

Constitution

JESUIT ASSOCIATION OF STUDENT PERSONNEL ADMINISTRATORS CONSTITUTION March, 2006

ARTICLE I - Purpose and Aims

The purpose of the Jesuit Association of Student Personnel Administrators (hereafter referred to as JASPA) is:

1. to discuss, identify, and promote principles and practices applicable in the area of student affairs in Jesuit colleges and universities;
2. to represent the collective professional perspective of student affairs professionals at Jesuit institutions of higher education to the presidents and other appropriate personnel and/or associations;
3. to discuss and study the most effective methods of assisting students in their intellectual, moral, social, and personal development;
4. to provide and stimulate leadership among persons engaged in the administration of student affairs programs in Jesuit institutions;
5. to maintain and improve professional standards in the field of student affairs work in Jesuit colleges and universities;
6. to serve as a central clearing agency for the collection and distribution of information pertinent to student affairs programs at member institutions;
7. to promote employment opportunities at Jesuit institutions to new professionals

ARTICLE II - Membership and Definitions

1. The Jesuit Association of Student Personnel Administrators (JASPA) is a conference of the Association of Jesuit Colleges and Universities (AJCU). Its members are the Jesuit institutions of higher education in the United States.
2. For organizational purposes, the membership of JASPA is divided into four geographical regions: Northeastern, Mid-Atlantic/Southern, Midwestern, and Western. The colleges and universities in each region are as follows:

Northeastern

Boston College
Canisius College
Fairfield University
Fordham University
College of the Holy Cross
LeMoyne College
Saint Peter's College

Mid-Atlantic/Southern

Georgetown University
Loyola College in Maryland
St. Joseph's University
University of Scranton
Wheeling Jesuit University
Loyola University New Orleans
Spring Hill College

Midwestern

Creighton University
John Carroll University
Loyola University Chicago
Marquette University
Rockhurst University
Saint Louis University
University of Detroit Mercy
Xavier University

Western

Gonzaga University
Loyola Marymount University
Regis University
Seattle University
University of San Francisco
Santa Clara University

3. Each member institution is entitled to one institutional vote at the annual JASPA business meeting (regardless of the number of associates present at the meeting) and one institutional vote in all association business conducted by mail, fax, or internet.
4. Membership in JASPA entitles the institution to representation as follows:
 - a. Voting Associate - Each institution is entitled to appoint one voting associate for the institution who shall be the senior student affairs officer or a representative appointed by the senior student affairs officer.
 - b. Institutional Associate - All full-time student affairs administrators and professional staff of member institutions are entitled to all the rights and privileges of membership in JASPA.
 - c. Affiliate Membership - Offered to individuals who demonstrate an interest in the JASPA organization but are not employed in a Jesuit institution. Payment of an annual fee, determined by the Executive Board, entitles the individual to receive JASPA publications and to attend JASPA meetings at the member rates. Affiliate members do not have voting privileges.

ARTICLE III - Officers, Terms of Office, and Duties

1. EXECUTIVE BOARD

- a. The Executive Board shall be comprised of the following: the President (who shall also be ex-officio Chair of the Executive Board), the President-Elect, the Immediate Past President, the Secretary, the Treasurer, the Regional Vice Presidents, the Archivist, and the Chaplain. No more than two members from the same institution may serve on the Executive Board at the same time. Executive Board members except the Chaplain and Archivist, may not serve in the same position for more than two consecutive two-year terms. All members of the Executive Board are voting members.
- b. The duties of the Executive Board shall be:
 - 1) to advise the President on matters of policy pertaining to the best interests of JASPA;
 - 2) to meet a minimum of one time per year prior to the annual business meeting to confer on association business and activities;
 - 3) to meet at the call of the President as special circumstances may warrant;
 - 4) to serve as the collective representative of JASPA in relationships with individual member institutions, AJCU, and other professional associations;
 - 5) to review and approve all presidential appointments to permanent committees which may be created within JASPA;
 - 6) to appoint programming chairs for the 5-year summer institute and summer retreats, and provide oversight to the aforementioned.

2. PRESIDENT

- a. The President shall be a full-time student affairs professional staff member or administrator at an institution belonging to JASPA.
- b. The term of the President is two years, commencing at the business meeting of the annual Spring Conference and concluding two years later at the business meeting of the annual Spring Conference unless he/she is unable to complete his/her term. In the event that a President is unable to complete his/her term, the President-Elect or Immediate Past President will immediately assume office in accordance with the provisions of Article IV.
- c. The duties of the President are:
 - 1) to preside at the annual business meeting of JASPA;
 - 2) to serve as Chair of the Executive Board of JASPA;
 - 3) to represent JASPA and act as liaison officer with AJCU and other professional student personnel associations;
 - 4) to prepare the agenda for the annual business meeting, upon consultation with the Executive Board;
 - 5) to serve as an ex-officio member of all committees and task forces that may be appointed;
 - 6) to appoint association committees;
 - 7) to conduct association elections;
 - 8) to perform all other duties enumerated within the Constitution.

3. **PRESIDENT-ELECT**
 - a. The President-Elect shall be a full-time student affairs professional staff member or administrator at an institution belonging to JASPA.
 - b. The term of the President-Elect shall be one year--election held every other year. He/she shall succeed to the Presidency of JASPA upon completion of term as President-Elect. If the President-Elect, resigns or becomes President prior to the completion of his/her term as President-Elect, an election will be held to fill the remainder of the term of the President-Elect.
 - c. The duties of the President-Elect shall be:
 - 1) to assume the duties of the President if he/she is unable to fulfill his/her term of office;
 - 2) to act as the Program Chair for the annual Spring Conference during year in office,
 - 3) to serve as an ex-officio member of all committees and task forces that may be appointed.

4. **IMMEDIATE PAST PRESIDENT**
 - a. Upon completion of his/her term as President, the President assumes the one-year position of Immediate Past President.
 - b. The duties of the Immediate Past President shall be:
 - 1) to assume the duties of the President if he/she is unable to fulfill his/her term of office;
 - 2) to act as Program Chair for the annual Spring Conference during year in office.
 - 3) to serve as an ex-officio member of all committees and task forces that may be appointed.

5. **REGIONAL VICE PRESIDENT**
 - a. A Regional Vice President shall be a full-time student affairs professional staff member or administrator at a JASPA institution within the region.
 - b. Each Regional Vice President shall be elected for a two-year term by the institutional members of JASPA in their respective region (one vote per institution). A Regional Vice President may not hold any other position on the Executive Board at the same time he/she serves as Regional Vice President.
 - c. The duties of the Regional Vice President shall be:
 1. to represent the interests and needs of institutions within the region to the Executive Board and the entire JASPA membership;
 - 2) to solicit information from institutions in the region when appropriate;
 - 3) to welcome any new senior student affairs officer from the region to JASPA and serve as a resource;
 - 4) to serve as a liaison to the Senior Student Affairs Officer Fall meeting, summer retreat and/or National Jesuit Student Leader Conference, if hosted in the region;
 - 5) to assume particular responsibilities on behalf of JASPA as may be assigned by the President.

6. **SECRETARY**
 - a. The Secretary shall be a full-time student affairs professional staff member or administrator at an institution belonging to JASPA.
 - b. The Secretary shall be appointed by the President with the approval of the Executive Board
 - c. The duties of the Secretary shall be:
 - 1) to act as a clearinghouse for information on Jesuit student affairs work;
 - 2) to coordinate the publication of the annual and related directories of student affairs administrators at Jesuit colleges and universities;
 - 3) to annually inform the AJCU of the names of the officers of JASPA;
 - 4) to record and disseminate the minutes of the Executive Board meetings, the annual Fall meeting of the vice presidents and the annual business meeting. .

7. **TREASURER**
 - a. The Treasurer shall be a full-time professional student affairs staff member or administrator at an institution belonging to JASPA.
 - b. The Treasurer shall be appointed by the President with the approval of the Executive Board.
 - c. The duties of the Treasurer shall be:

- 1) to maintain all financial records of JASPA on an ongoing basis;
- 2) to collect the annual dues from the member institutions, when in force;
- 3) to submit an annual financial report to the membership;
- 4) to serve as financial liaison with the Regional Vice Presidents, the Secretary, and the program chairpersons of all national and regional meetings.

8. **CHAPLAIN**

- a. The Chaplain shall be appointed by the President with the approval of the Executive Board. Ideally this individual would be a full-time student affairs professional or administrator of an institution belonging to JASPA.
- b. The duties of the Chaplain shall be to look after the spiritual well-being of the members of JASPA.
- c. The Chaplain shall coordinate the Catholic Mass in conjunction with the annual Spring Conference as appropriate.

9. **HISTORIAN/ARCHIVIST**

- a. The Historian/Archivist shall be appointed by the President with the approval of the Executive Board. Ideally this individual would be a full-time student affairs professional or administrator of an institution belonging to JASPA.
- b. The duties of the Historian/Archivist shall be to obtain the documents of the association and to coordinate the cataloguing of such documents. The Historian/Archivist will also serve as the official historian of the association.

10. **WEB EDITOR (non-Executive Board Member)**

- a. The Web Editor shall be a full-time student affairs professional staff member or administrator at an institution belonging to JASPA.
- b. The Web Editor shall be appointed by the President and the Secretary with the approval of the Executive Board
- c. The duties of the Web Editor shall be to maintain and improving the JASPA webpage

ARTICLE IV - Election of the President and the Regional Vice Presidents

1. **Election of the President**

- a. Each institution will have one institutional vote in the election of the President of JASPA.
- b. The voting associates of member institutions will be contacted by mail or fax prior to each election and asked to nominate one candidate for President. Self-nominations are permitted.
- c. A slate of nominees who have indicated their willingness to run for President will be submitted by electronic mail or fax to all institutional voting associates.
- d. If one candidate does not receive a majority of the votes cast on the first ballot, a second ballot containing the names of the two candidates receiving the highest number of votes will be submitted to all voting associates.
- e. The winner of the election will be designated as President-Elect and will assume office during the annual Spring Conference.

2. **Election of the Regional Vice Presidents**

- a. Prior to the annual spring Conference nominees will be solicited from the appropriate regional institutions. A slate of nominees who have indicated their willingness to run for Regional Vice President will be submitted by electronic mail or fax to all regional institutional voting associates.
- b. Should a Regional Vice President be unable to complete his/her term, the President of JASPA shall appoint an interim Regional Vice President to complete the current term of office.

ARTICLE V - Meetings

1. JASPA shall sponsor an annual Spring Conference for its membership in conjunction with the annual NASPA Conference. During the course of the Spring Conference, the annual business meeting of JASPA shall be conducted.
2. Additional national meetings of the membership, including Summer Workshops, may be convened at a time and place approved by the Executive Board or by a majority of the institutional voting associates.
3. Regional meetings of JASPA may be convened as often as deemed appropriate by the Regional Vice President and/or regional institutional voting associates.

ARTICLE VI - Institutional Dues

1. Each member institution of JASPA may pay annual dues in an amount determined by the Executive Board and approved by a majority vote of the institutional voting associates.
2. All rights and privileges of membership are contingent upon payment of the annual dues.

ARTICLE VII - Task Forces and Committees

1. The Executive Board may recommend at any time the need for a task force to address an issue of interest or concern to JASPA. The members of a task force are appointed by the President. An explanation of this appointment should be made by the President during the annual business meeting followed by a report from the task force.
2. A committee of a more permanent nature may be established at a national meeting by a majority vote of the voting associates present. The members of a committee are appointed by the President with the approval of the Executive Board.
3. Any voting associates in JASPA may request that a task force or committee be appointed to address an issue of interest or concern to the membership. Such requests will be reviewed and recommended for approval by the Executive Board by mail or fax or at the business meeting during the annual Spring Conference.

ARTICLE VIII - Amendments

The articles of this Constitution may be amended as determined by the Executive Board either by a majority vote of the voting associates present and voting at the business meeting during the annual Spring Conference, an official meeting of the association, by an electronic mail or fax ballot submitted to all institutional voting associates of JASPA. Amendments, once approved, go into effect immediately.

The above articles comprise the Constitution of the Jesuit Association of Student Personnel Administrators (JASPA) as of October 25, 2005.

AMENDMENT II - Emeritus Members

1. There is created the category of Emeritus Member, defined as a student affairs professional or a faculty member engaged in student affairs professional preparation programs, who is no longer active in the profession but whose background in student affairs work has represented a significant contribution to the profession and to students. It is assumed that a major portion of the person's career has been at a Jesuit or Catholic institution of higher learning.
2. Nominations for Emeritus membership shall be transmitted to the President, who will seek the advice and consent of the Executive Board before conferring emeritus status.
3. An Emeritus Member is a member for life in the Association. Emeritus members will not be required to pay any membership dues.

(enacted March 13, 1996)