**Constitution**

**Higher Education Student Association**

February, 2010

***Article I. Name & Affiliations***

The name of this organization shall be the Higher Education Student Association, hereafter referred to as HESA.

***Article II. Purpose***

The purpose of the Higher Education Student Association is to serve to strengthen and promote the Higher Education program at the University of Toledo, to encourage and support the personal and professional growth of its members, and to enhance their contribution to community development.

* To act as a coordinating organization between students, faculty, administrative staff and external bodies, providing resources, education, and support for individuals interested in the higher education field.
* To act as a liaison between the program of Higher Education and UT students.
* To promote and improve the educational program.
* To gather promote professional and social networking through the organization of social events.

The Higher Education Student Association is hereby established through this constitution.

Activities and programs sponsored by this organization will keep with the organization’s stated objectives.

***Article III. Membership***

Any person enrolled in Higher Education Administration can be a member of HESA. The HESA does not categorically deny membership to an individual based on race, color, religion, sex, age, national origin, sexual orientation, veteran’s status or the presence of a disability.

Persons obtain membership by supporting all functions, activities and programs of the organization through attending meetings and serving on committees. Voting members shall be defined as members who are currently enrolled UT Higher Education master’s students and who are in good standing with HESA and have supported the functions of the organization.

***Article IV. Officers & Chairs***

*Section I. The Executive Board.*

The Executive Board shall consist of five administrative officers: President, Vice President, Executive Secretary, Public Relations/Community Development Chair, Professional Development Chair for a term of one calendar year. Ad hoc committees may be formed at the discretion of the President or Executive Committee to attend to any situations that may become necessary for the organization to consider. Only current registered UT students may hold office. Officers of the organization shall not be on academic or disciplinary probation.

*Section II. Qualifications for Officers & Chairs.*

Officers and Chairs must maintain a cumulative grade point average of 3.0, not to be on academic probation or semester warning, and be registered as a graduate student at the University of Toledo.

*Section III. Executive Officers position descriptions and duties.*

* President shall be the presiding officer at all meetings, set meeting times and locations, register the organization each year, and complete any other necessary paperwork pertaining to the office. The President shall oversee the functions of the Officers, serve as the organizations primary representative and help the Vice President appoint chairs. The President may also appoint an alternate representative if deemed necessary.
* Vice President shall in the absence of the President perform the duties of the President. The Vice President shall research the different professional organizations related to Higher Education and get HESA on their mailing lists and hold elections for officers at the beginning of each Spring semester.
* Executive Secretary shall keep full and detailed minutes of all the HESA meetings. Act as the formal means of e-mail communication between the Executive Board and membership. Keep and maintain an updated record of all members of the HESA and take attendance of members at all meetings and functions. The Executive Secretary shall also facilitate the handling of moneys, keep records of the financial status of the organization, and oversee expenditures and deposits. The secretary will also be in charge of coordinating the HESA newsletter.
* Professional Development Chair shall coordinate all professional development activities on behalf of the HESA. Provide information to the membership on current developments in the field of Higher Education. The Professional Development chair will also be responsible for any fund raising efforts.
* Public Relations/Community Development Chair shall record and make public all meetings, keep mailing list of members, alumni and constituents, and update the constitution as necessary. PR/CD chair shall plan and implement bi-weekly social events for the members and coordinate at least one community service projects for members during each semester. Coordinate annual social events for membership and campus. This position will also be responsible for alumni outreach and creating/maintain a HESA scholarship fund.

***Article V. Elections***

Elections will be held during the eighth week of the spring semester of every year. The Vice President shall be the residing 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 any current member, 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 candidates for the positions in question 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 using an online voting service, counted by the President and Vice President, and announced by the Vice President. Officers will be appointed as seen fit by the newly elected President and Vice President. Officers will be installed in February of the Spring semester.

***Article VI. 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. A simple majority of the voting members must be present to constitute a quorum.

***Article VII. Faculty Advisor***

The HESA advisor shall be a member of the Higher Education Administration professor and function as a resource person, liaison between faculty and students, and act as an informal mentor to our organization.

***Article VIII. Constitutional Amendments***

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

It is further understood that if this organization desires at any time in the future to change in any way the provisions of this chapter, that before such action is taken, the organization will submit for approval to the Student activities Committee and the Office of Dean of Students every detail of the desired changes to be made.

***Article IX. 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 X. Ratification***

A majority vote of the membership shall serve to ratify and establish this constitution as the operating guidelines for HESA.