Constitution

ARTICLE I - Name

1. The name of the organization shall be the West Virginia Association of Student Personnel Administrators, hereinafter referred to as WVASPA.

ARTICLE II - Goals

1. To provide a forum for sharing student development programs and ideas among all institutions of higher education within the state.
2. To stimulate research and programs in student development in West Virginia.
3. To maximize higher education resources in West Virginia.
4. To encourage among West Virginia student affairs professionals a sense of professional identity, and to assist student affairs professionals in communicating this identity to other members of the college or university community, as well as to the larger community.

ARTICLE III – Membership

1. All individuals who are engaged in or have an interest in the Student Affairs profession in West Virginia are considered members of WVASPA. This includes individuals from both public and private institutions within the state. Membership is open to anyone with a professional or academic focus in student affairs, providing a platform for collaboration, growth, and the sharing of best practices.
2. The Board of Directors will review membership needs annually to determine if institutional and/or individual memberships are advisable and if specific membership categories and dues should be established.
3. In order to become a voting member of WVASPA, individuals must attend the Association's annual business meeting. This meeting serves as an opportunity for members to discuss organizational matters, vote on important issues, and participate in the overall governance of the Association. Voting members are integral to shaping the future direction of WVASPA and ensuring its alignment with the needs of the student affairs profession in West Virginia.

ARTICLE IV – Officers – Executive Committee

1. All officers of WVASPA shall be elected. The officers shall be: President, President-Elect, Secretary, Treasurer, Media Relations Officer, Membership Chair, and Immediate Past President, and collectively shall constitute the Executive Committee of WVASPA.
2. All officers shall be elected by a plurality of the membership present at the Annual Conference, to a one year term, excluding the position of President-Elect, Treasurer, and Communications & Web Page Editor and shall take office at the Annual Business

Meeting. The term of office for the President-Elect shall be for three years, the first as President-Elect, the second as President, and the third as Immediate Past President. The term for Treasurer and Communications & Web Page Editors shall be two years.

3. In case of vacancies through resignation or removal from office, the President shall appoint a temporary replacement until the next regular election. In the event the President resigns or is removed, the President-Elect shall become President and appoint a temporary President-Elect until the next annual election.
4. Any member of the Executive Committee can be removed from office if he/she fails to attend two consecutive Executive Committee Meetings without excuse.
5. The duties of the President shall be:
    a. To call and preside at all regular and special meetings of the Association.
    b. To appoint all Committees and serve as an ex-officio member of such committees.
    c. To call special meetings whenever necessary.
    d. To serve as chairperson of the Executive Committee.
    e. To appoint temporary officers, in case of vacancies, to serve until the next regular election.
    f. To perform such other duties as are normally associated with the office of the President.
    g. To submit a report to the membership of WVASPA at the annual conference.
6. The duties of the President-Elect shall be:
    a. To assume the duties of the President in the absence of that officer, or in the event of the removal or resignation of the President.
    b. To perform such other duties as may be assigned by the President.
    c. To serve as co-chairperson of the annual conference.
7. The duties of the Secretary shall be:
    a. To maintain a permanent record of all business meetings and to distribute them to the appropriate people.
    b. Maintain complete and accurate records of all WVASPA activities. This includes , archiving meeting minutes and notes, attendance records of meetings, events, and correspondence, etc.
    c. Obtain notes and records from other officers as necessary.
    d. Create and maintain Google Drive for the organization.

8. The duties of the Treasurer shall be:

a. To maintain a record of monies received and expended by the Association, and keep the membership informed periodically of the financial status of the Association.

b. To develop and have approved by the Executive Committee a WVASPA budget.

c. To submit a report to the membership of WVASPA at the annual conference.

9. The duties of the Media Relations Officer shall be:

a. To coordinate and publish a quarterly WVASPA Newsletters.

b. Responsible for maintaining and updating the WVASPA website and social media platforms, as well as managing a secure list of social media accounts and passwords.

c. To manage all electronic communications and handle correspondence between members and the Association.

d. Collaborate with Membership Chair to update and maintain a mailing or distribution list of members.

10. The duties of the Immediate Past President shall be:

a. To conduct the annual election of officers, including solicitation of officer nominations.

b. To solicit nominations for the Association's annual awards.

c. To serve as co-chairperson of the annual conference.

d. To assist the President and President-Elect as requested with special projects.

11. Membership Chair

a. **Manage Membership Records:** Maintain accurate and up-to-date records of all members, including both current and past members.
b. **Recruit New Members:** Develop and implement strategies to recruit new members from public and private institutions within West Virginia.
c. **Promote Member Engagement:** Encourage active participation from members in association events, committees, and initiatives.
d. **Organize Annual Membership Drive:** Lead efforts to promote and execute an annual membership drive, increasing engagement and attracting new members.
e. **Coordinate with Other Board Members:** Work closely with other WVASPA board members to support organizational goals and initiatives, ensuring alignment with membership needs.
f. **Assist in Membership Communication:** Serve as the primary point of contact for membership inquiries and communications.
g. **Assist in Annual Business Meeting Preparation:** Support the planning and logistics for the annual business meeting, ensuring active member participation.

ARTICLE V– Members at Large

1. The WVASPA Board of Directors shall include five Members at Large:
    a. Duties:
        1. Keep up-to-date on trends in student services and student affairs
        2. Address problems encountered by members and serves to relay concerns and possible solutions to the membership.
        3. Serve on annual conference committee
        4. Other duties as assigned

    b. Election
        a. Nominations for Members at Large shall be solicited by the immediate Past President beginning at least 30 days prior to the annual conference.
        b. Election of the new Members at Large shall be by a vote of the WVASPA membership, the method of which will be selected by the Executive Committee.
        c. Two Members at Large shall serve for a two-year term. Three Members at Large shall serve for a one year team. Should the membership fail to select a Member at Large, the President shall appoint one.
2. Ad Hoc or special committees and chairperson(s) may be appointed by the President.

ARTICLE VI – Election of Officers

1. Nominations for the executive positions shall be solicited by the Immediate Past President beginning at least 30 days prior to the annual Conference.
2. Election of the new executive positions shall be by a vote of the WVASPA membership, the method of which will be selected by the current Executive Committee.

ARTICLE VII – Board of Directors

1. The Board of Directors shall consist of the executive officers and Members at Large of WVASPA.
2. The Board of Directors conducts all business of WVASPA throughout the year; facilitates at least one general business meeting per year of the total membership; assesses professionals' needs throughout the state; designs and implements programs to meet identified needs.
3. The Board of Directors shall assist the President-Elect and Immediate Past-President in planning and implementing the Annual Conference addressing current needs and professional trends.

4. The President of WVASPA shall serve as chairperson of the Board of Directors.
5. The Board of Directors has the authority to establish membership categories and dues.
6. A vacancy on the Board of Directors will be filled by Presidential appointment, with the consent of the Executive Committee.
7. The Board of Directors shall meet in person or via conference call a minimum of four times per year.
8. The Board of Directors must have a quorum of half plus one when voting. Voting can take place via email and shall be managed by the President of the Board.

ARTICLE VIII - Meetings

1. An annual meeting will be held to conduct the general business of WVASPA.
2. The time and place of the annual meeting shall be determined by the Board of Directors and shall normally be held during the Annual Conference.

ARTICLE IX - Awards

1. The Immediate Past President shall solicit nominations from the membership at large for the following annual awards. Each award shall be presented by the Association at its Annual Conference in each year that there is a worthy nominee in the category.
    a. New Professional Award. The purpose of this award is to recognize the contributions of a higher education student personnel member with less than five years' experience in the field. Nominees will be evaluated on the following criteria:
        i. Effective service to his/her institution.
        ii. Innovation in program development and implementation at his/her campus.
        iii. Service to WVASPA or to another professional organization.
        iv. Presentation at local, regional, state or national conferences.
        v. Publication and research, including WVASPA newsletter.
    b. Mid-level Professional Award. The purpose of this award is to recognize the contributions of a higher education student personnel member with more than five years' experience in the field. Nominees will be evaluated on the following criteria:
        i. Effective service to his/her institution.
        ii. Innovation in program development and implementation at his/her campus.
        iii. Service to WVASPA or to another professional organization.

iv. Presentation at local, regional, state or national conferences.

v. Publication and research, including WVASPA newsletter.

c. The Stella Cooksey Distinguished Service Award. The purpose of this award is to serve to honor Stella Cooksey, the founder of WVASPA. Stella Marie Cooksey helped formally found WVASPA in March 1960. She was a 1941 graduate of Morris Harvey College (now the University of Charleston). Ms. Cooksey earned a standard teaching certificate when she was only 18, beginning a 47-year career in education in which she touched the lives of many students. She served as the Dean of Women and Director of Student Services from 1955-1970. She was then made Dean of Student Affairs in 1972, she resigned to return to full-time classroom teaching as a professor of mathematics. In 1981, she was named UC's Dean of the College of Arts and Sciences. The award recognizes outstanding achievement over an extended period of time in our profession. The distinguished service need not be exclusively in the state of West Virginia, but significant contribution to a West Virginia institution of higher education is a requirement. Nominees will be evaluated on the following criteria:

i. Service to a West Virginia institution of higher education.

ii. Service to WVASPA, either through leadership, committee work, or other sources.

iii. Contributions to the field of student personnel through teaching, administration, or research.

d. Innovative Program Award. The purpose of this award is to recognize an institution, member, unit, or division that has implemented an effective and creative approach to a problem or policy. Only one nomination from each campus or branch campus will be considered. The program must be less than four years in existence. Nominations should include the following information:

i. A description of the specific problem or need that the program is designed to address.

ii. A description of the program, accompanied by as much explanatory material as is appropriate.

iii. An evaluation of the program.

iv. A description of how the program could be adapted for use at other institutions. (This will be an important criterion in deciding on this award.)

v. The purpose of this award is not only to recognize outstanding achievement in developing programs, but to share these programs with the WVASPA membership so that all may benefit. Accordingly, a description of all nominated programs will be published in the WVASPA newsletter.

e. **Daniel 'Dan' Crockett Award**

The purpose of this award is to assist a Student Government Association in achieving their goals/platform by providing a $500 grant to the organization to use during the academic year. The purpose of this award is not only to recognize outstanding achievement in programs developed by our Student Government Association leaders, but to share the amazing work being done. Student Government Associations will be evaluated on the following criteria. Please use this link to apply.

Daniel "Dan" Crockett was a man of integrity, who spent his life dedicated to working with students. Dan had a passion for serving students in the state, and has been an inspiration to all of us who work with students through WVASPA.

This award is in honor and memory of the late Daniel Crockett who was a champion of WVASPA, Student Affairs, West Virginia students, and promoting leadership in Student Government Associations within higher education.

Throughout Dan's career, he worked tirelessly to support the student leaders across West Virginia. He was known to many Student Government Association members over the years for his involvement with the annual West Virginia Student Leadership Conference, the State Advisory Council of Students, and countless other state-level student-centered efforts.

The purpose of this award is to assist a Student Government Association in achieving their goals/platform by providing a $500 grant to the organization to use during the academic year. The purpose of this award is not only to recognize outstanding achievement in programs developed by our Student Government Association leaders, but to share the amazing work being done. Student Government Associations will be evaluated on the following criteria:

- A description of the platform/goals
- A description of how the platform/goals will be achieved and implemented
- A detailed description and justification of how the award grant will be utilized
- How the program will be evaluated
- How the program could be adapted by other student government association

2. The President shall appoint a Selection Committee. If any of these individuals has been nominated for an award, the President may appoint a replacement to the Selection Committee.
3. The Executive Committee may add other special awards as it deems appropriate.

ARTICLE X – Amendments & Effective Date

1. Proposed amendments to the Constitution and By-Laws may be made by those present at the annual conference and may be accepted by a simple majority at the annual business meeting.

2. Amendments proposed by the Executive Committee and/or Board of Directors will typically be available for review at least 30 days prior to the annual business meeting.
3. The revised Constitution and By-Laws will become effective immediately upon passage by a simple majority of those present at the annual business meeting.

Ratified November 6, 1989 by those members present at the annual Fall conference, Morgantown, West Virginia.

Amended October 23, 1995 by those members present at the annual Fall conference business meeting, Pipestem State Park, West Virginia.

Amended October 21, 1997 by those members present at the annual Fall conference business meeting, Canaan Valley Resort, West Virginia.

Amended June 4, 2013 by those members present at the annual conference business meeting, Pullman Plaza Hotel, Huntington, West Virginia.

Amended June 14, 2015 by Board of Directors at a business meeting, Days Hotel, Flatwoods, West Virginia.

Amended November 2, 2017 by those members present at the annual conference business meeting, Marriott Town Center, Charleston, West Virginia.

Amended February 24, 2025 by Board of Directors at a business meeting, Bridgeport Conference Center, Bridgeport, West Virginia.