**The Constitution of the**

**Association of Student Affairs Professionals**

**of the Steinhardt School of Culture, Education, and Human**

**Development at New York University**

***Mission***

The Association of Student Affairs Professionals (ASAP) at New York University is an organization for primarily Higher Education and Student Affairs graduate students and alumni in the Steinhardt School of Culture, Education, and Human Development. The Association serves as the official graduate assembly and as such is committed to enhancing the experiences of current students, faculty and alumni of the Higher Education and Student Affairs program. The Association provides educational, professional and social opportunities encouraging and enhancing professional growth and development. The Association strives to facilitate the assimilation of new members to the New York University community, as well as New York City. The Association works as an advocate on behalf of its members and the Higher Education and Student Affairs program. Furthermore, the Association seeks to create a cohesive and lasting experience that will positively impact its members and alumni for years to come.

***Article I. Name***

The name of the organization shall be the Association of Student Affairs Professionals, referred to as ASAP, or in this Constitution, as the Association.

***Article II. Membership***

**Section I. Membership Requirements**

All eligible and interested parties can attain membership in ASAP by completing both of the following:

Paying a one-time membership fee as established by the Executive Board.

Joining at least one committee to be headed by established Chair(s)

**Section II. Membership Benefits**

Membership entitles one to:

Full voting rights

Full participation in all ASAP meetings and events

Discounted fare for designated trips

**Section III. Eligibility**

Current students and alumni in the Higher Education and Student Affairs Graduate Program at the Steinhardt School of Culture, Education, and Human Development are eligible to become members of ASAP. Student affairs professionals at New York University and other members of the NYU community interested in the field of student affairs are also eligible to become members.

***Article III. Executive Board***

**Section 1. Members**

The Executive Board is comprised of the President, Social Chair, Professional Development Chair, Recruitment /Orientation Co-Chairs, Communications Chair, Social Justice Chair, Academic Support and Advocacy Chair, and Part-Time & Alumni Relations Chair.

**Section 2. Term of Office**

All officers will have a term of one year, formally beginning at the start of the Spring semester in January or at the determination of the outgoing Committee Chair.

**Section 3. Eligibility**

1. All officers must be a voting member of the Association and a current student in good standing in the Higher Education and Student Affairs Program.
2. All officers must be continuing students (part-time or full-time) in the subsequent academic year.

**Section 4. Elections**

1. Elections for ASAP Executive Board members shall take place in November, except in the case of a special election needed to fill a vacant position, which shall take place on an as-needed basis at the discretion of the elected Executive Board.
2. Nominations shall be accepted a week prior to the election date.
3. To be nominated, one must be a member of ASAP.
4. Executive Board candidates shall be nominated via self-nomination.
5. Each ASAP member may only run for one position and shall submit a written speech of 100-250 words to the incumbent ASAP Communications Chair.
6. The incumbent ASAP Communications Chair shall coordinate all elections.
7. The majority of membership vote shall determine the new officers.

**Section 5. Resignations**

1. Under exceptional circumstances in which any Executive Board member is unable to complete his or her term in office, resignations must be submitted to the President, except in the case of the President’s resignation, in which case the resignation shall be submitted to the Executive Board.
2. In the event of an Executive Board member’s resignation, the corresponding Executive Board officer, as outlined in Article IV, shall serve as a temporary replacement.
3. In the event of a Committee Chair resignation, the corresponding Executive Board liaison, as outlined in Article IV, shall serve as a temporary replacement.
4. It shall be the responsibility of the Executive Board to appoint a replacement to the vacant position. However, the Executive Board may, if time allows, decide to hold a re-election following the guidelines set forth in Article III, Section 4.

**Section 6. Faculty Advisor**

A faculty, adjunct instructor, or staff member within the Steinhardt School of Culture, Education, and Human Development shall be appointed by the Higher Education and Student Affairs program Director to serve as the official ASAP advisor. This individual will serve on the Executive Board in an advisory, non-voting capacity to advise the members of ASAP in accordance with the proper procedures of the University and Steinhardt School of Culture, Education, and Human Development and act as the liaison between ASAP and the faculty of the Administration, Leadership and Technology Department.

***Article IV. Duties and Responsibilities of the Executive Board***

**Section 1. President**

1. Oversees all sponsored and co-sponsored activities of the Association of Student Affairs Professionals and their committees.
2. Official spokesperson for the Association of Student Affairs Professionals.
3. A non-declared member of all Association of Student Affairs Professionals committees.
4. Calls and presides at all Executive Board and General Assembly meetings.
5. Determines and creates Executive Board and General Assembly meeting agendas.
6. Has the ability to approve and create any and all ad hoc committees and appoint committee members as needed.
7. Liaison for the Professional Development Chair and Academic Support and Advocacy Chair to the Executive Board.
8. Represents ASAP on NYU Student Affairs Conference planning committee for a 14-month term beginning in the January of term elected.
9. Acts as a liaison for all part-time students currently enrolled in the masters program.
10. Liaison between the Association of Student Affairs Professionals and all other campus organizations.
11. Serves as Acting Treasurer when Treasurer is unavailable
12. Prepares budgets for review at Association of Student Affairs Professionals meetings.
13. Serves as Acting Communications Chair when Chair is unavailable.
14. Serves as liaison to Steinhardt GSO.
15. Liaison for the Recruitment/Orientation Co-Chairs and Social Justice and Community Service Chair to the Executive Board.

***Article V. Duties and Responsibilities of Individual Committee Chairs***

**Section 1. General Responsibilities**

1. Attend all General Assembly and Executive board meetings with a prepared committee report.
2. Facilitate coordination of the committee’s events and programs.
3. Responsible for active exchange of ideas within the committee and for ensuring a democratic process with regards to decision-making.
4. Acts within the limits of the committee budget and resources with assistance from President.
5. Responsible for overall committee membership and holding meetings as needed.
6. Spokesperson and contact for the entire committee to designated member of the Executive Board and the overall Membership.
7. May appoint a Vice Chair or committee positions as appropriate.
8. Appoints a representative to present a committee report at General Assembly meetings when unable to attend.
9. Support initiatives of Executive Board.

**Section 2. Overall Duties**

**Social Chair**

1. Organizes social events to community build within the ASAP community.
2. Focuses on increasing interaction of ASAP members with other students, alumni, faculty, and the various graduate programs in other schools within the NYU Community.
3. Coordinates the Association’s holiday party in to be held at the end of the fall semester.
4. Works with previous year’s Social Chair to plan and coordinate the party for graduating students in May.

**Recruitment / Orientation Committee Co-Chairs**

1. With the guidance and assistance from the Director of the Higher Education and Student Affairs program, responsible for general recruitment activities in association with the Higher Education and Student Affairs program.
2. Helps to implement programs involving prospective/new students with special attention to Recruitment Days and New Student Orientation.
3. Plans and implements all activities throughout Recruitment Days, including, but not limited to, social activities, coordinates the host system and actively seeks current student involvement in all areas.
4. Responsible for coordination of an orientation program for the incoming class in the fall.
5. Responsible for communicating with faculty with regards to the faculty program orientation.
6. Assists faculty with ideas for more effective recruitment strategies.
7. Handles questions and inquiries about the program from prospective students and responds to emails regarding the graduate student experience, etc.

**Professional Development Chair**

1. Communicates conference deadlines and other pertinent information regarding professional development in the field of student affairs.
2. Plans and implements professional workshops and events for the benefit of students in the Higher Education and Student Affairs Program.
3. Minimum of one event in the fall semester and two events in the spring semester.
4. Represents ASAP on NYU Student Affairs Conference planning committee for a 14-month term beginning in the January term elected.

**Communications Chair**

1. Promotes ASAP events, students, and faculty to the University community.
2. Publicizes the accomplishments of ASAP and its students to the University and to the Higher Education community.
3. Facilitates co-sponsorship with other University and community organizations to foster good relations between ASAP and the surrounding offices.
4. Assists in maintaining strong ties between the students, faculty, and alumni of the New York University Higher Education and Student Affairs Program by communication for both current students and alumni.
5. In collaboration with the Higher Education and Student Affairs Department and faculty, creates and distributes the Higher Education and Student Affairs newsletter to all interested offices and affiliates of the Program.
6. Updates and maintains alumni listserv.
7. Maintains the Association of Student Affairs Professionals website and serves as responsible party for content and design matters.
8. Works closely with the Executive Board and Committee Chairs to ensure that accurate information is available on the website.
9. Collects pictures throughout the year and creates and end-of-the-year slideshow for the graduating class that is presented at the graduation party.
10. A non-declared member of all Association of Student Affairs Professionals committees.
11. Keeps minutes for all General Assembly and Executive board meetings and communicates the minutes to all members within one (1) week of the meeting.
12. Keeps records of attendance at General Assembly and Executive board meetings.
13. Coordinator of all elections.
14. Acts as the Association of Student Affairs Professionals historian.
15. Serves as Acting President when President is unavailable.
16. Liaison for the Communication Chair and Social Chair to the Executive Board.
17. Maintains master ASAP membership list and ASAP listserv

**Social Justice Chair**

1. We, the Association, adopt the following definition of Social Justice, which will shape all our Social Justice and Community Service initiatives:
	1. Social justice is both a process and a goal. The goal of social justice is full and equal participation of all groups in a society that is mutually shaped to meet their needs. Social justice includes a vision of society that is equitable in which all members are physically and psychologically safe and secure.
2. Leads conversations aimed toward defining social justice in our organization.
3. Serves as an advocate for social justice issues in all areas of our organization.
4. Responsible for coordinating social justice training and education.
5. One social justice program per semester separate from NYU programming
6. One community service program per year separate from NYU programming
7. Implements appropriate service learning opportunities as they relate to social justice issues as they pertain to issues in the NYU and NYC communities.

**Academic Support and Advocacy Chair**

1. General responsibilities are to support students’ academic pursuits and advocate on behalf of students in the Higher Education and Student Affairs program.

2. Communicates with and fosters the relationship between ASAP and the faculty of the Administration, Leadership and Technology department and the Higher Education and Student Affairs Program in order to better the experience of the students in the graduate program.

3. Organizes and facilitates town hall meetings, to be held at least once per semester with the faculty of the Higher Education and Student Affairs program.

4. Act as the academic ombudsmen and as direct connection to the Higher Education and Student Affairs program, providing updates on any programmatic changes.

5. Serves as primary liaison to the Journal of Student Affairs at New York University by communicating with their leadership.

**Part-Time & Alumni Relations Chair**

1. Organizes social events to community build within the Part Time community for the ASAP community.
2. Focuses on increasing interaction of Part Time members with other students, alumni, faculty, and the various graduate programs in other schools within the NYU Community.
3. Communicates with and fosters the relationship between Part Time students in ASAP and the faculty of the Administration, Leadership and Technology department and the Higher Education and Student Affairs Program in order to better the experience of the part time students in the graduate program.

***Article VI. Meetings***

**Section 1. Frequency**

The Association of Student Affairs Professionals will hold one (1) General Assembly meeting at a time mutually convenient to the largest population of the membership during the beginning of the Fall and Spring semesters at the University at the determination of the President and the Executive Board.

The Executive Board will meet at least two (2) times per semester at the discretion of the President or any Executive Board member.

Committees will meet as needed at the discretion of the Chair or at the request of the President.

**Section 2. Communication**

Each Executive Board member will have the individual responsibility to serve as a liaison between an assigned Committee and the Executive Board to ensure the flow of information in place of formal meetings of the Executive board and to be a dedicated member of said committee. In addition, the President has the authority to reserve space for events approved as sponsored or co-sponsored by the organization.

**Section 3. Voting**

Voting on all appropriate issues will be done by a show of hands. The Communications Chair will keep a record of all voting. For a proposal to be passed, it must be approved by a simple majority of the membership.

***Article VII. Amendments***

**Section 1. Procedure**

All Voting Members, as stated in Article II, Section 1 of the Constitution, may propose an amendment to the Constitution. Notification of proposed amendments must be made public to all those eligible to vote a minimum of two weeks prior to voting on the proposed amendment. Amendments must have a two-thirds majority vote of all those eligible and present to vote at amendment proceedings. Absentee votes may be cast by a designee of the absent voting member if notification is given in writing to the President at least two days before Amendment proceedings. Amendments shall become effective immediately after passage.

**Section 2. Voting Eligibility**

All Voting members, as stated in Article II, Section 1 of the Constitution, are eligible to vote on amendments to the constitution.

***Article VIII. Ratification***

**Section 1. Voting Eligibility**

All Voting members, as stated in Article II, Section 1 of the Constitution, are eligible to vote on ratification of the ASAP Constitution.

**Section 2. Procedures**

The proposed constitution shall be made available to the membership a minimum of two weeks prior to voting. Discussion of the proposed constitution shall take place at a General Assembly meeting. A formal vote to ratify will be held by the Communications Chair.

**Section 3. Passage**

Ratification will require a two-thirds majority vote of all eligible voting members.

**Section 4. Effective Date**

The newly ratified ASAP Constitution shall be effective immediately following ratification by membership vote and announcement by the Executive Board.

12/9/15