

# **Adventist Student Personnel Association**

## **Mission Statement**

ASPA promotes professional growth and networking for student life personnel in Adventist educational institutions.

## **Vision**

ASPA will be the premier organization for the professional development and support of student life personnel in Adventist education.

## **ASPA Constitution**

### **ARTICLE I**

**NAME**           The name of this organization shall be the Seventh-day Adventist Student Personnel Association, (ASPA), hereafter referred to as Association.

### **ARTICLE II**

#### **PURPOSE**

- Section 1:       This organization is organized and operated exclusively for the charitable purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code. Notwithstanding any other provision of this Constitution, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).
- Section 2:       To promote the principles of Christian education with a primary emphasis on student development.
- Section 3:       To nurture Christian growth and integration in all dimensions of development: emotional, intellectual, values, physical, social, spiritual, and vocational.
- Section 4:       To strive toward the goal of ethical and professional excellence, encouraging members to demonstrate the effectiveness of developmental education through various measures of accountability.
- Section 5:       To identify and communicate to the Association members the methods and materials for professional development.

Section 6: To serve as the voice of the Association members in dealing with issues and trends in the student personnel profession.

### **ARTICLE III**

#### **MEMBERSHIP**

Section 1: Membership of the Association shall be open to Seventh-day Adventists employed in private or public schools and non-SDAs employed in SDA institutions, in the following categories: student personnel administration, residential life, counseling and counseling education, chaplaincy, health services, international/multi-cultural services, career planning and placement, campus safety, student activities, and teaching learning centers.

Membership may also include others interested in the student personnel profession, such as former student personnel workers and undergraduate or graduate students in related areas of study or work.

Section 2: Payment of annual dues shall be a condition of membership, the amount to be determined by the membership at the Annual International Conference as recommended by the Executive Committee.

Section 3: Responsibilities and benefits for membership shall be stated in the Bylaws of the Association.

### **ARTICLE IV**

#### **ORGANIZATION**

The organization includes the following units in order to serve the varied needs of the membership.

Section 1: General membership as defined in Article III.

Section 2: The Executive Officers and Historian/Archivist

Section 3: The Executive Committee, Excellence Awards Committee, Nominating Committee, and Certification Review Committee.

## **ARTICLE V**

### **MEETINGS**

- Section 1: The Association shall have an Annual International Conference. The Association shall consider scheduling its Annual International Conference in conjunction with one of the regularly scheduled national conferences of ACPA (American College Personnel Association), NASPA (National Association of Student Personnel Administrators), or ACUHO-I (Association of College and University Housing Officers-International).
- Section 2: The Executive Committee shall meet a minimum of two times per year, once immediately prior to the Annual International Conference and one other time to plan the conference.

## **ARTICLE VI**

### **EXECUTIVE OFFICERS**

- Section 1: The Executive Officers shall be as follows: President, President-Elect, Immediate Past President, Vice President for Student Services, Vice President for Academy Residence Hall Programs, Vice President for College Residence Hall Programs, Vice President for Communications, Vice President for Finance, Vice President for Counseling and Guidance Programs, Certification Review Committee Chair and Public Relations Coordinator.
- Section 2: An Executive Officer must have completed one year of Association membership and be a current Association member with a minimum of two years professional experience.
- Section 3: The term of office shall be two years for the Vice President for Student Services, Vice President for Academy Residence Hall Programs, Vice President for College Residence Hall Programs, and Vice President for Counseling and Guidance Programs and three years for Vice President for Communication, Vice President for Finance, Certification Review Committee Chair, Public Relations Coordinator. The President-Elect, President, and Immediate Past President, which shall be one year respectively.
- Section 4: The Executive Officers shall direct the business of the Association.

## **ARTICLE VII**

### **COMMITTEES**

- Section 1: The Executive Committee shall be composed of all Executive Officers and be chaired by the President.
- Section 2: The Nominating Committee shall be composed of all Executive Officers and be chaired by the President-Elect.
- Section 3: The Certification Review Committee (CRC) shall be composed of the President, Vice Presidents for Academy and College Residence Hall Programs, and be chaired by the Certification Review Committee Chair.
- Section 4: The Excellence Awards Committee shall be composed of the Vice President for Student Services, Vice President for Academy Residence Hall Programs and be chaired by the Immediate Past President.

## **ARTICLE VIII**

### **ELECTIONS**

- Section 1: Executive Officers shall be elected by a plurality of a quorum of the Association at the Annual International Conference.
- Section 2: The Executive Committee by majority vote shall appoint a successor to fill any vacancy on the Executive Committee until the next regularly scheduled election at the Annual International Conference.
- Section 3: The Executive Committee shall serve as the Nominating Committee for Executive Officers.
- Section 4: Absentee ballots may be requested by Association members from the President-Elect after January 1. All absentee ballots must be returned to the President-Elect by March 1.
- Section 5: All new officers shall assume their official responsibilities on July 1.

## **ARTICLE IX**

### **AMENDMENTS**

- Section 1: The Constitution may be amended at any regular meeting of the Association by a two-thirds vote of the Association quorum.
- Section 2: The Constitution and Bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the members present. Non-substantive changes to the constitution and Bylaws may be made by the Executive Committee in session. Members interested in the proposed changes can request copies from the President or Vice President for Communications.
- Section 3: Bylaws may be amended by a simple majority of the Association quorum and a recommended 24 hours advance notice.

## **ARTICLE X**

### **DISSOLUTION**

- Section 1: The Association may be dissolved by a three-fourths vote of the Association quorum at any regularly scheduled meeting with 30 days advance notice given to the entire membership. Upon such dissolution, the title of all property and effects shall be vested in the General Conference Corporation of Seventh-day Adventists in trust to be used for student personnel development programs.
- Section 2: Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, education, religious and/or scientific purposes and which has established its tax exempt status under section 501 (c) (3) of the Internal Revenue Code.

# BYLAWS

## SECTION A: DUTIES OF THE ASSOCIATION MEMBERS

They shall elect officers, consider items referred by the Executive Committee, inform the Executive Committee of needs related to the performance of their function and professional development, pay dues, and transact other such business as may come before the Association.

## SECTION B: DUTIES OF THE ASSOCIATION COMMITTEES

### 1. Executive Committee

- a. Shall direct the business of the Association.
- b. Shall be responsible for the fiscal management of the Association and recommend dues.
- c. Shall be the policy-making body acting between the meetings of the Association.
- d. Shall serve as the Nominating Committee for the election of Executive Officers.
- e. Shall provide ballots to the membership and then be responsible for collecting, tabulating, and publishing the results of the voting to the membership.
- f. Shall determine the time and place for the Annual International Conference and other regular meetings of the Association.
- g. Shall review evaluations of the Annual International Conference provided by conference participants.
- h. Shall appoint the Historian/Archivist.

### 2. Nominating Committee:

- a. Shall nominate Association members for positions as Executive Officers in accordance with criteria established by the Association.
- b. The chair shall submit a biographical sketch of the candidates to the Vice President for Communication by December 1, for publication in the January/February issue of *The Window*.
- c. Shall administrate the election process at the Annual Conference.
- d. Shall be composed of all members of the Executive Committee and chaired by the President-Elect.

3. Excellence Awards Committee:
  - a. Shall administer Excellence Awards according to criteria established by the Association for excellence in the following categories: service, research, administration, development programming and lifetime achievement. College students working in student services may also be recognized for excellence.
  - b. Shall be composed of the Vice Presidents for Academy and College Residence Hall Programs, the Vice President for Student Services, and is chaired by the Immediate Past President.
4. Certification Review Committee (CRC) for Certified Residence Life Educators
  - a. Shall administer the Certified Residence Life Educator program as established by the Association.
  - b. Shall review all applications for certification and renewal of certification.
  - c. Shall be composed of the President, the Vice Presidents for Academy and College Residence Hall Programs, and is chaired by the Certification Review Committee Chair.

#### SECTION C: DUTIES OF THE EXECUTIVE OFFICERS & HISTORIAN/ARCHIVIST

1. President – (Term 1 year)
  - a. Shall serve as Chair of the Executive Committee and all meetings of the Association.
  - b. Shall plan and coordinate the Annual International Conference in conjunction with the Executive Committee.
  - c. Shall serve as the voice to and for the Association.
  - d. Shall compile a file and submit it to the Association's Historian/Archivist by the end of the Presidential term. This file shall include all Association meeting minutes, copies of *The Window*, major decisions, conference programs, evaluation of conferences, activities, financial reports, special events, and reports submitted by all of the Executive Officers.
  - e. Serve as contributing editor to the Association's professional publication *The Window*.
  - f. Shall be a member of the Certification Review Committee.
  - g. Shall have the authority to appoint positions as needed.

2. President-Elect (Term 1 year)
  - a. Shall perform the roles and functions of the President in his/her absence.
  - b. Shall keep the minutes of the meetings of the Association and the Executive Committee.
  - c. Shall serve as Coordinator for membership recruitment and marketing and maintaining the Association's mailing list for marketing.
  - d. Shall administer the two \$500 New Dean Scholarship
  - e. Shall submit an annual report to the President for continuity and preservation.
  - f. Shall chair the nominating committee.
  - g. Shall serve as contributing editor to the Association's professional publication, *The Window*.
3. Immediate Past President (Term 1 year)
  - a. Shall serve as a special consultant to the Executive Officers.
  - b. Shall facilitate and coordinate the development of international regions.
  - c. Shall coordinate the presentation of awards as approved by the Executive Officers.
  - d. Shall chair the Excellence Awards Committee.
  - e. Shall submit the annual report to the President for continuity and preservation.
  - f. Shall serve as contributing editor to the Association's professional publication, *The Window*.
4. Vice Presidents for Academy and College Residence Hall Programs, Counseling and Guidance Programs, and Student Services (Term 2 years)
  - a. Shall coordinate Annual International Conference interest sessions and display of materials, such as handbooks, books, tapes, videos, calendars, etc.
  - b. Shall encourage interested persons in the field of student personnel.
  - c. The Vice Presidents for Academy and College Residence Hall Programs, and the Vice President for Student Services shall actively

promote the Certified Student Development Educator program and sit on the Certification Review Committee.

- d. Shall submit an annual report to the President for continuity and preservation.
  - e. Shall serve as contributing editor to the Association's professional publication, *The Window*.
  - f. The Vice Presidents for Academy and College Residence Hall Programs and for Student Services shall be members of the Excellence Awards Committee.
  - g. The Vice President for Academy and College Residence Hall programs will attend the deans' workshop and be involved in presentations.
5. Vice President for Finance (Term 3 years)
- a. Shall receive and account for all monies and make payments authorized by the President, Executive Committee, and/or the Association.
  - b. Shall maintain a current membership list.
  - c. Shall process membership applications and forward the membership information to the Vice President for Communications.
  - d. Shall provide financial reports to the Executive Committee.
  - e. Shall provide a financial report to the Annual International Conference.
  - f. Shall submit an annual financial statement and membership directory to the President for continuity and preservation.
  - g. Shall serve as director for registration at the Annual International Conference.
  - h. Outgoing VP shall attend the summer Executive Officers' meeting the summer following the end of the term as the outgoing Vice President for Finance to assist the new Vice President in transition.
6. Vice President for Communications (Term 3 years)
- a. Shall serve as editor of the Association's bimonthly professional publication, *The Window*.
  - b. Shall submit copies of *The Window* to the President and the Historian/Archivist for continuity and preservation.
  - c. Shall serve as director of the Association's communications center.

- d. Shall chair the editorial board.
  - e. Shall manage the publication subsidy as provided by the education departments of the General Conference of Seventh-day Adventists and its North American Division.
  - f. Shall file financial reports with the Vice President for Finance.
7. Certification Review Committee Chair (Term 3 years)
- a. Shall facilitate the process of certification of Certified Student Development Educators according to the criteria established by the Association.
  - b. Shall be a currently Certified Student Development Educator.
  - c. Shall chair the Certification Review Committee which is composed of the President, and the Vice Presidents for Academy and College Residence Halls.
  - d. Shall process the applications and documentations for certification and re-certification.
  - e. Shall promote the certification program among the Association through individual correspondence and regular publication in *The Window*.
  - f. Shall present certificates at the Annual International Conference to those who have qualified for Certified Student Development Educator.
  - g. Shall collect the processing fees, as determined by the Association, and send them to the Vice President for Finance.
  - h. Shall submit an annual report to the President for continuity and preservation.
8. Historian/Archivist (Term 3 years)
- a. Shall be appointed for a three-year term by the incoming President, and confirmed by the Executive Committee.
  - b. Shall collect and archive pertinent information pertaining to the Association such as copies of all Executive Committee minutes, financial reports, copies of *The Window*, yearly membership lists, copies of the Annual International Conference Program, and all other materials submitted by the President.
  - c. Shall be a voting member of the executive committee.

9. Public Relations Coordinator (Term 3 years)

- a. Shall develop promotional material (Brochure, web, convention, and workshop)
- b. Shall facilitate and coordinate the dissemination of information about ASPA to members, potential members, Academy Principals, etc.
- c. Shall serve as a contributing editor to the Association's publication of *The Window*.
- d. Shall be appointed by the Executive Committee for a three year term.

SECTION D: POLITICAL LIMITATION CLAUSE

No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

SECTION E: DEDICATION CLAUSE

The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income assets of this organization shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private persons.

SECTION F: OFFICIAL PUBLICATION – *The Window*

1. Purpose:

- a. To serve as the official publication of the Association, providing Executive officers opportunity to inform and instruct in all areas of student services.
- e. To serve as the voice of the Association in dealing with relevant issues.
- f. To provide an appropriate vehicle for the advertisement of professional opportunities.
- g. To promote professional growth by a review of current literature, methodologies and theories relevant to the profession.
- h. To promote the cause of Jesus Christ in the world through the unique philosophy of Christian education.

2. Shall be published bimonthly during the academic year.

3. Shall be edited by the Vice President for Communications.

4. To promote the needs of the profession, a complimentary subscription shall be sent to a number of key professionals, including, but not limited to the

following: superintendents, secondary principals, and college presidents within the structure of SDA education.

#### SECTION G: QUORUM

1. A quorum of the Association shall consist of 25 regular voting members.
2. A quorum for the Executive Committee shall consist of at least one-half of its total membership, and must include the President, President-Elect, and Vice President for Finance.

#### SECTION H: FISCAL YEAR

The fiscal year of the Association shall begin January 1.

#### SECTION I: DUES

1. The amount of dues for membership shall be determined in the business session at the Annual International Conference.
2. Shall be paid to the Vice President for Finance when the member joins the Association.
3. Membership is effective from January 1 to December 31.
4. Dues will be used for the Annual International Conference, publication and distribution of *The Window*, administrative expenses, and other business of the Association.

#### SECTION J: PARLIAMENTARY RULES

Robert's Rules of Order shall govern in all general and special meetings of the Association.

#### SECTION K: AUDIT

The funds of the association are subject to General Conference audit.

#### SECTION L: CHANGES IN THE CONSTITUTION AND BYLAWS

The Constitution and Bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the members present.

Non-substantive changes to the Constitution and Bylaws may be made by the Executive Committee in session.

## SECTION M: PROFESSIONAL DEVELOPMENT

ASPA, as a part of its mission to support professional development of its members will support the following initiatives:

1. Regional Workshops: ASPA will support regional workshops developed by colleges or universities for student service personnel employed by their union. ASPA will provide \$25.00 per attendee. The college or university will be reimbursed once all of the following criteria is met:
  - a. submit a program proposal to ASPA's Executive Committee
  - b. receive approval from the Executive Officers
  - c. program meets CSDE guidelines
  - d. advertise the event in *The Window*
  - e. submit a written report within 30 days of the conclusion of the event and publish this report in *The Window*
2. New Academy Dean's Scholarship: ASPA will provide two scholarships (not to exceed \$500) to new academy deans for the ASPA Convention.
  - a. Applications are due by January 15 and shall be submitted to the President-Elect with the following documentation:
    1. Recommendations for two other peers on campus
    2. Approval from the Principal
    3. A brief essay describing why the applicant should be chosen
3. Deans' Workshop: Deans' Workshops will be officially sponsored by ASPA with the following guidelines:  
Workshops will be hosted at La Sierra University and Andrews University
  - a. ASPA Executive Committee will approve the dates for the summer workshops.
  - b. The focus of these workshops will be for deans.
  - c. The ASPA Vice President's for academies and colleges will be present at the workshops.
  - d. Articles describing the workshops will be submitted by the VP's to *The Window* immediately following the workshop.