

PREAMBLE

We, the members of the Higher Education Student and Professional Association do hereby establish this Constitution in order that our purpose be realized to its fullest extent, with the advisement of the Louisiana State University Department of Educational Leadership, Research, and Counseling.

ARTICLE I – NAME

Section 1. The name of the organization will be the Higher Education Student and Professional Association at Louisiana State University and A & M College at Baton Rouge, henceforth referred to as HESPA.

ARTICLE II – PURPOSE

Section 1. HESPA is established for the expressed purpose of encouraging scholarly activity in the field of higher education.

- A. Mentoring new entrants of the higher education masters and doctoral program
- B. Increasing research productivity among doctoral students through dialogue and collaboration
- C. Forming a network and community of higher education students and professionals
- D. Providing professional development opportunities specific to the field of higher education
- E. Aiding ELRC department in the recruitment of higher education students

ARTICLE III - BASIC POLICIES

Section 1. The organization shall be non-commercial.

Section 2. The name of the organization or the names of any members in their official capacities shall not be used in connection with a commercial concern.

Section 3. The organization shall cooperate with Louisiana State University to support the improvement of education in ways that will not interfere with administration of the University.

Section 4. The organization may cooperate with other organizations and agencies, but persons representing the organization in such matters shall make no commitments that bind the organization.

Section 5. The organization agrees to abide by all University polices and local, state and federal laws.

ARTICLE IV - MEMBERSHIP

- Section 1. Any individual who subscribes to the purpose and basic policies of the organization may become a member of this organization, subject only to compliance with the provisions of the constitution.
- Section 2. Active membership is restricted to LSU students. Associate membership is restricted to LSU faculty and staff. Associate members are non-voting members.
- Section 3. Membership is open to all LSU graduate students, faculty, and administrators whose scholarly and professional agenda is dedicated to the field of higher education. In order to become an active member, one must 1) request for membership in writing; 2) attend three consecutive membership events/meetings; and 3) not miss three consecutive membership events/meetings. If a member misses three consecutive events/meetings, they will become inactive. To regain active status, the inactive member must attend three consecutive events/meetings. The organization shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.
- Section 4. Business meetings are open to the general public. Only active members of the organization shall be eligible to raise motions and vote in its business meetings or to serve in any of its elective or appointive positions.

ARTICLE V - OFFICERS AND THEIR ELECTION

- Section 1. To be eligible to be elected to, appointed to, or to hold an office or be a standing committee chairperson, a student:
- A. Must be enrolled as a graduate student at LSU;
 - B. Must be in good standing with the University and the Graduate School, and not on disciplinary probation or deferred suspension;
 - C. Must meet all other reasonable academic standards established by the student organization and included in the organization's constitution and/or bylaws.
 - D. Candidates for president must have maintained active status for an entire calendar year prior to their election; all other officer candidates must have maintained active status for the semester prior to elections.
- Section 2. The officers of this organization shall be a president, a vice-president, a secretary, a treasurer, social and alumni director, and communications and public relations director.
- Section 3. Duties of Officers

- A. The president shall:
 - i. Preside at all meetings of the association and of the executive committee;
 - ii. Call and preside at all Executive Board and Business meetings.
 - iii. Be responsible for the formulation of an agenda for all Executive Board and Business meetings.
 - iv. Have the ability to create special committees and appoint committee members to further the business of HESPA.
 - v. Serve as a voting member of the Executive Board and an ex-officio (non-voting) member of all other HESPA committees.
 - vi. Attend all Executive Board and Business meetings.
 - vii. Appoint and coordinate the efforts of the HESPA Webmaster.
- B. The vice-president shall:
 - i. Shall act as aide to the president and shall perform the duties of the president in the absence or inability of that officer to serve.
 - ii. Shall oversee the planning and coordinating of all membership events
 - iii. Shall have the ability to create event committees and appoint committee members for the express purpose of executing HESPA membership events
 - iv. Shall serve as a voting member of the Executive Board
 - v. Shall attend all Executive Board and Business meeting
- C. The secretary shall:
 - i. record the minutes of all business meetings of the organization and of the executive committee
 - ii. keep track of attendance at all business meetings and membership events
 - iii. maintain a record of all active and inactive members
 - iv. maintain and update HESPA membership directory
 - v. Serve as a voting member of the Executive Board
 - vi. Attend all Executive Board and Business meetings
- D. The social and alumni director shall:
 - i. Establish and maintain communication with Educational Leadership, Research, and Counseling alumni
 - ii. Establish and maintain communication with Educational Leadership, Research, and Counseling newly admitted students of the higher education program
 - iii. Work with the vice-president to coordinate recruitment, orientation, and any social events sponsored by HESPA
- E. The communications and public relations director shall:
 - i. Publicize membership events to the public at-large
 - ii. Publicize business meetings to current and prospective members and other prescribed guest
 - iii. Create and publish bi-annual newsletter
 - iv. Serve as the HESPA representative to the Graduate School Council

- F. The faculty advisor shall:
 - i. serve as a resource and support mechanism for the officers and members of the organization.
 - ii. attend regular and executive board meetings and other events as necessary.
 - iii. Serve as a liaison between the ELRC department and HESPA

Section 4. Election of Officers

- A. Officers shall be elected by ballot annually at the second to last business meeting of the organization.
- B. Officers shall assume their official duties at the close of the last regular meeting of the academic year and shall serve for a term of one year and/or until their successors are elected.
- C. A person shall not be eligible to serve more than two consecutive terms in the same office.

Section 5. A vacancy occurring in any office shall be filled for the non-expired term by a person elected by majority vote of the remaining members of the executive committee.

Section 6. Any officer of HESPA in violation of the Organization's purpose or constitution may be removed from office by the following process:

- A. A written request by at least three members of the Organization.
- B. Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.
- C. A two-thirds (2/3) majority vote of active members or of members in good standing is necessary to remove the officer.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the president, vice-president, and secretary.

Section 2. The duties of the Executive Committee shall be to transact necessary business between business meetings and such business as may be referred to it by the organization to review the plans of work of each standing committee chairperson; and to present a report at the regular meeting of the organization.

Section 3. Regular meetings of the Executive Committee shall be held bi-monthly during the academic year, with one meeting per month being held directly before business meetings and the other being held between business meetings, with the time to be determined by the Committee at its first meeting of the year.

ARTICLE VII - SPECIAL AND EVENT COMMITTEES

Section 1. Special Committees

- A. Special committees shall be created by the president as may be required to promote the objects and interests of the organization excluding membership events. The chairperson of the special committee shall be appointed by the president. Their terms in office shall be established by the President but not to exceed one year.
- B. The chairperson of each special committee shall present plans of work to the Executive Committee, and no work shall be undertaken without the approval of the Executive Committee. Any vacancies occurring in the chairpersonship of a special committee shall be filled by the president
- C. The president shall be an ex-officio member of special committees.

Section 2. Event Committees

- A. Event committees shall be created by the vice-president as may be required for the planning and execution of membership events. The chair of the event committee shall be held or appointed by the vice-president. Their terms in office shall established by the president but not to exceed one year.
- B. The chairperson of each event committee shall present plans of work to the Executive Committee, and no work shall be undertaken without the review of the Executive Committee. Any vacancies occurring in the chair of a event committee shall be filled by the vice-president.
- C. The vice-president shall be the chair or an ex-officio member of event committees.

ARTICLE VIII - MEETINGS

Section 1. Regular meetings of this organization shall be held on the first Thursday of each month, unless otherwise provided by the organization or Executive Committee by a change of date no less than five (5) days prior to the date of the scheduled meeting.

Section 2. Twenty-five percent of active members present shall constitute a quorum for the transaction of business in any meeting of the organization.

Section 3. The privilege of holding office, introducing motions, debating, and voting shall be limited to active members.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order Revised shall govern the organization in all cases in which they are applicable.

ARTICLE X - AMENDMENTS

Section 1. This constitution may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous meeting and that the proposed amendment shall be subject to approval of the Dean of Students or his/her designee.

Section 2. A special committee may be appointed to submit a revised constitution for the existing constitution by the president. The requirements for adoption of a revised constitution shall be the same as in the case of an amendment.

ARTICLE XI - REGISTRATION RENEWAL

Section 1. HESPA will apply to the Center for Student Leadership & Involvement for registration on an annual basis two weeks after HESPA's new officer elections.

BY-LAWS

Section 1. Commuter Status

- A. Definition: Commuter status is a limited form of active membership available to those members who live more than 40 miles outside the Baton Rouge city limits.
- B. Members may attain commuter status by submitting a written request to the secretary at any time during the semester. Members can regain status as active member by submitting a written request to the secretary and fulfilling the attendance requirements outlined in the constitution.
- C. To maintain active commuter status, members must:
 - i. Attend three business meetings per semester
 - ii. Attend one membership event per semester
- D. Privileges and Limitations: Commuter members share the rights and privileges of active members with the exception of holding executive office.