

# Constitution of the Instructional Technology Student Association (ITSA)

## ARTICLE I – Name

1. The name of this organization shall be Instructional Technology Student Association (ITSA).

## ARTICLE II – Purpose

1. The purpose of ITSA shall be to foster contacts and communication between students and faculty in the Department of Educational Psychology and Instructional Technology, specifically the four program areas related to Instructional Technology (i.e., Instructional Design and Development (IDD), Instructional Technology (IT), School Library Media (SLM), and Technology Integration (TIP)) and to encourage active participation in projects relating to the various fields represented in these programs and the department.

## ARTICLE III – Membership

1. Membership in ITSA shall be automatically granted to all students currently enrolled in degree programs in all of the four IT program areas in the Department of Educational Psychology and Instructional Technology, subject to the conditions:

- a) Membership shall be limited to regularly enrolled University of Georgia students;
- b) Membership shall not be denied to any person because of age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status.

## ARTICLE IV – Dues and Payment

1. No dues are required for membership.

## ARTICLE V – Executive Officers

1. The following officers must be elected or appointed by October 1 of each year. Officer Term's are for one year beginning June 1 and continuing to May 31.

- a) President
- b) Vice-President
- c) Secretary/Treasurer
- f) Past President

2. The President, Vice-President, and Secretary/Treasurer will be voting members of the executive. The Past President will be a non-voting member with one exception. In the case of a tie vote, the Past President will vote to decide the matter.

3. The selection of executive members will proceed as follows:

- a) the election of the President and Secretary/Treasurer will occur during the Spring semester;
- b) the election of the Vice-President will occur during the Fall semester; and
- c) the Past President will be a non-elected position assumed by the current student who was the most recent President.

4. For the purposes of election, the acting President will appoint a Returning Office to oversee the election. The Returning Officer will determine the method of nomination, the length of nomination period, the

voting process, and the length of the voting period. This voting period shall not be less than seven (7) days and no more than fourteen (14) days. Officers will be elected among candidates by a simple majority of member votes.

5. Officers will be recommended for removal through a majority vote from the executive members (the Past President will cast a tie-breaking vote). The recommendation will then be sent to the general membership for vote. A simple majority of voting members will remove the officer. The officer can appeal the removal by presenting his or her case at a meeting with the executive board and one faculty member (preferably the faculty advisor). Members are invited to attend in order to provide evidence for or against the officer. A majority vote of the executive board and the faculty member shall ratify the removal.

6. The responsibilities of each of the officers shall be as follows:

a) The President shall

- be the official spokesperson for the organization;
- be responsible for ensuring the development and formulation of the policies of the organization;
- chair all general and executive meetings;
- be responsible for ensuring the availability of all the services of the organization to all members;
- be an ex-officio member with vote of all committees;
- be the official representative of the organization at the departmental level;
- be responsible for ensuring the submission of an executive budget;
- be responsible for ensuring that all members perform their duties as directed in this constitution; and
- have signing authority on all accounts in conjunction with the Treasurer.

b) The Vice President shall:

- in the absence of the President, perform all the duties of the President until he/she is able to return, or a by election is held;
- serve with the President as the official representative of the students when more than one is required;
- assume the duties of the Secretary during his/her absence;
- become the President for a one year term following the President in the event that this is not possible an election be held for the Presidency;
- be responsible for organizing social events during the academic year; and
- assist the President as necessary.

c) The Secretary/Treasurer shall:

- be responsible for the administering and accounting of all the organization's funds;
- share signing authority along with the President on all of the organization's accounts;
- administer payment of all expenses incurred by the organization or its activities within two (2) weeks of any request from any member;
- report at AGM and Executive meetings the organization's financial status;
- ensure that all financial activities comply with the approved budget;
- be responsible for passing on all financial information, statements and reports onto the incoming Secretary/Treasurer;
- record the minutes of all meetings and decisions taken by the Executive and distribute them to the members;
- maintain a current list of telephone numbers and e-mail addresses for all members; and
- be responsible for the successful chairing of AGM and Executive meetings.

ARTICLE VI – Meetings

Meetings of the organization shall be held according to the schedule established at the first meeting of the new school year.

#### ARTICLE VII – Quorum

1. A quorum shall be established if the President and at least two other executive members, and five other members are in attendance.

#### ARTICLE V – Committees

1. The organization shall establish committees or seek representatives to department committees as needed.

#### ARTICLE VIII – Responsibilities

1. The organization shall have the primary responsibilities in the department for the following:

- a) organizing professional development session of general interest to the students;
- b) organizing social activities of general interest to the students; and
- c) supporting student for conference travel.

#### ARTICLE IX – Amendments

1. Amendments to this Constitution shall be proposed and made at an annual general meeting at least once each academic year.

2. The power to modify this Constitution will be exclusively reserved for the general members of the organization.

3. Amendments to this Constitution shall be made by a majority vote (51%) of the general members or by a referendum.

#### ARTICLE X – Ratification