

## **GSDA Constitution (*Revised Spring 2007*)**

**Title:** Constitution Of The Graduate Student Development Association

**Preamble:** The official name of this organization is the Graduate Student Development Association (GSDA).

**Date:** Submitted to the Office of Student Life on September 1, 2007. Most recent amendments ratified on April 30, 2007.

### **Article I: Statement of Purpose**

- A. To serve as a coordinating body to attend to the needs of the students in Graduate Programs in Student Affairs at the University of Iowa.
- B. To assist in providing programs for professional improvement and enhance the development of professional standards and competencies.
- C. To create a sense of community among the students, faculty, and staff who are interested in student development.
- D. To aid in communicating ideas, needs and information among the members, to and from appropriate individuals and groups both within and outside the organization

### **Article II: Membership**

- A. In no aspect of its programming shall there be any difference in the treatment of persons because of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associated preference, or any other classification which would deprive the person of consideration as an individual. The organization will guarantee that equal opportunity and access to membership, programming, facilities, and benefits shall be open to all persons.
- B. Anyone enrolled in Graduation Programs in Student Affairs at the University of Iowa is eligible for membership.
- C. There are no categories of membership; all members have equal status within the organization.
- D. Students who wish to become members must give their names and addresses to the Executive Committee.

### **Article III: Officers and Duties**

- A. Governance of the organization shall be by an elected committee of eight consisting of a president, vice-president, secretary, treasurer, webmaster, and a three member planning committee
- B. Members of the Executive Committee will be responsible for the following duties:
  - 1. President – Organize and preside over meetings of the full membership and direct activities of the organization.
  - 2. Vice-President – Make arrangements for meeting sites and provide advance notification in writing of the meetings for the full membership. The Vice-President will preside over the meetings in the absence of the President.
  - 3. Secretary – Records and distributes the minutes and/or newsworthy items to all members. The secretary is responsible for submitting all necessary forms to the university.
  - 4. Treasurer – Keep records regarding the organization’s finances and

budget, collect membership dues, and submit a budget proposal to UISA each spring.

5. Webmaster - With the assistance of a committee, the GSDA webmaster creates and maintains the GSDA website.
6. Planning Committee – The planning committee shall consist of three members: a Ph.D. student, a first-year master's student, and a second-year master's student. Responsibilities include the planning of professional and social programs to meet the needs of the membership, and the development and implementation of an orientation session for new students to be offered just prior to the fall and spring semesters.

**Article IV: Advisor**

- A. The advisor is selected by the program faculty and students in Graduate Programs in Student Affairs. The advisor's responsibility is to advise the student organization on university policy and procedure.

**Article V: Meetings**

- A. Meetings will be held as needed, a minimum of three per semester.
- B. At the first meeting during the fall semester, the full membership shall arrive at an agreed upon schedule/site for future meetings. Announcement of meetings will be made in class and posted on the bulletin board near the Counseling, Rehabilitation, and Student Development Office.
- C. A quorum will be 50% of the eligible members.
- D. Meetings will be called by the Executive Committee or individual members of the organization.

**Article VI: Elections**

- A. Prior to the end of the first semester, the Executive Committee will announce the schedule for elections. Anyone wishing to be placed in nomination for membership on the Executive Committee may submit to the Vice-President, in writing, their name, and office they wish to serve. Nomination information will be posted near the Counseling, Rehabilitation, and Student Development Office.
- B. Elections will begin the Monday after the closure of nominations and will end the following Friday afternoon.
- C. The three planning committee members will be elected by their respective class peers (e.g., in order to vote for the Ph.D. Representative, you must be a Ph.D. student).

**Article VII: Finances**

- A. The Executive Committee will be responsible for all funds.
- B. The Executive Committee members listed on the Student Activities Board organization recognition form may authorize spending up to \$50 per month without the consent of the membership. These expenses must be reported at the next meeting. The membership must authorize any expenses over that amount by a majority vote at any regularly scheduled meeting.
- C. Upon dissolution, state money and mandatory student fees revert back to the granting organization. Group fees should be divided as stated in the constitution and carried out by the dissolving group's members and

officers. If group has dissolved and group fees have not been divided as stated in the constitution by 5 years from last account, activity monies in groups 00 account will revert to an account specified for this purpose within UISG. These funds will then be available for distribution through SABAC guidelines in compliance with University of Iowa policy.

D. Upon dissolution group fees will be donated to another student organization as voted by two-thirds of the membership.

**Article VIII: Amendments**

A. One month prior notice will be given for any proposed amendment.

B. Any proposed amendment will be read at two consecutively scheduled meetings.

C. An amendment may be passed by a two-thirds vote of the membership voting.

**Article IX: Ratification**

A. The present Constitution will go into effect by a two-thirds vote of the membership voting.

**By-Laws:**

1. All members have full voting rights.

2. Robert's Rules of Order will be the reference used in situation not covered by the Constitution.

3. A quorum will be 50% of the eligible members.

4. By-Laws can be amended by a majority vote of members voting.