

# Constitution and By-Laws for The Higher Education Student Personnel Association

## **Constitution**

### *Article I - Name, Purpose, and Non-Discrimination Policy of the Organization*

#### Section 1: Name

The name of this organization will be The Higher Education Student Personnel Association (HESPA) at The Ohio State University.

#### Section 2: Purpose

The purpose of this organization will be to encourage the personal and professional development of all students enrolled in the Higher Education and Student Affairs, graduate programs at The Ohio State University.

#### Section 3: Non-discrimination Policy

This organization and its members shall not discriminate against any individual(s) basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with [Student Organization Registration and Funding Guidelines](#)

### *Article II – Membership*

#### Section 1: Active Members

Active Membership is assigned to all HESA students including both masters and doctoral. All active members have voting privileges.

### *Article III – Funds*

#### Section 1: Funding

The fundraising events and student organization funding pay for annual events, such as hooding, wellness events, social events, SPA interview days, and Pro Devo Day.

#### Section 2: Annual Budget Decisions

HESPA will hold an annual meeting in the spring semester to approve the following year's budget.

### *Article IV - Organization Leadership: Titles, Terms of Office, Selection, & Duties of the Leaders.*

#### Section 1: The Leadership Team: Requirements and Expectations

The Leadership Team are the elected positional leaders of the Higher Education Student Personnel Association. All members of the Leadership Team must be active members of HESPA, and are therefore required to pay dues. Dues will be collected before or at the first meeting during the Fall semester. Dues will consist of five dollars at the start of each semester for all members of HESPA beyond the general body. If the dues are not something that active members are not able to contribute, please talk to the President, Treasure, or Advisor before the second meeting of the semester. All members of the Leadership Team are expected to attend all HESPA meetings unless the President is notified of looming absence 24 hours in advance. If

any member does not meet requirements and expectations, they will be subject to impeachment as outlined in Article III of the by-laws.

#### Section 2: Terms of Office and Selection

The Leadership Team will be elected by the general voting members at the midterm point of the Spring Semester and shall serve until the end of the following Spring Semester.

#### Section 3: The President

The President will call and preside over all meetings, serve as a liaison to the Student Personnel Assistantship office and handle external correspondence. This position is charged with facilitating and managing the external award nominations for professional recognition. The President will ensure an inclusive environment in HESPA particularly in regard to including doctoral students.

#### Section 4: The Treasurer

The Treasurer will be responsible for the auditing of all expenses and deposits, as well as the checking account. The Treasurer will create and maintain a budget while appropriately distributing funds for committee events and partnerships. The Treasurer is responsible for providing regular updates of the budget to The Leadership Team. They will also serve on the fundraising committee.

#### Section 5: The Social Committee Chair

The Social Committee Chair will be responsible for all planning and coordinating social events through the chairing of the Social Committee. The committee is eligible to have Co-Chairs if desired by the Leadership Team.

#### Section 6: The Professional Development Committee Chair

The Professional Development Committee Chair will be responsible for planning and coordinating workshops to help members develop skills on topics such as the job search, research, publications, and conference presenting. The committee is eligible to have Co-Chairs if desired by the Leadership Team.

#### Section 7: The Fundraising Committee Chair

The Fundraising Committee Chair will be responsible for planning and coordinating all fundraising initiatives to bring in money for the organization. The committee is eligible to have Co-Chairs if desired by the Leadership Team.

### *Article V - Standing Committees*

#### Section 1: Committee Membership

Committee members must be active members of HESPA as defined in Article II, Section 2. Committee Members will be elected in the fall semester and serve until the spring semester of the following calendar year. Committees will act similarly to passion projects. This will allow students to participate in areas that they are interested in producing, assisting, and gaining leadership experience. Committees will be drafted through interest forms sent out at the beginning of each semester. The main areas of the passion projects will fall under social, community and professional development.

#### Section 2: The Social Committee

Led by the Social Committee Chair, this committee is responsible for all social activities. General responsibilities and activities may include, but are not limited to: plan the annual Welcome Back Picnic which is designed to welcome both new doctoral and masters HESA students to Columbus and The Ohio State University, plan the evening social events for SPA interview days, coordinate any other social events for active members, which may include: end of the semester dinners, holiday parties, and happy hours

### Section 3: The Professional Development Committee

Led by the Scholarly and Professional Development Committee Chair, this committee is responsible for scholarly and professional development workshops. General responsibilities and activities may include, but are not limited to: collaborate with Student Life and SPA to design professional development workshops and events for HESA students, connect current students to professional development events happening on the local, regional, and national platforms, and promote events for the scholarly development

### Section 4: The Fundraising Committee

Led by the Fundraising Committee Chair, this committee is responsible for raising money for HESPA operational costs.

### *Article VII – Advisor(s)*

The Advisors of the Higher Education Student Personnel Association are the coordinator and assistant coordinator of the Student Personnel Assistantship Program. Advisor support is expected throughout the year.

Advisor responsibilities include:

- Provide critical support to HESPA, its leadership team, programs, services, and organizational development.
- Staying in good communication with organizational leadership to develop a mutual understanding about how much or how little advisors should be involved in meetings and events.
- Serving as a liaison between HESA, SPA, and HESPA.
- Being HESPA's champion. Communicating regularly with the President regarding HESPA's vision, goals, and organizational progress.
- Communicating regularly with the Treasurer regarding organizational finances.
- Complying with OSU student organization advisor expectations
- Student Org Requirements.
- Liaison between HESPA, SPA, and HESA.

### *Article VIII – Meetings of the Organization*

One meeting of the organization will be required each month. The President can schedule more meetings as needed. For the 2023-2024 year, HESPA will hold meetings every other week with the strong encouragement to attend in person with virtual options being provided.

### *Article IX – Method of Amending Constitution*

The constitution may be amended by proposing in writing or via email and reading the change at a general meeting of the membership and then bringing the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the members present (a quorum being present).

### *Article X – Method of Dissolution of Organization*

If this organization must be dissolved, the assets or (debt) of the Organization will be transferred to the Student Personnel Assistantship Program at The Ohio State University. Dissolution can occur with a 2/3 majority vote of the active membership only during a general body meeting, or a unanimous vote by the Executive Committee at a general body meeting.

## **By-Laws**

### *Article I – Parliamentary Authority*

The rules contained in Robert's Rules of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization

### *Article II- Membership*

If any member conducts themselves in such a manner that is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of active members and with the consultation of the advisor(s).

### *Article III- Election / Appointment of Organization Leadership*

Elections shall take place under the supervision of the President and/or Advisor(s) of HESPA during the appropriate times.

Nominations will be taken during a general meeting or via email and the election will occur at the following general meeting or via electronic ballot.

In the event there are no nominations for an election to be held, the positions can be filled by a volunteer basis. This will be a first come, first served basis with approval from the advisor(s). A notification will be sent to the HESA student body that the positions have been filled by said volunteers.

Any HESA student may seek a leadership position within HESPA. The President and Advisor(s) will decide the necessary action to take if an office is vacated because of a resignation or impeachment.

An officer can be impeached for failure to fulfill responsibilities and duties as outlined in the Constitution description if two-thirds of The Leadership Team vote to do so in a general meeting.

### *Article IV- Standing Committees*

The Standing Committee roles and leadership are outlined in the Constitution.

### *Article V - Advisor/Advisory Board Responsibilities*

The Advisor(s) will ensure the proper use of funds of HESPA as well as advising in all other aspects of the organization's aspects.

### *Article VI - Method of Amending By-Laws*

By-laws may be amended by proposing in writing or via email and reading the change at a general meeting of the membership and then bringing the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).