

Constitution of the Graduate Association for Professionals in Student Affairs (GAPSA)

Preamble

For the purpose of academic pursuit in the field of College Student Personnel, this organization is hereby established.

Article I - Purpose

The purpose of this organization will be to provide opportunities for its members to share, learn, and interact with fellow members in the advancement of knowledge in the field of College Student Personnel through regular meetings, workshops, conferences, and other special programs.

Article II - Name

The name of this organization shall be the University of Louisville Graduate Association for Professionals in Student Affairs.

Article III - Membership

Section one. Membership of this organization may not discriminate on the basis of race, color, creed, gender, sexual affectation/orientation, or physical, mental, or emotional disability except as provided by federal law.

Section two. Voting membership in this organization is open to any graduate student currently enrolled in a graduate program to include, but not be limited to, College Student Personnel Services, Higher Education and Administration, and Vocational and Community Counseling upon payment of yearly dues to be determined at the first meeting of each year.

Section three. Non-voting membership is granted to any undergraduate student who is interested in pursuing graduate work or a career in College Student Personnel or a related field upon payment of yearly dues to be determined at the first meeting of each year, as well as any faculty or staff member of this university who are exempted from paying dues and who are supportive of the goals of this organization.

Section four. There will be no event or meeting attendance requirements for general membership.

Section five. All applicable membership dues must be paid by the second general membership meeting of this organization in each of the fall and spring semesters.

Section six. In the event of the disbanding of this organization, all remaining

funds should be transferred to the Harold L. Adams Scholarship Fund.

Article IV - Officers

Section one. The officers of this organization shall consist of a President, Director of Finance, Director of Educational Programming, Director of Social Programming, Director of Communications, Director of Orientation, Mentoring, and Alumni Relations and First-Year Representative.

Section two: Duties of Officers.

The President shall be responsible for the overall coordination of the organization, the official communication with the university, and calling and presiding over all executive committee meetings and meetings of the regular membership. The President shall also chair all executive and general membership meetings and manage the GAPSA website.

The Director of Finance shall be responsible for all financial matters of the organization, collection of dues, maintaining appropriate accounts and providing membership with a regular accounting of the financial status of the organization.

The Director of Educational Programming shall be responsible for the overall development of workshops, programs, and seminars related to the expressed interests of the organization including the annual GAPSA Internship Fair. The director shall also be responsible for the formulation of all committees necessary for the planning and implementation of said programs.

The Director of Social Programming shall be responsible for coordinating and attending monthly social events which include, but are not limited to the August Welcome Back Dinner, Homecoming Alumni Tailgate, December Holiday Party, and January Networking Dinner. Additionally, the director will compile and share event information for UofL and the Louisville community weekly via the Facebook page.

The Director of Communications shall be responsible for all necessary communication with the membership including but not limited to minutes of executive committee and regular meetings, meeting notices, and checking the organizations' mailbox on a regular basis. The Director of Communications shall also manage the organization's orgsync account as well as all other social media presence. The Director shall also compile and distribute the monthly GAPSA newsletter.

The Director of Orientation, Mentoring and Alumni Relations shall be responsible for working collaboratively faculty to organize an orientation program for newly enrolled students in the College Student Personnel program. The director shall also be responsible for coordinating a mentoring program to help

new students adjust to the program as well as update alumni list by contacting past GAPSA members.

The First-Year Representative shall serve as a advocate of first-year GAPSA member concerns to the executive board and shall participate in the planning of orientation and mentorship programs for first-year GAPSA members.

Let it be further stated that it is expected of all elected officers to regularly attend all scheduled meetings and fulfill the duties of the respective offices described herein.

Section three. The officers shall constitute an executive committee of this organization to plan meetings and programs and to assume such other duties as may be deemed necessary by this executive committee.

Section four. Any officers may be removed from office for cause by a two-thirds vote of the voting membership that is in attendance at the meeting where the voting is taking place.

Article V - Elections

Section one. Nominations for all officer positions (except first-year representative) shall be taken during the November general meeting of this organization. Elections are to be conducted through an online poll system and/or through email with the results to be finalized by December of each year. Officers will be elected by a plurality of votes. The term of office shall be for one year. Eligibility for officers shall be limited to voting members of this organization.

Section two. Nominations for first-year representative shall be taken during the September general meeting of this organization. Elections are to be conducted in the same manner as other officers. Eligibility for this position is extended to those voting members who have completed less than two semesters (excluding the summer term) in the College Student Personnel program. The term of office shall be for one year.

Section three. Officers may be re-elected without limitation.

Section four. A vacancy of any office shall be filled by special election following the process set forth in Sections one and two and administered by the executive board.

Article VI - Meetings

Section one. General membership meetings of this organization shall be held monthly during the fall and spring semester.

Section two. It shall be the responsibility of the executive committee to see that

a regular schedule of meetings is maintained.

Section three. Special meetings of this organization may be called by the executive committee or at the request of one-third of the voting members.

Article VII - Rules of Procedure

Section one. All regular business brought before this organization in a general meeting shall be decided by a majority vote of all present voting members.

Section two. The president shall chair all general meetings and will not have a vote except to break a tie.

Article VIII - Amendments

This constitution may be amended at any regular meeting by a two-thirds vote of the members present at the meeting where voting is taking place, provided due notice has been given at the preceding regular meeting.