

Graduate Association of Student Personnel Practitioners Constitution

Preamble

- To act as a coordinating organization providing resources, education, and support for individuals interested in the student personnel field.
- To act as a liaison between the department of Higher Education and KSU students.
- To promote and improve our educational program.
- To act as a clearinghouse for information on involvement in professional organizations related to our chosen career paths.
- To act as a source of educational programming encompassing issues relevant to the student personnel field.
- To gather socially in order to learn from each other and create a network of new professionals.

The Graduate Association of Student Personnel Practitioners is hereby established through this constitution.

The Graduate Association of Student Personnel Practitioners shall exist under the valid rules and regulations drawn up by the Graduate Student Senate and shall function under its applicable stipulations as well as those set up by the offices and agencies of Kent State University.

Article I. Name

The name of this organization shall be the Graduate Association of Student Personnel Practitioners, hereafter referred to as GRASPP.

Article II. Membership

Any person interested in higher education administration and/or student personnel can be a member of GRASPP. GRASPP will not discriminate on basis of age, race, ethnicity, national origin, immigration status, veteran status, religion, gender identity, sexual orientation, marital status, parental status or disability.

Article III. Officers & Chairs

Section I. The Executive Board

The Executive board shall consist of five administrative officers. The officers are the President, Vice President of Academic Affairs, Vice President of Membership, Vice President of Finance and Vice President of Marketing and Communication.

Section II. Chairs and Representatives

There shall be chairs and representatives who serve alongside the Executive Board. These positions include the Social and Professional Chair, General First-Year Representative, Off-Campus First-Year Representative, Cleveland Representative, two Doctoral Representatives and two Graduate Student Senate Representatives, one with voting privileges who represents the HIED program and one without voting privileges who represents GRASPP.

Section III. Qualifications for Officers, Chairs and Representatives

Officers, Chairs and Representatives must maintain a cumulative grade point average of 3.0, not be on academic probation or semester warning, and be a graduate student at Kent State University. When deemed appropriate by the Executive Board, Chair and Representative Positions may be shared by two people. For example, there may be two Social Chairs, if deemed necessary.

Section IV. Position descriptions and duties

A. The Executive Board

- a. President – The President shall be the presiding officer at all meetings, set meeting times and locations, register the organization each year, keep mailing list of members, alumni and constituents, and complete any other necessary paperwork pertaining to the office including the organization of orientation. The president shall oversee the functions of the Officers and help the Vice Presidents appoint chairs. Additionally, the president will delegate the maintenance of the organization's social networking sites and website.
- b. Vice President of Academic Affairs – The VP of AA shall, in the absence of the President or VP of Marketing and Communication, perform the necessary duties of that officer. The VP of AA will coordinate the Fall practicum fair and Spring Graduate Assistantship Interview Day. The VP of AA shall research the different professional organizations related to student personnel and get GRASPP on their mailing lists. This person shall also coordinate conference attendance through keeping the group up to date on conference dates, deadlines, and organize ride-sharing and room-sharing programs.
- c. Vice President of Membership- The VP of Membership shall send out the appropriate mailings, recruit new members, be involved in retention efforts, and participate actively in the program's interview day process. The VP of Membership shall help the president with orientation and any administrative tasks that need accomplished. This person shall also function as the alumni liaison and hold elections for officers at the beginning of each Spring semester.
- d. Vice President of Finance – The VP of Finance shall facilitate the handling of moneys, keep records of the financial status of the organization, and oversee expenditures and deposits. This person will also be responsible for any fund raising efforts.
- e. Vice President of Marketing and Communication – The VP of Marketing and Communication shall record and make public all meetings, coordinate the newsletter, and update the constitution as necessary.

B. Chairs and Representatives

- a. Social and Professional Chair – The Social and Professional Chair will coordinate all social and professional development activities and promote interactions between first year and second year students, as well as incoming students and alumni. These activities include beginning of the year activities including orientation, GRASPPgiving, GA day socializing, and end of the year activities including the hooding ceremony.
- b. First-year Representative – The first-year representative will be the liaison between first-year students and the GRASPP executive board. This person will determine the needs of first-year students and communicate them to the board in a timely manner.
- c. Off-Campus First-year Representative – The off-campus first-year representative will be the liaison between the GRASPP executive board and first-year students whose Graduate Assistantship is not at Kent State. This person will determine specific needs of first-years and communicate them to the board in a timely manner.

- d. Cleveland Representative – The Cleveland Representative shall be the liaison between GRASPP members who live/work in the Cleveland area and the GRASPP executive board. The Cleveland Representative shall work closely with the Social and Professional Chair to plan events for the GRASPP members in the Cleveland area.
- e. Graduate Student Senate HIED Representative – This representative shall attend all Graduate Student Senate meetings on behalf of the HIED program. This person shall share any relevant HIED news and events with GSS. Furthermore, this person serves as a voting member in GSS.
- f. Graduate Student Senate GRASPP Representative – This representative shall attend all Graduate Student Senate meetings on behalf of GRASPP. This person shall share GRASPP news and events with GSS. Furthermore, this person shall share news from GSS meetings with the GRASPP Executive Board and GRASPP general membership. This person does not have voting power in GSS.

Article IV. Elections

Elections will be held during the Spring semester of every year. The Vice President of Academic Affairs shall be the presiding officer during the elections except for the election of said position, where the president shall preside. Elections will be held separate from the regular meeting.

Nominations will be taken from the floor, seconded, and the nominated person shall be given the opportunity to accept or reject the nomination. A member need not be present to be nominated as long as the nominating member can present a list of the nominee's qualifications and goals. Once all the candidates for the positions in questions are nominated, each will have a brief period to state their qualifications and goals. Nominated members must meet the qualifications stated in Article II, Section 2.

Votes will be recorded on ballots, counted by the President and VP of Academic Affairs, and announced by the VP of Academic Affairs. Officers will be appointed as seen fit by the newly elected President and Vice President of Academic Affairs. Officers will be installed in February of the Spring semester.

Article V. Meetings

General meetings will take place once a month. Executive board meetings will also take place on a monthly basis allowing for two weeks between general and executive board meetings. In this fashion the executive board will meet every two weeks.

Article VI. Advisor

The GRASPP advisor shall function as a resource person, liaison between faculty and students, and act as an informal mentor to our organization.

Article VII. Constitutional Amendments

Amendments to the constitution may be submitted by the executive board at any time and subjected to a two-thirds vote of the general membership, which is necessary to ratify the said amendment.

Article VII. By Laws

By-Laws to this constitution may be submitted at any time and shall deal with matters of policy, procedure, and regulation consistent with the constitution. By-Laws shall require a majority vote of the executive board for adoption.

Article IX. Ratification

A two-thirds vote of the membership shall serve to ratify and establish this constitution as the operating guidelines for GRASPP.

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