

**The Bylaws of
The Higher Education Student Association at
The University of Alabama**

I. MEMBERSHIP

- A. Voting membership dues shall be \$20 per year.
- B. Dues shall be paid by the beginning of the **third** regular meeting via cash or check.
- C. Members who have not paid their dues by the due date shall be considered as non-voting members.
- D. Occasionally HESA may need to assess a fee or collect money from the membership for **special events/purposes**. The amount of money collected shall be determined by a majority of the voting membership at a regularly scheduled meeting.
- E. HESA funds shall not be used to purchase or reimburse members for alcoholic beverages.

II. OFFICERS

- A. The officers of HESA shall be:
 - 1. President
 - 2. Vice President of Administration
 - 3. Vice President of Programming
 - 4. Vice President of External Relations
- B. Powers and duties of officers:
 - 1. The President shall serve as the principal executive officer of HESA and is responsible for presiding over all meetings, determining the agenda of each meeting, overseeing the Vice Presidents, overseeing the arrangement of the Higher Education Preview Day, building relationships with the Division of Student Life for practicum internships for members, and maintaining the organization website and social media outlets.
 - 2. The Vice President of Administration is responsible for taking meeting minutes and uploading to the website, making room reservations for all meetings and events, collecting membership dues, dispensing funds for events, and aiding the President with maintaining the website and social media outlets.
 - 3. The Vice President of Programming is responsible for planning and executing professional development and social events for members, contacting alumni and professionals to host professional development, and writing blog posts on professional development or social events.
 - 4. The Vice President of External Relations is responsible for building relationships with alumni, working closely with faculty for program events (Orientation, Visit Day, and Preview Day), communicating with prospective students, and writing blog posts featuring alumni and recruitment events.

C. Qualifications necessary to hold office in HESA are as follows:

1. Candidates must be enrolled and in good academic and disciplinary standing with the Higher Education Administration program at The University of Alabama.
2. No member may hold more than one office at the same time. No member may serve more than two consecutive years on the HESA Executive Board.

D. Elections

1. Elections will be based on self-nominations for officer positions.
2. Nominations shall be due electronically one week after the first meeting of the spring semester.
3. Candidates may run for multiple offices.
4. Voting for new officers will occur by an electronic ballot two weeks after the first meeting of the spring semester, administered by the HESA advisor.
5. New officers will be announced at the second meeting of spring semester.
6. New officers will be sworn in at the last meeting of the spring semester, even if not present.

E. Removal

1. Officers may be removed by the advisor if no longer in good academic or disciplinary standing at The University of Alabama.
2. Any officer may be removed from office if they are acting detrimentally to the organization or they have significantly disregarded the major responsibilities of their office. Any HESA voting member may initiate removal of officers by the following procedure:
 - a. Submit a petition to the Executive Board and advisor with signatures of a simple majority of voting members stating reason for removal. Petitions shall be submitted to the President. If the President is being brought up on charges, the petition shall be submitted to the Vice President of Administration.
 - b. The officer receiving the petition shall notify the officer designated in the petition and schedule a special meeting for a removal vote within two weeks of the petition being filed, except in situations of academic year breaks.
 - c. Voting members shall be notified at least one week prior to special meeting.
 - d. At the special meeting, the petitioner's stated grievances shall be made public and the designated officer shall be allowed to respond.
 - e. Removal from office shall require a vote of 2/3 of all voting members.

F. Vacancy

1. In case of resignation or removal of an officer, that office will be considered vacant.

2. Vacancies for President must be filled. The Vice President of Administration will immediately serve as the Interim President until the vacancy is formally filled.
3. Vacancies in offices other than President may be filled by nomination from any HESA member and election by voting members. Vacancy elections shall follow the same procedures used during general elections, beginning at the next general meeting after the vacancy occurs.
4. **If vacancies other than President are not filled, elected officers must absorb the vacant position's responsibilities.**

III. ADVISOR

- A. At the end of the academic year, the newly elected Executive Board shall determine whether to request their current advisor continue or to request a new advisor.
 1. If the newly elected Executive Board decides to keep the current advisor, they shall contact the advisor to request their position continue for another academic year.
 2. If a new advisor is needed, the Executive Board shall notify a full- or part-time member of The University of Alabama faculty or staff, in order to confirm their interest in being the HESA advisor.
- B. The advisor may be removed if they are acting detrimentally to the organization or they have significantly disregarded their major responsibilities. The Executive Board may initiate removal of the advisor once a new advisor has been selected to fill the position.

These bylaws were adopted on [insert date of voting] and most recently revised on September 4, 2017.