

Graduate Student Development Association Handbook

Updated October 2010

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We, the current officers of the Graduate Student Development Association, hope this handbook will serve as an introduction, a guide, and a resource. Feel free to approach us with any questions or concerns. We thank the students who came before us for the traditions they established and we look forward to passing the torch to you, our newest members. May the pride in our program continue, and may 2010-2011 be a successful year!

For more information, check out: www.uiowa.edu/~gsdaweb

What is GSDA?

The Graduate Student Development Association was founded in 1976 as a means to promote the professional and personal development of students in the College Student Personnel Program (until recently called the Student Development/Student Affairs Administration and Research Programs, now known as the Higher Education & Student Affairs Programs). This organization charged itself with the responsibilities of serving as a coordinating body for the needs of HESA students; providing programs for professional development; enhancing professional standards and competencies; creating a sense of community among students, faculty, and staff who are interested in student development; and aiding in the communication of ideas and information among its members. In past years, GSDA has successfully provided a newsletter for alumni; promoted the availability of assistantships on campus; organized trips to national and state conventions; developed and distributed a student handbook; and coordinated educational and social events such as speakers, receptions, awards, and student networks.

GSDA members have produced a number of journal articles and have frequently presented programs at regional and national conferences. We encourage you to become a member of GSDA, and to actively participate with us as we seek to continue the quality and scholarly tradition of The University of Iowa and its alumni during this year.

In the spirit of cooperation, GSDA asks its members to pay a \$20.00 membership fee in order to fund some of the planned activities. This fee covers such things as organization activities, speaker fees, and support for professional development.

GSDA is also interested in organizing and sponsoring programs and activities for the professional, educational, and personal enjoyment of its members. Please contact any of the officers or planning committee members with your ideas or suggestions. We appreciate your input and want to work with you to make this year profitable and enjoyable.

GSDA Dues Information

2010-2011 GSDA Membership Dues: \$20.00

Membership includes access to organizational support through:

- Organized Activities: social, academic, and professional in nature
- Email distribution of newsletters
- Professional development support and funding
- Speaker fees

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.

**Who's Who Among GSDA?
Executive Members**

President

Matt Augeri
2nd year MA

Vice-President

Brittan Etzenhouser
2nd year MA

Treasurer

Suzanne Fox
2nd year MA

Secretary

Erika Christiansen
2nd year MA

2nd year MA Representative

Kelly Giese
2nd year MA

PhD Representative

Jeremy Reed
1st year PhD

1st year MA Representative

Sarah Hurd
1st year MA

GSDA Advisor

Michael Venzon
Doctoral Candidate

GSDA Committees

One of the primary purposes of GSDA is to provide members with opportunities for professional development on an ongoing basis. Getting involved with one or more of the GSDA committees is not only a great professional development opportunity but a way to get to know other GSDA members and to foster a greater sense of community. As with any organization, GSDA best responds to the needs of its members when each member takes an active role in contributing to the organization.

- 1. Social & Community Service** – This committee plans events to bring the HESA community and the broader Counseling Rehabilitation and Student Development department together. This is a great committee for those who are interested in student affairs positions focused on building and nurturing community, such as Residence Life, Multicultural Affairs, and Student Activities/Involvement. Community service events connect GSDA with the greater University of Iowa and Iowa City community. Those who are interested in student affairs positions related to volunteerism and service learning would enjoy this committee.
- 2. Outreach, Recruitment & Website** – This committee works closely with the HESA faculty to share information to potential students about the rewarding careers within Student Affairs. This committee is a great choice for those interested in student affairs positions in Recruitment and Orientation. This committee also works in conjunction with the Webmaster to create and maintain the GSDA webpage. People who have web and computer skills would be a valuable asset to this committee.
- 3. Academic and Professional Development** – This committee plans events to address topics of interest in student affairs and higher education. This committee is a great choice for those who are interested in student affairs positions which provide ongoing trainings and in-service activities to staff.
- 4. Fundraising** – This committee plans fundraising events. The money raised through fundraising helps to defray GSDA members' cost of attending professional conferences as well as provide money for speakers and events. Those who are interested in student affairs positions related to alumni relations and development work would enjoy this committee.