



# CONSTITUTION

*Last Approved: Spring 2018*

## **Ethics Statement**

*The Louisiana Association of College and University Student Personnel Administrators recognize the importance of ethical conduct by its members. The ethical behavior standards should relate to the constituencies with whom student affairs professionals work (fellow professionals, students, educational institutions, and society are specified). This ethics statement should guide the behaviors of student affairs professionals in everyday practice. We, the members of LACUSPA, do hereby comply with the following ethical principles:*

1. **Act to Benefit Others:** Student Personnel Administrators exist to promote total development of students, contribute to the effectiveness of the institution, and provide programs and services consistent with the purpose of existence.
2. **Promotion of Justice:** Student Personnel Administrators are committed to fairness for all. Impartiality, equity, and reciprocity are essential in the promotion of justice. Characteristics such as age, culture, ethnicity, gender, gender identify, disabilities, race, religion, or sexual orientation should never be a factor in decision-making.
3. **Respect Autonomy:** Student Personnel Administrators respect individual autonomy and privacy.  
Student's autonomy and privacy are not restricted unless their action interferes with the welfare of others or the accomplishment of the institution's mission.
4. **Be Faithful:** Student Personnel Administrators are truthful, honor agreements, and trustworthy in the performance of their duties.
5. **Do No Harm:** Student Personnel Administrators do not engage in activities that cause physical or psychological harm to others.

-----

# CONSTITUTION

## ARTICLE I: NAME

The name of this organization shall be the Louisiana Association of College and University Student Personnel Administrators (LACUSPA).

## ARTICLE II: PURPOSE

The purpose of this Association shall be:

- (a) To discuss and study the most effective methods of assisting students in their intellectual, social, moral, and personal development.
- (b) To provide and stimulate leadership among persons engaged in the administration of student personnel programs.
- (c) To maintain and improve professional standards in the field of student personnel administration in the State of Louisiana.
- (d) To serve as a central clearing agency for information pertinent to present or contemplated student personnel programs in Louisiana.
- (e) To stimulate creative and experimental programs in the student personnel ~~filed~~ field.
- (f) To promote research in the student personnel work and in related areas.
- (g) To bring about recognition that many specialized abilities contribute to meeting student needs.
- (h) To enhance the role of student personnel administrators in higher education.

## ARTICLE III: MEMBERSHIP

Sec. 1 **Institutional Membership.** Each institution will be required to pay annual membership fees to the association to remain active. Once an institution becomes a member, all students and professionals of that institution are active members of LACUSPA.

Sec. 2. **Professional Membership.** Membership shall be open to all student personnel administrators, to those persons employed within the area of student affairs, and to educators who train student personnel workers.

Sec. 3. **Student Membership.** Membership shall be open to all matriculated students (undergraduate or graduate) who are interested in student personnel work upon the recommendation of a professional member who are not employed in the area of student affairs.

Sec. 4. **Associate Membership.** Persons formally employed or retired within the area of student affairs or interested in student personnel work upon recommendation of a board member. Active associate membership requires payment of the associate membership fee.

Sec. 5. Professional and student members are entitled to vote as appointed delegates of their institution and run for office as set forth on the constitution.

Sec. 6. The annual dues and deadlines shall be determined by vote of the Executive Committee of the Association.

Sec. 7. Balloting on Constitution, officers, and dues shall occur at the annual meeting or via a secure online forum selected by Executive Committee.

#### **ARTICLE IV: OFFICERS**

Sec. 1. **Names.** The officers of the Association shall be President, President-Elect, Secretary-Treasurer, two four-year representatives, one two-year representative and one private institution representative. All the officers shall be elected by the voting membership in the manner described in this Constitution.

Sec. 2. **Qualifications.** The officers of this Association shall be professional members in good standing of LACUSPA and shall reside in the State of Louisiana during their term of office.

Sec. 3. **Election of Officers.** (a) At least three (3) months prior to the annual meeting of the Association, the President shall appoint an Election Committee to be composed of professional members and to be chaired by the Immediate Past President.

(b) The Election Committee shall submit to the membership a call for nomination ballots for vacant positions for elections at the upcoming annual conference.

(c) The Election Committee shall provide a slate of candidates (at least two per vacant position).

(d) Each officer shall be elected by a plurality of votes of institutional delegates at the business meeting within the annual conference.

Sec. 4. **Terms of Office** The elected officers shall serve the following terms in office:

(a) The President and the President-Elect shall serve a one (1) year term of office.

(b) The Institutional Representative of the Executive Committee shall serve a two (2) year term of office.

(c) The Secretary-Treasurer shall serve a two (2) year term of office.

(d) An officer may not succeed oneself after two (2) consecutive terms.

Sec. 5. **Duties of Officers/Appointed Persons.** The duties of elected officers and appointed persons are:

(a) **President.** The President shall be the chief officer of the Association, shall be chairperson of and preside over the Executive Committee and the annual conference. The president shall have the authority to appoint committees and commissions and shall be an ex-officio member of all committees. The President will vote in officers elections only in case of a tie.

(b) **President-Elect.** The President-Elect shall succeed the President of the Association at the end of the president's term or upon the death or resignation of the President. In this case the President-Elect shall serve for the unexpired term of the president replaced and the elected term. The President-Elect shall also perform the duties of the President in the absence or incapacity of the President and shall serve as coordinator of the commissions and committees as an ex-officio member and coordinate the balloting process during the elections and certify the results.

(c) **Secretary**

1. Take minutes for each LACUSPA board meeting including conference calls and the LACUSPA business meeting at the annual conference.

2. Report the minutes from the previous meeting during each conference call (electronic).

3. Distribute all publications and/or regular communications to include any mailed/emailed ballots to member institutions.
4. Keep a record of all institutions that are financially active with LACUSPA.
  - a. The name and contact information for a point person at each institution.
  - b. Updated mailing address for the institution.
5. Manage electronic record keeping for the association such as contracts, other written agreements, polling results, etc.
6. Serve as the registration chairperson for the annual conference.
7. Serve as the chief editor of the LACUSPA website and co-editor for LACUSPA social media platforms
8. Maintain the LACUSPA email account by checking messages, responding to messages, or forwarding to the appropriate association representative.
9. Assist the Treasurer with managing financial records and transactions as necessary.
10. Present a Secretary's Report during the LACUSPA business meeting at the annual conference.

**(d) Treasurer.** The Treasurer shall be responsible for the following:

1. Billing and receiving membership dues at the beginning of each fiscal year.
2. Manage all LACUSPA financial accounts and payment processing.
3. Disburse payments on behalf of the association as necessary.
4. Present a financial report during each Executive Committee meeting and a detailed report of expenditures at the annual conference.
5. Be responsible for ensuring that association expenditures are efficient and effective.
6. Solicit financial sponsorships for the annual conference and other association initiatives.
7. Annually draft a budget for the association to be reviewed and approved by the Executive Committee. Track expenditures to ensure that budget limits are not exceeded.

**(e) Immediate Past President.** The Immediate Past President shall serve as Chairperson of the Election Committee and perform such other duties as delegated by the President or the Executive Committee.

**(f) Institutional Representatives.** The Institutional Representatives shall participate in all activities of the Executive Committee, shall accept such responsibilities as are consonant with their office in transacting the business of the Association, and shall serve a two (2) year term.

**(g)** One member shall be elected to represent all two-year institutions (community/junior colleges or technical colleges) by the membership in even numbered years.

**(h)** One member shall be elected to represent all private institutions in odd numbered years.

**(i)** Two members shall be elected to represent all four-year institutions (to include any institution offering a baccalaureate or higher degree) shall serve two-year terms—one being elected even numbered years and one being elected in odd number years.

**(j) Faculty Representative:** The Faculty Representative shall be appointed by the President to serve a term of two (2) years. This member will represent student affairs, counseling and higher education related graduate training programs in Louisiana. The faculty member may serve multiple consecutive terms without limit.

(k) **Student Representative:** Student representatives shall be elected to serve a term of one year. The Student representative shall be a graduate or undergraduate student interested in student personnel work.

(l) All members shall assume their offices immediately following the close of the business meeting.

Sec. 6. **The Executive Committee.** The Executive Committee of the Association shall be composed of the President, President-Elect, Secretary-Treasurer, four (4) Institutional Representatives, and Immediate Past President, Faculty Representative and Student Representative. The Executive Committee shall conduct the business of the Association between annual meetings, administer policy, make recommendations to the membership and all other business set forth by the Constitution.

Sec. 7. **Removal of Officers.** Executive Committee members may be recommended for removal by any member of the Executive Committee for failure to perform the duties and responsibilities of the office, for violations of the LACUSPA ethics statement or if removal for office is otherwise in the best interest of the association. Removing a member of the Executive Committee from office requires a vote of 2/3 of all current Executive Committee members.

Sec. 8. **Office Vacancies.** In the case of a resignation, vote of removal, or when a member of the Executive Committee is no longer able to fulfill the requirements for their position (for example, leaving student affairs or moving out of state), that position is immediately considered vacant. The President will appoint a member to fill each vacant Executive Committee position for the remainder of that term. This appointment must be approved by a majority vote of current Executive Committee members.

#### **ARTICLE V: ANNUAL CONFERENCE**

Annual Conference. There shall be annual conference of the Association.

(a) The time and site of the annual conference shall be determined by the Executive Committee.

(b) The Conference Local Arrangements Chairperson shall be appointed by the Executive Committee

and shall be responsible to the Committee and for planning and coordinating activities.

(c) The Conference Program Chair shall be appointed by the Executive Committee and will solicit program proposals, coordinate the proposed review process, and generate the program for the annual conference.

#### **ARTICLE VI: QUORUM**

Sec. 1. No quorum will be necessary to conduct business at the annual meeting.

Sec. 2. A simple majority of current executive committee members is required to conduct business at the executive committee meetings via electronic or distance methods.

#### **ARTICLE VII: VOTING**

Sec. 1. Each financially active institution will appoint delegates according to their institutional membership to represent their institution for voting purposes. All delegates appointed should be approved by the chief student affairs officer at the institution. A chief student affairs officer is eligible to serve as a delegate. A delegate's vote may represent the voice of the entire institution.

Sec. 2. Delegates will be assessed to institutions as follows and according to fall semester enrollment:

- 0 – 5,000 students – 1 delegate
- 5,001 – 10,000 students – 2 delegates
- More than 10,000 students – 3 delegates

Sec. 3. Each financially active institution will appoint one alternate delegate in the event that a primary delegate is not available or leaves the institution. If an alternate delegate becomes a primary delegate due to vacancy, the institution will have 10 business days to name a new alternate delegate.

Sec. 4. At the annual conference, delegates will have a designated seating area. Delegates may confer with other individuals representing their institution prior to a vote being casted if there has been no prior time for discussions. The presiding officer will indicate a time limit for discussions.

Sec. 5. Votes taken while the conference is not in session will be done via a secure online forum selected by the Executive Committee. The voting link will be sent to each institution's primary delegate(s). The delegate(s) will have a designated amount of time to submit their vote for it to be considered. The primary delegate(s) may request that the link be sent to the alternate delegate, but only the assessed number of votes will be accepted from each institution.

#### **ARTICLE VIII: AMENDMENTS**

Sec.1. Amendments to this Constitution may be initiated by the Executive Committee or upon petition to the Executive Committee by ten (10) percent of the financially active institutions.

Sec. 2. Proposals to amend this Constitution must be distributed at least thirty (30) days prior to the established deadline for posting ballots.

Sec. 3. The Constitution may be amended by a two-thirds (2/3) affirmative vote of the ballots received from institutional delegates.

#### **ARTICLE IX: PARLIAMENTARY AUTHORITY**

Sec. 1. All meetings of this Association shall be conducted according to the procedures specified in the most recent edition of Robert's Rules of Order.

Sec. 2. The presiding officer at any meeting of the Association may appoint a parliamentarian to advise the presiding officer on parliamentary matters.

#### **ARTICLE X: FISCAL YEAR**

The fiscal year and membership year of the Association shall be January 1 through December 31.