

The Jesuit Association of Student Personnel Administrators (JASPA) Constitution

*“I think every generation has to re-create the faith.
They have to re-create the journey. They have to re-create the institutions.
This is not only a good desire. If we lose the ability to re-create, we have lost the spirit.”*

Fr. Adolfo Nicolas, SJ:
Depth, Universality, and Learned Ministry: Challenges to Jesuit Higher Education Today

ARTICLE I: Vision, Mission, Values and Goals

JASPA Vision

The Jesuit Association of Student Personnel Administrators (JASPA) is the student affairs leader in Catholic higher education, advancing professional development within the rich heritage of Ignatian values.

JASPA Mission

The Jesuit Association of Student Personnel Administrators promotes the professional development, formation and collaboration of student affairs administrators working in Jesuit Catholic Higher Education.

JASPA Values

- **Excellence:** a commitment to professional engagement in practice and scholarship
- **Integrity:** a commitment to professional ethics and Ignatian spirituality
- **Service:** a commitment to work that promotes justice
- **Inclusion:** a commitment to supporting diverse leadership & participation
- **Leadership:** a commitment to values-based leading and learning

JASPA Goals

The mission of JASPA is accomplished through the pursuit and integrated advancement of the following goals:

- Articulation and promotion of the distinctive mission, tradition and values of Jesuit education.
- Provision of professional development; leadership programs; and spiritual renewal opportunities for members.
- Engagement with contemporary culture and exploration and discussion of contemporary issues that impact Jesuit Catholic higher education.
- Development and promotion of standards and best practices that advance the work of student affairs professionals at Jesuit colleges and universities.
- Leadership on national issues of importance and relevance that impact Catholic higher education.
- Representation to the Association of Jesuit Colleges and Universities (AJCU) and other professional associations.
- Promotion of networking and employment opportunities to new and continuing 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. The Senior Student Affairs Officers (SSAO) from each of the 28 Jesuit Institutions of higher education in the United States shall serve as the Board of Directors for JASPA and will represent the student affairs perspective to AJCU and the member Presidents.
3. 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
LeMoyné College
Saint Peter's College

Mid-Atlantic/Southern

Georgetown University

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

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

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 chief student affairs officer.
 - b. Institutional Associate: All professional student affairs administrators 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 JASPA Executive Board, entitles the individual to receive JASPA resources (web access, publications) and to attend JASPA meetings at the member rates. Affiliate members do not have voting privileges.
5. 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), which takes place in conjunction with the annual spring JASPA conference, and one institutional vote in all association business conducted by electronic mail.

ARTICLE III: Officers, Terms of Office, and Duties

1. EXECUTIVE BOARD

- a. The JASPA Executive Board shall be comprised of the following: the President (who shall also serve as Chair of the Executive Board), the Vice President/President-Elect, the Immediate Past President (ex-officio), the Secretary, the Treasurer, and four functional area Vice Presidents for: (1) Programming, (2) Technology & Communication, (3) Research & Scholarship and (4) Networking, Service and Recognition. No more than two members from the same institution may serve on the Executive Board at the same time. Executive Board members may not serve in the same position for more than two consecutive two-year terms. The JASPA Executive Board will take steps to ensure that there is regional representation from member institutions. All members of the JASPA Executive Board are voting members.
- b. The duties of the JASPA Executive Board shall be to:
 - (1) Advise the President on matters of policy pertaining to the best interests of JASPA;
 - (2) Meet a minimum of one time per year prior to the annual business meeting to confer on association business and activities;
 - (3) Meet at the call of the President as special circumstances may warrant;

- (4) Serve as the collective representative of JASPA in relationships with individual member institutions, AJCU, and other professional associations;
- (5) Review and approve all presidential appointments to permanent committees which may be created within JASPA;
- (6) Appoint Committee chairs, and provide oversight to all established committees;
- (7) Oversee and maintain regional representation among the committee chairs and committee membership, to ensure regional inclusion.

2. PRESIDENT

- a. The President shall be a full-time Senior Student Affairs Officer (SSAO) from a member 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 Vice President/President-Elect will immediately assume office in accordance with the provisions of Article IV. In the event that the Vice President/President Elect is unable to assume these duties, the Immediate Past President shall immediately assume office in accordance with Article IV.
- c. The duties of the President are to:
 - (1) Preside at the JASPA annual business meeting;
 - (2) Serve as Chair of the Executive Board of JASPA;
 - (3) Represent JASPA and act as liaison officer with AJCU and other professional student personnel associations;
 - (4) Prepare the agenda for the annual business meeting, upon consultation with the Executive Board;
 - (5) Serve as an ex-officio member of all committees and task forces that may be appointed;
 - (6) Appoint association committees;
 - (7) Conduct association elections;
 - (8) Perform all other duties enumerated within the Constitution.
 - (9) Prepare and present an annual report at the annual business meeting; provide a copy for the JASPA members on the JASPA website; and the JASPA Board of Directors.
 - (10) Direct the implementation and assessment of the Strategic Plan.

3. VICE PRESIDENT/PRESIDENT-ELECT

- a. The Vice President/President-Elect shall be a full-time Senior Student Affairs Officer (SSAO) from a member institution belonging to JASPA.
- b. The term of the Vice President/President-Elect shall be two years, and he/she shall be elected for this two-year term by the institutional members of JASPA (one vote per institution). He/she will succeed the President at the business meeting of the annual Spring Conference that follows the conclusion of the second year as the

Vice President/President Elect. If the Vice President/President-Elect resigns or becomes President prior to the completion of his/her term, an election will be held to fill the remainder of the term of the Vice President/President-Elect and will follow the regular voting process.

- c. The duties of the Vice President/President-Elect shall be to:
 - (1) Assume the duties of the President if he/she is unable to fulfill his/her term of office;
 - (2) Serve as an ex-officio member of all committees and task forces that may be appointed;
 - (3) Supervise the Secretary and Treasurer of JASPA in their conduct of association business; Specifically assist with the preparation of the annual budget and annual member fees for presentation to the JASPA Executive Board and the JASPA Board of Directors for final approval.
 - (4) Assist the President in the review and appointment of committee chairs and committee members;
 - (5) Assist the President with fundraising and advancement efforts and other duties as requested.

4. IMMEDIATE PAST PRESIDENT (Ex-Officio)

- a. Upon completion of his/her term as President, the President assumes the two year position of Immediate Past President and serves in an ex officio capacity on the JASPA Executive Board
- b. The duties of the Immediate Past President shall be to:
 - (1) Assume the duties of the President if he/she is unable to fulfill his/her term of office and the Vice President/President Elect is unable to assume this role;
 - (2) Serve as advisor to the President on JASPA matters;
 - (3) Serve as the Chaplain of JASPA, ensuring the spiritual well-being of the membership, including the coordination of Catholic Masses for all JASPA gatherings as appropriate.
 - (4) Serve as an ex-officio member of all committees and task forces that may be appointed.

5. FUNCTIONAL AREA VICE PRESIDENTS (4)

- a. Functional area Vice Presidents shall each be full-time professional student affairs staff members from member institutions belonging to JASPA.
- b. The Vice Presidents shall each be elected for a two-year term by the institutional members of JASPA (one vote per institution). Those individuals holding a Vice President position may not hold any other position on the JASPA Executive Board at the same time he/she serves as a Vice President.
- c. There will be four functional area Vice Presidents for: (1) Programming, (2) Technology & Communication, (3) Research & Scholarship and (4) Networking, Service and Recognition. The general duties of each functional area Vice President shall be to:

- (1) Serve as a resources and liaisons to programs, services and activities of the JASPA E-Board and its members.
- (2) Supervise those committees under his/her general supervision and assist in the advancement of their assigned duties and responsibilities;
- (3) Recommend to the President and Vice President/President-Elect the appointment of committee chairs and committee members for those committees under his/her general supervision;
- (4) Assume particular responsibilities on behalf of JASPA as may be assigned by the President;
- (5) Serve as a liaison to the Senior Student Affairs Officer annual meeting, summer retreat and/or National Jesuit Student Leader Conference, if hosted in the region of their home institution;
- (6) Implement the Strategic Plan 2012-2015 as it relates to particular functional area.
- (7) More specific functional area responsibilities for each Vice President, and for the standing committees under the supervision of each, can be found in the attached addendum.

6. SECRETARY

- a. The Secretary shall be a full-time professional student affairs staff member from a member institution belonging to JASPA.
- b. The Secretary shall be appointed by the President and affirmed by the JASPA Executive Board.
- c. The duties of the Secretary shall be to:
 - (1) Act as a clearinghouse for information on Jesuit student affairs work;
 - (2) Coordinate the publication of the annual and related directories of student affairs administrators at Jesuit colleges and universities;
 - (3) Annually inform the AJCU of the names of the officers of JASPA;
 - (4) Record and disseminate the minutes of the JASPA Executive Board meetings, the annual meeting of the Senior Student Affairs Officers (SSAO) and the annual business meeting;
 - (5) Serve as the historian for JASPA, maintaining and cataloguing all relevant documents for the Association.

7. TREASURER

- a. The Treasurer shall be a full-time professional student affairs staff member from a member institution belonging to JASPA.
- b. The Treasurer shall be appointed by the President and affirmed by the JASPA Executive Board.
- c. The duties of the Treasurer shall be to:
 - (1) Maintain all financial records of JASPA on an ongoing basis;
 - (2) Collect the annual dues from the member institutions;
 - (3) Work with Vice President/President Elect on creating an annual budget, member fees, sponsorships, etc. that can sustain the phasing of the Strategic

Plan 2012-2015; Annual budget to be presented to both JASPA Executive Board and the JASPA Board of Directors for final approval.

- (4) Initiate a strategic fund-raising plan along with the Vice President, with approval from the President, which will include solicitation of campus partnerships and sponsorships, stewardship of resources and fiscal planning for the future; this will be reviewed by the JASPA Executive Board annually.
- (5) Submit four quarterly financial reports to the JASPA Executive Board due on or before the 15th of October; January; April; July of each year;
- (6) Prepare a financial report for the annual SSAO meeting; following the meeting it will be posted on the JASPA website for member only access.

ARTICLE IV: Election of the President and the Functional Area 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 e-mail 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 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 re-submitted to all voting associates.
- e. The winner of the election will be designated the Vice President/President-Elect and will assume this office for a two year term during the annual Spring Conference. He/she will succeed the President at the annual Spring Conference that follows the conclusion of the second year as the Vice President/President Elect.

2. Election of the Functional Area Vice Presidents

- a. Prior to the annual spring Conference nominees will be solicited from all member institutions for those positions whose incumbents have terms expiring that year. A slate of nominees who have indicated their willingness to run for one of available Functional Area Vice Presidents positions will be submitted by electronic mail to all institutional voting associates.
- b. The Executive Board will take steps to ensure that there is appropriate representation from all four regions on the Executive Board.
- c. Should a Functional Area Vice President be unable to complete his/her term, the President of JASPA shall appoint an interim Vice President to complete the current term of office.

ARTICLE V: Meetings

1. JASPA shall sponsor an annual Spring Meeting/Conference for its membership in conjunction with the annual NASPA Conference. During the course of the Spring Meeting/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 JASPA 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 JASPA Executive Board 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 JASPA Executive Board with final approval by the JASPA Board of Directors.
2. All rights and privileges of membership are contingent upon payment of the annual dues.

ARTICLE VII: Committees and Task Forces

1. **STANDING COMMITTEES:** The JASPA Executive Board may establish standing committees of a more permanent nature in the different functional areas and beyond. The chair and members of the standing committees are appointed and approved by the President and affirmed by the JASPA Executive Board. The committee chairs shall be full-time professional student affairs staff member from member institution belonging to JASPA. The committee chairs shall represent the work of their committees to the Executive Committee as deemed necessary by the President.
2. **TASK FORCES:** The JASPA Executive Board may recommend at any time the need for a task force to address an issue of interest or concern to JASPA. The chair and 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.
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 JASPA Executive Board by electronic mail 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 JASPA Executive Board either by a majority vote of the voting associates present and voting at

the business meeting during the annual Spring Meeting/Conference, a majority vote of the voting associates present and voting at an official meeting of the association, by a majority vote of the voting associates via electronic mail ballot submitted to all institutional voting associates of JASPA. Amendments, once approved, go into effect immediately or as designated by the official vote.

The above articles comprise the Constitution of the Jesuit Association of Student Personnel Administrators (JASPA) as of **MONTH DATE`, 2012**.

AMENDMENT I: Emeritus Members

1. The category of Emeritus Member is 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 JASPA 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.

**Thursday, March 08, 2012 : Revised DRAFT
Day, Month, Year: Ratification Date**