

Student Affairs Student Organization (SASO)

Date of Origin: November 2005

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- I. Purpose
 - A. SASO is a student organization at Penn State University dedicated to supporting the progress of students in the Higher Education with an emphasis on Student Affairs M.S. program and College Student Affairs M.Ed. program along with other students interested in the field of student affairs.
 - B. Specifically, SASO exists to:
 - 1. Provide information to HESA students regarding program updates and advocate for HESA student interests.
 - 2. Provide networking and social opportunities with Penn State administrators, program faculty and students, and others.
 - 3. Provide opportunities for academic and professional development.
 - 4. Provide opportunities for engagement in issues of social justice.
- II. Membership
 - A. At all times, the majority of members shall be officially registered graduate students at University Park.
 - B. The membership shall be divided into active and associate members.
 - 1. Only currently registered graduate students are active members.
 - 2. All others interested in furthering the purpose of SASO, including but not limited to faculty, staff, and alumni shall be associate members.
 - 3. Only active members may hold office, vote, preside, officiate, or solicit funds on behalf of the organization.
 - C. At all times there shall be at least 12 active members.
 - D. SASO and its members will uphold the Penn State non-discriminatory clause and will not restrict membership or discriminate on the basis of age, ancestry, national origin, race, ethnicity, religion, creed, sex, sexual orientation, gender identity and expression, language expression, ability status, or veteran status.
 - E. New Membership and Recruitment
 - 1. Any and all new members will be given full information during recruitment from SASO and the Office of Student Activities.
 - 2. All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.
 - 3. Any and all interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal laws.
 - F. SASO reserves the right to expel a member who is not following the policies of the organization with at least a quorum vote of attending members.
- III. Officers and Committee Representatives
 - A. Only active members shall be eligible to serve as appointed or elected officers and/or committee representatives.
 - B. Elected Officers

1. The **President** is the spokesperson of SASO and serves as a representative/liaison of SASO to relevant faculty, administrator, and student group meetings. The President leads SASO meetings, prepares agendas, and coordinates the general actions of SASO while providing general support to SASO officers and group members.
2. The **Vice President** supports the President as needed. The Vice President is responsible for maintaining the SASO website and calendar. The Vice President will work with program administrators to track program alumni and will prepare and circulate a semester (fall and spring) newsletter to all program alumni, faculty, administrators, current students, and other interested parties.
3. The **Treasurer** is responsible for handling all organizational finances. The responsibilities of the Treasurer include managing the organization's Associated Student Activities account, collecting and depositing member dues, overseeing conference financing materials and paperwork, and coordinating University Park Allocation Committee funding requests.
4. The **Social Justice Programming Coordinator** is responsible for coordinating three (3) social justice programs per year for SASO members and for alerting SASO members to other relevant social justice opportunities as necessary.
5. The **Networking/Social Coordinator** is responsible for coordinating three (3) networking and/or social programs per year for SASO members and for alerting SASO members to other relevant networking and/or social opportunities as necessary.
6. The **Professional Development Programming Coordinator** is responsible for coordinating three (3) professional development programs per year for SASO members and for alerting SASO members to other relevant professional development opportunities as necessary.

C. Appointed Officers

1. With the advice and consent of the SASO, the President may appoint officers to special tasks as needed.

D. Outside Committee Representatives

1. With the advice and consent of the SASO, the President will have the ability to annually appoint active members to serve as representatives on relevant campus committees. These committees could include the program's curriculum committee, admissions committee, and the Graduate Student Association.

E. Filling Unexpired Vacancies:

1. Nominations are taken at the meeting following the vacancy. Through the discretion of the President, elections can also occur at this meeting.
2. When nominations are being taken to fill unexpired terms, any member of the organization may nominate an active member of the organization (including themselves) when recognized.
3. If a majority (50%+1) vote is not obtained by any of the candidates, the candidate receiving the lowest number of votes is eliminated, and the active members shall vote again. This continues until a majority decision is reached.

IV. Meetings

- A. The Student Affairs Student Organization will meet a minimum of two times per semester during the fall and spring academic semesters.

- B. The President may change meeting frequency.
 - C. The President may call special meetings should they see fit.
 - D. The President must notify SASO members of all meetings via e-mail.
 - E. Adequate advance notice must be given to all active members.
- V. Decision-Making
- A. The goal is to reach a decision by consensus of those at the meeting, but if a consensus cannot be reached within a reasonable time frame, the issue will be brought to a vote. Officer and committee representative elections are excluded from this process. (See Section VII.)
 - B. Voting Procedure
 - 1. All who would like to speak on the issue may.
 - 2. After discussion, the President will call for a vote.
 - 3. The voting membership may also initiate a vote by voting to “call the question” by a super majority of 75%.
 - 4. Quorum for all voting is thirty-three percent (33%) of the active membership; however, if voting on SASO finances quorum is fifty percent (50%) of the active membership.
 - 5. If quorum is not present at the meeting, the vote can be taken online or via e-mail.
 - 6. A simple majority (50%+1) shall be necessary for all voting. This majority shall be derived from the active members present. If a majority is not obtained by any one option of a question that had more than two options, the option receiving the lowest number of votes is eliminated, and the active members shall vote again. This continues until a majority decision is reached.
- VI. Finances
- A. All organized funds are to be deposited and handled through the Associated Student Activities (ASA) in 240 HUB.
 - B. Dues
 - 1. This organization shall collect dues that will not be excessive.
 - 2. The Treasurer will recommend an amount, but active members will determine the dues amount during the first meeting of fall semester.
 - 3. Dues must be paid by the end of October.
 - 4. Dues shall be collected annually.
 - 5. Paid dues are not required for active membership.
 - C. Purchases
 - 1. Officers must get approval from active membership for all purchases.
 - 2. All purchases must be reported to membership at general meetings.
- VII. Officer Information
- A. Elections Code
 - 1. All elected officers will be nominated and elected during the first meeting of the spring semester.
 - 2. No one involved in conducting the elections may be an official candidate.
 - 3. Any member may nominate an active member (including themselves) for any office by notifying the individual conducting the elections prior to the elections meeting. Nominations shall also be accepted at the elections meeting.
 - 4. Individuals may be nominated for multiple positions but may ultimately only hold one elected officer position in a given year.

5. Each active member shall have one vote per office.
 6. If a majority vote (50%+1) cannot be obtained, the candidate with the lowest number of votes shall be dropped from consideration, and the active members shall vote again. This continues until a majority decision is reached.
 7. In the event of a tie, the ballot will be recast.
- B. Terms of Service
1. After being elected at the first meeting of the spring semester, new officers will shadow the preceding officer in their position for the remainder of the spring semester.
 2. Newly elected officers will officially take-over the responsibilities of their office at the last meeting of the spring semester.
- VIII. Amendments to the Constitution
- A. Any member may introduce a constitutional amendment in advance of or at the appropriate time of any SASO meeting.
 - B. The amendment(s) will be up for approval at the following meeting.
 - C. The decision-making process described in section V. of this constitution will be used to approve amendments, and if the amendment passes, it goes into effect immediately.
 - D. All amendments are subject to the approval of the Office of Student Activities.
- IX. Parliamentary Authority
- A. *Robert's Rules of Order, Newly Revised* shall be used in all cases not covered by this constitution.
- X. Accessibility of this Constitution
- A. Copies of this constitution shall be made available to anyone upon request.
- XI. Advisor
- A. This organization must retain an advisor at all times. The advisor will be a faculty or staff member of the University, will be chosen by the organization, and will sign a statement acknowledging advisor responsibilities and acknowledgement of the safety guidelines in place.