



CONSTITUTION AND BY-LAWS

Ratified December 09, 2022

Article I – Name

The name of the association shall be LICSPA (Long Island Council of Student Personnel Administrators), providing Leadership in Student Affairs to Long Island, New York City and Westchester colleges and universities since 1955.

Article II – Membership

Membership shall be open to higher education professionals of college campuses located in Nassau and Suffolk counties, the five boroughs of New York City, and Westchester County. As a requirement of membership, each member institution shall pay an annual membership fee. Annual membership begins and ends with the calendar year.

- **Member Institution** - Higher education institutions which pay the annual institutional membership fee. All professionals within member institutions are General Members. Each member institution shall have one (1) vote based on the majority of votes from the institution's members for all voting matters.
- **Emeritus Member** - Member with a minimum of five years LICSPA service who has retired from professional employment. This is a non-voting, non-dues paying member.
- **Individual Member** - Any individual in higher education who is not affiliated with a member institution. This is a non-voting individual who pays the annual individual membership fee.

Both Individual Members and professionals within Member Institutions are considered General Members henceforth. Executive Board Officers, General Board Officers, subcommittee chairs, and all other LICSPA positions must be General Members.

Article III – Address and Headquarters

The official business address and headquarters of LICSPA shall be determined by the Executive Board. The LICSPA PO Box address is: 718 Walt Whitman Road, PO Box 10041, Melville, NY 11747.

Article IV – Purpose

Through mutual cooperation, support, and planning, it shall be the primary purpose of LICSPA to improve the quality of student affairs practice; to foster

and maintain a high degree of professionalism within the membership; to influence and/or support public policy issues related to the primary purpose of the Council; to share best practices from member institutions concerning student affairs; and to assist in organization and mobilization of resources of all areas of student affairs within the member institutions.

Article V – Executive Board

The association shall be administered by an Executive Board consisting of a President, Executive Vice President, Vice President of Finance, Vice President of Marketing and Communications, and Vice President of Membership Development. Executive Board Officers are elected officials.

Section I. Eligibility of Executive Board Officers

The outgoing Executive Vice President shall verify eligibility.

Eligible candidates for an Executive Board position must be a General Member and attend a minimum of three (3) previously scheduled LICSPA meetings or events within the current calendar year.

Section II. Term of Executive Board Officers

The term of office for each officer shall be one (1) calendar year and terminates with the election of a new Executive Board.

Officers who are unable to complete their terms of office shall be replaced through a new election to be held at the next scheduled meeting.

Section III. Executive Board Officer Nominations and Elections

The outgoing Executive Vice President shall preside over all election proceedings, including the nomination process.

Nominations for Executive Board Officers shall be conducted digitally, at least three (3) weeks in advance of the Annual Business Meeting. Candidates for Executive Board Officers may self-nominate or be nominated by another General Member.

Elections shall take place digitally for Executive Board Officers at least one (1) week prior to the Annual Business Meeting. Each Member Institution shall have one (1) vote based on the majority of votes from the institution's General Members. Results shall be announced at the Annual Business Meeting.

Section IV. Removal from Executive Office

Any Executive Board Officer may be removed for non-performance of duties by a two-thirds ($\frac{2}{3}$) vote of Member Institutions present at the meeting.

Article VI – Duties of Executive Board Officers

At the Annual Business Meeting, the incoming Executive Board, along with General Members in attendance, shall draft a calendar of meetings for the following academic year.

The outgoing Executive Board shall work with the incoming Executive Board to transition roles and responsibilities immediately following election.

The duties of the **President** shall be as follows:

- Preside at all Executive Board and General Body meetings;
- Serve as the official representative of LICSPA regarding external affairs;
- Lead the Executive Board in the operation of the organization;
- Lead initiatives to engage Senior Student Affairs officers;
- Oversee the duties of the Equity, Diversity, and Inclusion Chair;
- Co-endorse all council expenditures in conjunction with the Vice President of Finance; and,
- Read and respond to emails sent to the respective officer email address.

The duties of the **Executive Vice President** shall be as follows:

- Assume the responsibilities of the President in their absence;
- Support the Executive Board in all internal affairs of the organization;
- Lead recruitment of membership in the council;
- Preside over all election proceedings for Executive Board Officers and the appointment process for General Board Officers;
- Coordinate monthly General Body meetings.
- Oversee the duties of the Chief of Staff;
- Read and respond to emails sent to the respective officer email address.

The duties of the **Vice President of Marketing and Communications** shall be as follows:

- Responsible for all written communication of the council;
- Notify the membership of all meetings through email;
- Oversee the duties of the Social Media Coordinator and Graphic Designer;
- Maintain website and social media development;
- Manage the LICSPA brand and visual standards; and,
- Read and respond to emails sent to the respective officer email address and the general LICSPA email address.

The duties of the **Vice President of Finance** shall be as follows:

- Maintain all financial records and balance organization budget;
- Provide a financial report to the council at each meeting;
- Oversee the duties of the Advancement Coordinator;
- Disburse funds for approved expenditures;
- Manage monetary obligations with regards to the annual conference; and,
- Read and respond to emails sent to the respective officer email address.

The duties of the **Vice President of Membership Development** shall be as follows:

- Assume all responsibilities of the annual conference and programming efforts;
- Oversee the duties of the Conference Chair, , as well as support the programmatic efforts of the Equity, Diversity, and Inclusion Chair;
- Implement initiatives to engage new professionals;
- Respond to current events with relevant and responsive programming; and,
- Read and respond to emails sent to the respective officer email address.

In the event of the resignation of any member of the Executive Board, the remaining members of the Executive Board will assume all responsibilities of the member who resigned until a new General Member is elected at the next scheduled meeting in accordance with Article V.

Article VII – General Board

The General Board consists of various positions reporting to Executive Board Officers. All General Board positions are appointed officials by the Executive Board.

Section I. Eligibility of General Board Officers

The incoming Executive Vice President shall verify eligibility.

Eligible candidates for a General Board position must be a General Member.

Section II. Term of General Board Office

The term of office for each officer shall be one (1) calendar year and terminates with the election of a new Executive Board.

Officers who are unable to complete their terms of office shall be replaced by appointment.

Section III. Appointment of General Board Officers

Following the successful Annual Business Meeting, the outgoing Executive Vice President will create an application for General Board positions. The form shall close two (2) weeks after initial advertisement. The incoming Executive Board shall review all General Board Officer applications and finalize appointments by the third Monday of January of the new year.

In the event a General Board position is unable to be filled, its respective Executive Board Officer shall assume the responsibilities of the General Board position until filled.

Section IV. Removal of General Board Officers.

Any General Board Officer may be removed for non-performance of duties by a majority vote of the Executive Board.

Article VIII – Duties of General Board Officers

The outgoing General Board Officers shall work with the incoming General Board Officers to transition roles and responsibilities immediately following appointment.

The duties of the **Equity, Diversity, and Inclusion Chair** shall be as follows:

- Advocate for equity, diversity, and inclusion to be highlighted in the programming and training sessions sponsored by LICSPA;
- Foster a more inclusive environment within LICSPA through the recruitment and retention of members from historically underrepresented groups;
- Serve as the main point of contact to the LICSPA membership for matters related to equity, diversity, and inclusion; and,
- Communicate regularly with the President and the Vice President of Membership Development.

The duties of the **Chief of Staff** shall be as follows:

- Record and distribute minutes to all members at all meetings;
- Maintain and update the roster of membership; and,
- Maintain historical records of the organization; and,
- With the guidance from the Executive Board, determine topic for symposium and confirm speaker(s);
- Work with the Vice President of Marketing and Communications to coordinate all marketing materials for symposium;
- Serve as main point of contact for the symposium before and during the event;
- Communicate regularly with the Executive Vice President and Vice President of Marketing and Communications.

The duties of the **Brand Manager** shall be as follows:

- Manage council presence across various social media platforms;
- Serve as an administrator for all council social groups and digital networking opportunities;
- Develop creative content for the council while abiding by all visual standards of the LICSPA brand; and,
- Communicate regularly with the Vice President of Marketing and Communications.

The duties of the **External Relations Coordinator** shall be as follows:

- Communicate with past and new potential vendors and sponsors to solicit monetary sponsorship for LICSPA;
- Communicate with local universities and colleges to increase the number of member institutions;
- Create opportunities to showcase LICSPA sponsors throughout LICSPA events and meetings, including virtually;
- Serve as Sponsorship and Raffle Chair through Conference Committee, organize sponsor fair or showcase at Annual Conference, and supporting logistics;
- Maintain communication with previous and new vendors and sponsors, with record of sponsorship type; and,
- Communicate regularly with the Vice President of Finance.

The duties of the **Conference Chair** shall be as follows:

- Manage the structure and composition of the Conference Committee;
- Serve as a liaison between the Conference Committee and the Executive Board;
- Provide vision and direction for annual conference and lead planning efforts;
- Coordinate conference specifics with the committee and close collaboration with the host institution;
- Promote conference participation among the LICSPA membership; and,
- Communicate regularly with the Vice President of Membership Development.

Article IX – Meetings

A minimum of seven (7) meetings shall be held from January to December. A tentative schedule of meetings for the following calendar year shall be available at the Annual Business Meeting.

Article X – Committees

When appropriate, the Executive Board may create or dissolve additional committees or add General Members to existing committees. Only General Members are eligible for committee roles, including subcommittee chairs.

Section I. Conference Committee

There shall be a Conference Committee established by the Conference Chair in conjunction with the Executive Board.

The Conference Committee shall manage the planning, organization and promotion of the annual conference. This committee shall have oversight of the conference theme, workshops and sessions, structure and speakers with guidance from the Conference Chair and Executive Board. The call for Conference Committee Members shall be put out to the LICSPA General Membership. Subcommittees may be assigned and structured at the discretion of the Conference Chair.

The Logistics Chair on the Conference Committee shall be selected by the Conference Host Institution and approved by the Vice President of Membership Development.

Section II. Equity, Diversity, and Inclusion Committee

There shall be an Equity, Diversity, and Inclusion Committee established by the Equity, Diversity, and Inclusion Chair in conjunction with the Executive Board.

The Equity, Diversity, and Inclusion Committee shall manage the efforts of LICSPA in designing and implementing equitable, diverse, and inclusive training and/or programming. This committee shall have input into the equity, diversity, and inclusivity of events and have oversight in how equitable, diverse, and inclusive best practices are installed into LICSPA-sponsored events. The call for Equity, Diversity, and Inclusion Committee Members shall be put out to the LICSPA General Membership.

Article XI – Membership Fees

Payment of membership fees grant institutions and individuals General Member status for the calendar year.

Section I. Institutional Membership Fees

Member Institutions shall pay a membership fee each calendar year dependent upon their total student (undergraduate and graduate) enrollment during the most recent fall semester.

Institutions with less than 5,000 students shall pay a membership fee of \$150.00 per calendar year; institutions with less than 10,000 students shall pay a membership fee of \$250.00 per calendar year; and, institutions with more than 10,000 students shall pay a membership fee of \$350.00 per calendar year.

The Member Institution shall include all campus locations of that member institution unless the individual campus locations pay separate membership fees. If so, each paid campus location shall be its own Member Institution.

Section II. Individual Membership Fees

Each individual member shall pay a membership fee of \$35.00 per calendar year.

Section III. Annual Membership Fees Assessment

All membership fees will be reviewed, and voted upon prior to the Annual Business Meeting with a two-thirds ($2/3$) vote of all current Member Institutions. Membership fees for the new year shall be announced at the Annual Business Meeting.

Article XII – Amendments

Amendments to the constitution must be approved by a two-thirds ($2/3$) vote of the institutions present at any General Body meeting where quorum is present. Attendance by representatives from a minimum of one-third ($1/3$) of the member institutions shall be considered a quorum.