Student Personnel Administration (SPA) program at Buffalo State.*

Article V. ADVISOR

A Student Personnel Faculty member shall serve as advisor to the organization. This advisor is to be *approved* by the Executive Board *on an annual basis*.

## 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 *SPA* 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. Approve a faculty advisor for the academic year.
  - 7. Deliberate to decide the year's membership fee.
  
- B. The President shall:
  - 1. Preside over GASPA organization meetings.
  - 2. Appoint *additional committees*, which s/he deems necessary.
  - 3. Coordinate committees' activities and serve as liaison between committees and Executive Board.
  - 4. Ensure the welfare of the organization and its members by creating 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 her/his absence or upon impeachment of the President.
  - 2. Assist in carrying out the responsibilities of the President.
  - 3. *Serve as Mentoring Committee Chairperson to establish mentoring, thus coordinating and promoting professional development for GASPA members.*
  - 4. *Create and maintain a Mentor Directory.*
  
- 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 a 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 the Fundraising Committee Chairperson in order to raise additional funds.*
5. Work with Parliamentarian in handling and collecting dues.
6. Work with President to recommend budget for committees.

F. The Parliamentarian shall:

1. Keep meetings *consistent with* parliamentary procedures.
2. Serve as Membership *Committee* Chairperson in order to gain new membership.
3. Create and maintain a Membership Directory.
4. Work with Treasure in handling and collecting dues.

Section 2. The Responsibilities of Committee Chairpersons:

- A. Preside over committee meetings.
- B. Report activities to President, *Secretary, and Communications Committee Chairperson.*
- C. Oversee committee activities.

Section 3. 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 4. 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 *Proceedings.*

## Article VII. STANDING COMMITTEES

- Section 1. Standing committees shall be formed *by the last meeting of the fall and spring* semesters on a voluntary basis.

Section 2. Members may belong to more than one committee.

Section 3. *Additional responsibilities of Standing Committee Chairpersons and Members are listed below.*

A. Academic Events Committee:

1. Shall organize activities to enhance and promote member's academic development. These activities may include, but are not limited to: seminars, symposiums, workshops, 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.
2. *The Academic Events Committee Chairperson is responsible for submitting for approval by the Executive Board a Calendar of Events prior to the fall and spring SPA orientations with the assistance of his/her committee.*

B. *Annual SPA Awards Banquet Committee:*

1. *Shall organize and promote the Annual SAA Awards Banquet with the cooperation of the Executive Board, SPA/SAA Alumni Board, and Faculty and Staff.*

C. Communications Committee:

1. Shall promote activities of the organization through various methods including, but not limited to, designing banners, *brochures*, advertisements, and other means deemed necessary and appropriate. The committee shall organize these activities with the cooperation of the Executive Board.
2. *The Communication Committee Chairperson is responsible for maintaining the GASPA website with the assistance of his/her committee and approval of the Executive Board.*

D. Fundraising Committee:

1. Shall organize ways of raising resources to be used for organization activities. The committee shall organize these activities with the cooperation of the Executive Board and other committees.

E. *Membership Committee:*

1. *Shall organize ways of gaining new membership. The committee shall organize these activities with the cooperation of the Executive Board and other committees.*

F. Mentoring Committee:

1. *Shall establish and maintain a mentoring program, thus coordinating and promoting professional development for members. The committee shall organize these activities with the cooperation of the Executive Board and other committees.*

G. Newsletter Committee:

1. 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.
2. *The Newsletter Committee Chairperson is responsible for publishing a minimum of two newsletters per fall and spring semesters with the assistance of his/her committee and approval of the Executive Board.*

H. Social Events Committee:

1. 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.
2. *The Social Events Committee Chairperson is responsible for submitting for approval by the Executive Board a Calendar of Events prior to the fall and spring SPA orientations with the assistance of his/her committee.*

Article VIII. 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. *After scheduled elections, the elected Executive Board shall fill vacant positions by appointment and with a majority vote.*

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 X. VOTING

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

Article XI. 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. Any GASPA member may initiate impeachment proceedings 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 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 XI 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: December 2004