

*Higher Education Administration
Graduate Student Association*

Constitution

Article I Name

The name of the association shall be the Higher Education Administration Graduate Student Association (HEA GSA).

Article II Purpose

The purpose of the association shall be to enhance the development of the HEA student body by facilitating communication among the students, departmental faculty, and staff, and North Carolina State University. This shall include the following:

- The continual assessment and support of student educational needs;
- Dissemination of relevant information to graduate students, faculty, and staff in the department;
- Facilitation of discussion of problems and other matters of importance to graduate students; and
- Representation of graduate students in the departmental meetings, including recommendations to the faculty and staff on matters of concern and interest to the HEA GSA.

Article III Membership

Membership in this organization shall be comprised of those students who are pursuing a graduate degree (currently enrolled) in Higher Education Administration.

Article IV Meetings

The HEA GSA shall hold general meetings once a month throughout the academic year (August-May). Additional meetings may be scheduled as needed and at the discretion of the executive board of the HEA GSA. Meetings are necessary and therefore mandatory. If an officer misses more than one meeting a semester, they may be voted out of their office.

Section 1. Excused and Unexcused Absences

Recognizing their demanding academic and work schedules, HEA GSA officers are permitted to miss meetings when excused by the President. An excused absence is defined by an officer having sent written notification of the impending absence (i.e. via e-mail) to the HEA GSA President. The absent officer must also send a summary of all committee work accomplished since the previous meeting.

Section 2. Consequences of Unexcused Absences

Understanding the need for accountability, the President will retain discretion over whether an unexcused absence must be confronted within an HEA GSA meeting. Dismissal from the organization is not required for all cases, especially in cases of emergency conflicts. Dismissal is left to the judgment of the President, in consultation with the rest of the executive board.

Article V The Executive Boards, Officers, Elections, and Recall of Officers

Section 1. Executive Board

There shall be a board consisting of officers and faculty advisors as ex-officio.

Section 2. Officers

The officers of the HEA GSA shall be President, Vice President, Communications Coordinator, Treasurer, Social Chairperson, Recruitment Chairperson HEA GSA representative to the UGSA, and an Alternate Representative to UGSA. The executive board reserves the right to add additional offices as they deem necessary. Such offices may include but are not limited to 1st Year Liaison, Doctoral Student Liaison, Development Officer, Historian, and Webmaster.

Section 3. Faculty Advisor

Each year new officers will identify at least one faculty member to serve as faculty advisor in an ex-officio capacity to the HEA GSA.

Section 4. Nominations

All HEA students and faculty members may submit nominations for the following year at the beginning of the spring semester before spring break. Graduate students who have completed at least one course in the HEA department may be nominated.

Section 5. Election meeting

One regular HEA GSA board meeting will be designated for elections. This will take place in the spring semester following spring break. The specific date will be decided upon by the HEA GSA executive board.

Section 6. Duties of the officers

A. The **President** shall assume the following duties:

- Call and preside over HEA GSA meetings;
- Appoint HEA GSA teams and their chairs as appropriate;
- Call GSA elections as deemed necessary;
- Represent the HEA GSA at University and student functions;
- Represent HEA GSA on behalf of students at departmental faculty meetings;
- Maintain, or appoint a student to maintain, the HEA GSA masters and doctoral student listservs.

B. The **Vice President** shall assume the following duties:

- Preside over HEA GSA meetings at the request or in the absence of the President;
- Act as proxy for the President at University or student functions;
- Serve as liaison with all the HEA GSA standing teams and their chairs.

C. The **Communications Coordinator** shall assume the following duties:

- Record and maintain minutes of the HEA GSA meetings and circulate copies of the minutes to the board members;
 - Prepare and carry out GSA correspondence;
 - Post notices prior to the GSA meetings with date, room, and time of the meeting.
- D. The **Treasurer** shall assume the following duties:
- Keep the financial records of the GSA;
 - Reimburse HEA GSA board and other members as appropriate.
- E. The **Social Chairperson** shall assume the following duties:
- Organize monthly events during the school year to bring together HEA students, faculty and staff.
- F. The **HEA GSA Representative** to the UGSA shall assume the following duties:
- Represent the HEA GSA at UGSA meetings;
 - Serve on UGSA committee and fulfill other UGSA requirements as necessary.
 - Report UGSA events/happenings at HEA GSA meetings.
- G. The **Alternate Representative** to the UGSA shall assume the following duties:
- Attend UGSA meetings and represent HEA GSA at the absence or request of the elected HEA GSA Representative.
- H. The **Recruitment Chairperson** shall assume the following duties:
- Develop strategies for recruiting potential students throughout the year
 - Organize a recruitment weekend during the spring semester

Article VII Committees

The organization shall make provisions for the formation of any special committees when needed. Three standing committees and their duties are as follows:

1. Alumni Relations

- Maintain database of HEA program alumni;
- Create and distribute regular newsletter for HEA program;
- Work with other officers to coordinate alumni involvement in special events.

2. Professional Development

- Coordinate and execute the conference travel funding competitions each semester;
- Coordinate at least one departmental professional development event;
- Inform HEA students of relevant professional development opportunities on campus.

3. Recruitment Weekend

- In cooperation with faculty, coordinate all events associated with recruitment weekend.

Article VIII Amending the Constitution

Amendments to the Constitution shall be presented by members of the organization in writing and shall be read and voted upon at a board meeting. A majority of two-thirds of the members present and voting shall be required for approval.

All amendments to the Constitution shall be subject to the approval of the University Graduate Student Association (UGSA). Any article of this Constitution or part thereof that is in direct violation of the UGSA shall be null and void and declared unconstitutional by the President of UGSA. Any differences of opinion between the organization and the President of UGSA shall be brought before the appropriate legislative body, whose decision shall be final.

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Dissemination of relevant information to graduate students, faculty, and staff in the department;

Facilitation of discussion of problems and other matters of importance to graduate students; and

Representing graduate students in the departmental meetings and making recommendations to the faculty and staff on matters of concern and interest to the Association

Article III Membership

Membership in this organization shall be comprised of those students who are pursuing a graduate degree (currently enrolled) in Higher Education Administration.

Article IV Meetings

The HEA-GSA shall hold general meetings once a month throughout the academic year (August – May). At the discretion of the executive board of the HEA-GSA, additional meetings may be scheduled as needed. New officers shall be elected midway through the spring semester meetings. Meetings are necessary and therefore mandatory. If an officer misses more than one meeting a semester they may be voted out of their office.

Article V The Executive Board, Officers, Elections, and Recall of Officers

Section 1.

There shall be a board consisting of officers and faculty advisors as ex-officio.

Section 2.

The officers of the GSA shall be President, Vice President, Secretary, Treasurer, Social Chairmen, Faculty Liaison, HEA-GSA Representative to NCSU-GSA and an Alternative Representative to NCSU-GSA.

Section 3.

Each year the new officers will identify at least one faculty member to serve as faculty advisors in an ex-officio capacity to the GSA.

Section 4. Nominations

All ACCE students and faculty members may submit nominations for the following year at the beginning of the spring semester before spring break. Graduate students who have completed at least one course in the HEA department may be nominated.

Section 5. Election meeting

One regular HEA-GSA meeting will be designated for elections. This will take place in the spring semester following spring break. The specific date will be decided upon by the HEA-GSA executive board.

Section 6. Duties of the officers:

- A.) The President shall assume the following duties:
 - 1.) call and preside over GSA meetings;
 - 2.) appoint GSA teams and their chairs as appropriate;
 - 3.) call GSA elections as deemed necessary;
 - 4.) represent the GSA at University and Student functions;
 - 5.) represent GSA on behalf of the students at the departmental faculty meetings.
 - 6.) maintain, or appoint a student to maintain, the ACCE master's and doctoral student listservs
- B.) The Vice President shall assume the following duties:
 - 1.) preside over GSA meetings at the request of or in the absence of the President;
 - 2.) act as proxy for the President at University or student functions;
 - 3.) serve as liaison with all the GSA standing teams and their chairs.
- C.) The Secretary shall assume the following duties:
 - 1.) record and maintain minutes of the GSA meetings and circulate copies of the minutes to the board members;
 - 2.) prepare and carry out GSA correspondence;
 - 3.) post notices prior to the GSA meetings with date, room, and time of the meeting.
- D.) The Treasurer shall assume the following duties:
 - 1.) keep the financial records of the GSA

- 2.) prepare an annual budget proposal for submission and approval at a meeting of the GSA board.

E.) If a pool of candidates is not available to elect all six offices, the president may appoint the vacant positions subject to approval of the board. The offices of vice president and treasurer may be combined with the vice president responsible for the duties of both offices.

Section 7.

The presence of three officers and one representative to NCSU-GSA constitute a quorum at board meetings. It is recommended that one faculty advisor shall be present as well. In the event that the faculty member is unable to attend meetings, the president and advisor shall meet to discuss all new business.

Section 8.

Any vacancy occurring on the board shall be appointed by the president with approval of the board for the duration of that term.

Section 9.

All terms of office in this Association shall run for one year (one academic year from the beginning of the fall semester when new officers are installed).

Section 10.

Any elected member of the board is subject to recall if two-thirds of the students present at a hearing called expressly for this purpose vote for the recall. Should the president be under a recall vote, the vice president will preside.

Article VI Constitution Amendment Requirements

Section 1.

A two-thirds majority of the attending membership of the Association shall be required to amend any part of this constitution at any regular or called meeting.

Section 2.

Any Article of this Constitution or part thereof that is in direct violation of the NCSU-GSA Constitution shall be null and declared unconstitutional by the President of the HEA-GSA.

This Constitution enacted and approved by the HEA-GSA, September 18, 2003.