

CONSTITUTION HIGHER EDUCATION STUDENT ASSOCIATION

Final Approved Version: November 16, 2007

Article I - Name and Purpose

1. The name of this organization shall be The Higher Education Student Association (HESA) at The Pennsylvania State University. This organization first met in 1969 at the University Park campus, Penn State University.
2. The purpose of the Higher Education Student Association is to promote the scholarly and professional development of students and to facilitate their integration into the higher education program.

Article II – Membership

1. Definitions and Conditions. Membership shall consist of two categories: active and associate. The majority of members shall be graduate students. The membership shall be divided into active and associate members. Only currently employed faculty, staff, and currently registered students are eligible for active membership. All others interested in furthering the purpose of HESA shall be associate members. Only active members may hold office, vote, preside, officiate, or solicit funds on behalf of the organization.
2. Anti-Discrimination. HESA shall not discriminate on the basis of race, national origin, religion, gender, sexual orientation, physical handicap, or creed.
3. New Membership. Any and all new members will be given disclosure during recruitment of new members of the following information: new membership manual, schedule of new member events (orientation) and activities, a list of responsibilities of members and officers, and a copy of the University's Hazing policy (as prescribed by Policies and Rules for Student Organizations).
4. Right to Non-Participation. All members, including but not limited to new members and recruits, reserve the right to refrain from participation in any activities without consequence, based upon personal or religious beliefs, personal values, or moral reasons as defined by the member.
5. Compliance with Law. Any and all interaction and activity between members and/or new members will be limited to guidelines stated by Penn State University policy, as well as local, state, and federal laws.
6. Removal of Members. Expulsion from HESA shall be considered by the HESA board of officers only in egregious cases of moral turpitude which significantly affect the functions and reputation of HESA. Members shall not be expelled except that a super majority (75%) of a quorum of active members vote for expulsion of a member. The

member in question shall be granted due process and allowed an opportunity to defend himself or herself before any vote is taken. Membership is not restricted to students because of a student's intrinsic personal characteristics.

7. While the organization's primary audience is drawn from students in the Higher Education Program in the Department of Education Policy Studies, active membership shall be open to all students with an interest in higher education and enrolled at the Pennsylvania State University, upon payment of dues as prescribed by the bylaws. Active members, deemed in good standing with the organization, shall be entitled to one vote and are eligible to serve as officers of the organization.

Article III – Officers

1. The officers of the organization shall be a President, a Vice President, a Secretary, and a Treasurer. Each officer shall be active members of HESA in good standing and must be officially recognized students of Penn State.
2. Other members of the HESA Executive Board may be appointed by the elected officers. These offices may include, but are not limited to, Chair of the Orientation Committee, Chair of the Professional Development Committee, Editor of *LionTales* (the HESA newsletter), Chair of the Social Committee, and Webmaster. The Editor of *Higher Education in Review* (the HESA academic journal) serves as an ex officio member of the Executive Board.
3. The President shall be the chief executive officer of the organization and shall preside at all general meetings of the organization. The President shall appoint the chairperson of standing and ad hoc committees, and shall hold ex officio membership in all committees.
4. The Vice President shall act in place of the President at all meetings of the organization which the President is unable to attend and shall serve on the Executive Committee. The Vice President shall also serve as an ex officio member of all standing committees.
5. The Secretary shall keep the records of the current activities of the organization, shall issue all notices of meetings; shall be responsible for the correspondence of the organization; shall be responsible for the maintenance of membership roll of the organization subject to the decisions of the membership.
6. The Treasurer shall collect and disburse the funds of the organization, subject to the approval of the President. The Treasurer shall be prepared to present a financial report upon request of the membership. The Treasurer shall maintain a list of all members in good standing. Upon termination of his or her office he or she shall present a full financial report to the organization.
7. All officers shall begin their term of office upon election.

8. Vacancies among the officers occurring between regular elections, except for a vacancy in the Presidency, shall be filled by nomination and election of the remaining voting members. If the presidency shall become vacant, the Vice President shall become President and serve out the remainder of the term of office of the President whom he or she replaces.
9. The Executive Committee shall be comprised of the elected officers and the appointed officers.

Article IV – Meetings

1. The organization shall have a minimum of one regular business meeting per month during Fall and Spring semesters. Additional meetings may be held at the discretion of the President.
2. The Secretary shall notify the members of the time and place of scheduled meetings. The Secretary shall provide each member with a copy of the meeting agenda prior to such meetings.

Article V – Voting

1. A quorum shall be defined as twenty-five percent of the minimum number of student members.
2. A majority shall be defined as fifty percent of the membership present plus one.

Article VI – Finances

1. All organizational funds shall be handled by Associated Student Activities (ASA).
2. The amount of dues shall be listed in the bylaws and may be changed in accordance with the policy on amending bylaws.
3. The executive committee shall propose to the general membership a general budget for the current academic year no later than October 31st.

Article VII - Election of Officers

1. Officers shall be elected at the last regular meeting of Spring Semester and assume the duties of their respective office immediately following election. The outgoing president shall conduct elections unless he or she is a candidate for any office in which case the advisor shall oversee the election process.
2. Nominations for officers as specified in the constitution shall be from the floor. Election of nominees shall be by secret ballot.

3. A nominee shall be considered duly elected when he or she has received a plurality of the votes cast.
4. In the event of a tie, the vote shall be recast. In the event of a second tie, the winner will be selected by drawing lots.

Article VIII – Amendments

1. Amendments to this Constitution may be introduced at any regularly scheduled HESA meeting. Any officer may introduce a constitutional amendment. Voting shall take place at the following regular HESA meeting.
2. If the amendment is successfully passed it shall be forwarded to the USG Supreme Court/GSA Judiciary Committee for approval. The amendment shall not take effect until it is approved by the USG Supreme Court/GSA Judiciary Committee.

Article IX - Parliamentary Authority

1. The rules contained in Robert Rules shall govern proceedings of this organization except in such cases as are covered by the constitution, By-Laws and standing rules adopted by this organization.

Article X - Accessibility of this Constitution

1. Copies of this constitution and corresponding bylaws shall be available to anyone upon request.

Article XI - Faculty Advisor

1. The faculty advisor shall be appointed by the Executive Committee of the organization with the advice of the membership.
2. The faculty advisor shall be a member of the Higher Education Program in the Department of Education Policy Studies at The Pennsylvania State University.
3. A vacancy in the role of faculty advisee shall be filled by appointment of the Executive Committee.

Article XII - Higher Education In Review Amendment

1. Paragraph 2 of Article III of the Constitution of the Higher Education Student Association is amended by striking out the phrase “Editor of *Higher Education in Review* (the HESA academic journal)”.
2. *Higher Education in Review*, hereinafter referred to as HER, shall be an academic journal

supported by the Higher Education Student Association.

3. The President of the Higher Education Student Association shall serve as an Ex-Officio member of the HER Editorial Board.
4. The new HER Editorial Board positions shall be selected through a process defined by the current HER Editorial Board and that process shall be separate from the election of the Higher Education Student Association officers or appointments of chairpersons.

BY-LAWS HIGHER EDUCATION STUDENT ASSOCIATION

1. **Dues.** The annual dues for each active and associate member of the organization shall be twenty dollars, the payment of which shall entitle him or her to all privileges and benefits of such membership.
2. **Term of Office.** Officers shall be elected as prescribed in the Constitution shall serve for an annual period beginning with the first regular business meeting in January of each year and terminating with the election of new officers the following January.
3. **Committees.** The President shall appoint any committees as are necessary to fulfill the purpose of the organization as described in Article II of the Constitution.
4. **Amendments.** The By-laws may be modified by a majority vote of the HESA officers at a regularly scheduled HESA meeting.